

# A G E N D A

## SPECIAL MEETING

SAN RAFAEL SANITATION DISTRICT

BOARD OF DIRECTORS

FRIDAY – JULY 17, 2020 - 9:00 A.M.

Join Zoom Meeting at <https://zoom.us/j/91104504982>

Meeting ID: 911 0450 4982

Or By Phone:

One tap mobile

+16699006833,,91104504982# US (San Jose)

+12532158782,,91104504982# US (Tacoma)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Find your local number: <https://zoom.us/u/abAAVejtKK>

### CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Governor Newsom's Executive Order N-29-20, the San Rafael Sanitation District will no longer offer an in-person meeting location for the public to attend. This meeting will be available by virtual and teleconference.

If you experience an issue providing comments in the meeting or have any questions regarding the meeting, please contact the District Clerk (email [cindy.hernandez@cityofsanrafael.org](mailto:cindy.hernandez@cityofsanrafael.org) or phone 415-485-3132).

**Members of the public may speak on Agenda items.**

#### 1. OPEN PERIOD

Opportunity for the public to address the Board on items not on the agenda.  
(Presentations are generally limited to 2 minutes.)

#### 2. MINUTES OF THE MEETING

Request approval as submitted – June 5, 2020

#### 3. PAYMENTS

Request approval as submitted.

#### 4. OLD BUSINESS

a. None.

## **5. NEW BUSINESS**

- a. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Project.
- b. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement for design related services for the 2020 Sewer Pipe Repair and Replacement Project.
- c. Adopt resolution establishing the sewer connection fee for FY 2020-21.
- d. Adopt resolution establishing the 2020-21 appropriations limit on tax proceeds (Proposition 4).
- e. Discussion on Board meeting schedule.

## **6. INFORMATIONAL ITEMS**

## **7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

## **8. CLOSED SESSION**

### **a. Conference with Legal Counsel-Existing Litigation**

California Government Code section 54956.9(d)(1).

Name of Case: *Buettner, et al. v. SRSD, et al.*; Marin County Superior Court, Case No. CIV-2000520

### **b. Public Employee Performance Evaluation**

California Government Code Section 54957

Title: District Manager

## **9. ADJOURNMENT**

The next scheduled meeting is August 7, 2020.

**SAN RAFAEL SANITATION DISTRICT**  
**Minutes of the Meeting**  
**June 5, 2020**

Special Meeting

Via Teleconferencing

The meeting was called to order at 9:31 A.M. by Chair Phillips.

Attendance Board: Gary O. Phillips, Chair  
Maribeth Bushey, Secretary/Director  
Katie Rice, Director and Acting Secretary/Director

Attendance Staff: Doris Toy, District Manager/District Engineer  
Kris Ozaki, SRSD Sewer Maintenance Superintendent  
Cynthia Hernandez, District Secretary

Attendance Others: Dean DiGiovanni, CMSA Commissioner for SRSD  
Jason Dow, General Manager of CMSA

- 1. **OPEN PERIOD** - No persons were present to address the Board.
- 2. **MINUTES OF APRIL 24, 2020.**

**MOTION** by Director Rice, seconded by Director Bushey, to approve the minutes of the April 24, 2020, meetings as presented.

**AYES:** Director Bushey, Director Rice, Chair Phillips  
**NOES:** None  
**ABSENT:** None

*Motion Carried*

**3. PAYMENTS**

**MOTION** by Director Rice, seconded by Director Bushey, to approve the payments for April 2020 in the amount of \$163,078.13 for maintenance and operation of the District and for capital improvements.

**AYES:** Director Bushey, Director Rice, Chair Phillips  
**NOES:** None  
**ABSENT:** None

*Motion Carried*

#### 4. OLD BUSINESS

##### a. Discussion on Bayside Acres beach sewers.

District Manager Toy gave a recap on the presentation made by Nute Engineering and Prunuske-Chatham at the April 24, 2020, Board meeting regarding the Bayside Acres beach sewers. She reported that there are about 20 homes located between the beach and the road that are connected to the sewer main located in the beach because the road is at a higher elevation than the homes. The sewer system was installed in 1972 before sea level rise had become an issue. Because the District's infrastructure is now in a tidal zone, high tides have now covered the manholes and have caused them to become corroded shut. This has made it impossible to access or maintain the District's sewer system at this location. Some of the exposed sewer laterals are corroded or have holes in them, so the District's maintenance crews have been patching them. Manager Toy then reported that the following options had previously been presented by Prunuske-Chatham to remedy this situation: 1. The District would replace the pipe in the same alignment (in the beach). However, obtaining permits from the regulatory agencies could be difficult. 2. The District would install private individual pumping systems to each home. These would be owned and maintained by the property owners and would cost approximately \$4.6 million. 3. The District would install and maintain a shared pumping system. Each pump station would serve from two to four homes and would cost approximately \$2 million. She reported that at the last meeting, it appeared that the Board was leaning towards the third option and that this option would probably be the one most favored by the regulatory agencies since a government agency would be maintaining the sewer system. She also reported that one of these homes currently has a privately owned and maintained pumping system. Manager Toy then reported on a similar project that had taken place many years ago on El Camino Avenue. In this case, the sewer main, which served approximately five homes, was hanging off the hillside behind the homes and had to be relocated to the street in front of the homes. Because the homes are located below street level, the District paid for and installed pumps, which were then owned and maintained by the property owners. She also reported that it took about a year for the District to negotiate this arrangement with a couple of the property owners. Manager Toy then reported that she wanted to continue the conversation regarding the beach sewers. She reported that the Board had previously discussed going with the third option and the possibility of having the property owners share in the cost (possibly paying the difference between the cost of a regular gravity sewer project and this project). She also reported that based on Nute's rough estimate, it appears that the cost to each property owner would be approximately \$50,000. In addition, she reported that she had consulted with the District's legal counsel on how any funding from the property owners might be collected. The Board, staff, and others then had a lengthy discussion regarding these matters. The Board then agreed to authorize the District Manager to request Nute Engineering for a proposal for the design of a District owned pumping facility.

**MOTION** by Director Bushey, seconded by Director Rice, to authorize the District Manager to request Nute Engineering for a proposal for the design of a District owned pumping facility.

**AYES:** Director Bushey, Director Rice, Chair Phillips  
**NOES:** None  
**ABSENT:** None

*Motion Carried*

## 5. NEW BUSINESS

### a. Report on bid opening for the Sanitary Sewer Televising Project 2019 and adopt resolution to award contract.

District Manager Toy reported that the District plans to televise 10 miles of sewer pipe per year, but this project consists of cleaning and televising 11.5 miles of sewer. She also reported that most of this project is near the Highway 101 Harbor Bridge State right-of-way, so the District only needed to apply for one encroachment permit from Caltrans for televising all the District sewer pipes within the Caltrans right-of-way. Next, Manager Toy reported that three bids were received, which were opened on May 26, 2020, and the lowest bid was from Pipe and Plant Solutions, Inc. She also reported that staff had checked their references and that the San Francisco Public Utilities Commission had no complaints, and the City of Santa Clara had described them as professional and easy to conduct business with. She then recommended that the Board award the contract to Pipe and Plant Solutions, Inc., for \$259,755.00.

**MOTION** by Director Bushey, seconded by Director Rice, to adopt the resolution awarding contract to Pipe and Plant Solutions, Inc., for the Sanitary Sewer Televising Project 2019 for \$259,755.00.

**AYES:** Director Bushey, Director Rice, Chair Phillips  
**NOES:** None  
**ABSENT:** None

*Motion Carried*

### b. Report on bid opening for the Francisco Boulevard East Sewer Rehabilitation Project and adopt resolution to award contract.

District Manager Toy reported that this project consists of replacing approximately 980 linear feet of 10-inch corrugated metal pipe on Francisco Boulevard East between Medway Road and Harbor Way. She reported that this project was previously part of the District's 2017 Sewer Pipe Repair and Replacement Project, but the District had decided to postpone this portion of the work once it learned that the City was planning to do a sidewalk widening project on Francisco Boulevard East between Vivian Way and Grand Avenue. She also reported that this would allow the City and the District to coordinate their design and construction work in this vicinity. Manager Toy then reported that the City had awarded its sidewalk widening project to Ghilotti Bros., Inc., on May 18, 2020. She also reported that this project will require a lot of coordination between the District and the City since the City's sidewalk widening and the District's sewer replacement work will be done concurrently. Next, Manager Toy reported that the District had received four bids for its sewer rehabilitation project, which were opened on May 28, 2020. She also reported that K.J. Woods was the lowest responsible bidder with a bid of \$588,000.00 and that they had previously worked with Nute Engineering in other districts. Manager Toy then recommended that this project be awarded to K.J. Woods Construction, Inc., for \$588,000.00.

**MOTION** by Director Rice, seconded by Director Bushey, to adopt the resolution awarding contract to K.J. Woods Construction, Inc., for the Francisco Boulevard East Sewer Rehabilitation Project for \$588,000.00 as recommended by staff.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

- c. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Park Engineering, Inc., for construction related services for the Francisco Boulevard East Sewer Rehabilitation Project.**

District Manager Toy reported that this item refers to the same project on Francisco Boulevard East that was discussed in the previous item. She reported that because the District's sewer rehabilitation project will be done concurrently with the City's sidewalk widening project and because the sewer alignment will be in close proximity to the City's new widened sidewalk, light poles, and trees, coordination on these projects will be essential. Due to this situation, she also reported that both District and City staff recommend having the same construction manager and inspector for these projects and agree that this will result in a smoother and more efficient method of coordination. Next, Manager Toy reported that because the District and the City have both worked with Park Engineering over the past five years, they had both requested Park Engineering to submit a separate proposal to each agency for construction related services. She then reported that on May 18, 2020, the City Council had authorized the City Manager to execute an agreement with Park Engineering for the City's portion of the project. Manager also reported that Park Engineering had submitted a proposal to the District for construction management and inspection services on a time-and-materials basis for a cost of \$41,850.00 for the District's portion of the project and recommended that the Board adopt the resolution authorizing her to execute a Professional Services Agreement with Park Engineering for these services.

**MOTION** by Director Rice, seconded by Director Bushey, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Park Engineering, Inc., for construction related services for the Francisco Boulevard East Sewer Rehabilitation Project for an amount not to exceed \$41,850.00.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

- d. Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for engineering related services for the Francisco Boulevard East at Grange Way Sewer and Storm Drain Project.**

District Manager Toy reported that for the past several years, District staff has been working with the Bay Area Toll Authority (BATA) on the Richmond-San Rafael Access Improvement Project to provide bike and pedestrian access from the Richmond-San

Rafael Bridge to Francisco Boulevard East and Grange Way. She also reported that BATA plans to widen the sidewalk, install light poles, and perform underground utility work, which will not impact the District's sewer main. She then reported that the City recently discovered that the storm drain at 2111 Francisco Boulevard East is in poor condition and now plans to replace it. Next, Manager Toy reported that because the storm drain is in close proximity to the District's sewer main, the City's work will disturb the main and may possibly damage it. She reported that due to this situation and because the sewer main has multiple sags, the District proposes to replace this segment of the sewer (880 LF), which will be done concurrently with the replacement of the City storm drain (200 LF). She also reported that both City and District staff feel that it would be more efficient to have one engineering consultant design both the new sewer and new storm drain. Next, Manager Toy reported that because the City and the District would like to complete their work before BATA begins its work, and because it is not known when this will take place due to BATA's funding issues, the District had requested Nute Engineering to submit a proposal for design and engineering related services for this project. She then reported that Nute Engineering had submitted a proposal to perform the requested services for both the new sewer and the new storm drain on a time-and-materials basis for a total cost of \$67,333.00. She also reported that the City would reimburse the District for its share of the project, which will be approximately \$10,000.00, and the District's share will be approximately \$57,333.00. Manager Toy then recommended that the Board adopt the resolution authorizing her to execute a Professional Services Agreement with Nute Engineering for these services.

**MOTION** by Director Rice, seconded by Director Bushey, to adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for engineering related services for the Francisco Boulevard East at Grange Way Sewer and Storm Drain Project for an amount not to exceed \$67,333.00.

**AYES:** Director Bushey, Director Rice, Chair Phillips  
**NOES:** None  
**ABSENT:** None

*Motion Carried*

**e. Discussion on the Operations and Maintenance Manager position.**

District Manager Toy reported that the Sewer Maintenance Superintendent job description was last prepared and approved in 2001. She then reviewed the history of the District's staffing changes and job duties over the past many years and reported that the Superintendent's job duties had evolved in regard to work demand and increasing responsibilities. She also reported that in recent years, the District's maintenance and capital improvement programs had grown at a more rapid rate due to increasing wastewater regulations and maintenance of the District's facilities, which had caused the Superintendent to act as more of an Operations and Maintenance Manager. Next, Manager Toy recommended that the Sewer Maintenance Superintendent position be changed to Operations and Maintenance Manager, which would include a pay increase. She also reported that she had reviewed this matter with Human Resources and that they had spoken to the City Manager about it. She then reported that both Human Resources and the City Manager were okay with this change as long as it was approved by the District Board.

**MOTION** by Director Bushey, seconded by Director Rice, to eliminate the Sewer Maintenance Superintendent position and replace it with the Operations and Maintenance Manager position.

**AYES:** Director Bushey, Director Rice, Chair Phillips

**NOES:** None

**ABSENT:** None

*Motion Carried*

**f. Discussion on the City of San Rafael's cost savings measures.**

District Manager Toy referred to the City's various forms of cost savings measures, such as voluntary retirement, voluntary time off, furloughs, and cost cutting by the individual departments. She also reported that since she had been with the City, the City had three furlough programs during Fiscal Years 2004-2005, 2009-2011, and 2011-13 and that District staff had participated in the furlough program in both 2004-2005 and 2011-2013. She then reported that District staff are also City employees, but the District is a separate agency with separate revenue and a separate budget. Next, she reported that the District contracts with the City for its staff and certain services. She reported that the District provides essential services for the community, and District staff have continued to work full-time on maintaining the District's facilities and on capital improvement projects, even during the COVID-19 pandemic. Manager Toy then requested the Board to advise her on whether District staff should participate in the City's upcoming furlough program since the District and the City have separate finances. She also reported that the City had decided to defer to the District Board in regard to this matter. The Board then discussed this matter thoroughly. Next, Manager Toy reported that two of the District's staff members had applied for the City's voluntary retirement program. She reported that in the past, no staff members had been eligible to apply for this program. She also reported that any applicants that were selected for voluntary retirement would also receive compensation of up to \$30,000.00. Manager Toy then reported that the City had turned down the District's applicants because their voluntary retirement would have no effect upon the City's budget in regard to cost savings. Manager Toy reported that if the Board decided that District staff should participate in the furlough program, then District staff would also be eligible to participate in the the voluntary retirement program; and if the Board decided that District staff should not participate in the furlough program, then District staff would not be eligible to participate in the voluntary retirement program, unless the District implements its own voluntary retirement program. After additional discussion, the Board decided that District staff would not be required to participate in the furlough program and would also not be eligible to participate in the voluntary retirement program.

**g. Discussion on Board meeting schedule.**

District Manager Toy inquired whether the Board would be okay with setting the monthly Board meeting schedule for the first Friday of the month at 9:30 A.M. The Board then agreed to this schedule except for the July meeting, which was tentatively scheduled for July 10, 2020, at 9:30 A.M.



**6. INFORMATIONAL ITEMS**

**a. Letter from Eide Bailly dated April 29, 2020.**

District Manager Toy reported that the letter from Eide Bailly had inadvertently been omitted from the agenda packet. She reported that Eide Bailly is the District's audit firm and that this letter provides information regarding their responsibilities with regard to the financial statement audit and the planned scope and timing of their audit. She then reported that this letter would be emailed to the Board.

**7. DIRECTOR REPORTS/REQUESTS FOR FUTURE AGENDA ITEMS**

- a.** The Board requested that a closed session for the continuation of the performance review for the District Manager/District Engineer be place on the agenda for the next meeting.

**8. ADJOURNMENT**

There being no further business to come before the Board, the meeting of June 5, 2020, was adjourned at 10:38 A.M. The next meeting of the San Rafael Sanitation District tentatively scheduled for Friday, July 10, 2020, was later canceled, and a special meeting was scheduled for Friday, July 17, 2020, at 9:00 A.M. via teleconferencing.

Respectfully submitted,

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Maribeth Bushey, Recording Secretary

**ATTEST THIS 17th DAY OF JULY 2020**

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Gary O. Phillips, Chair



**SAN RAFAEL SANITATION DISTRICT  
PAYMENT SUMMARY**

May 1, 2020 - May 31, 2020  
Vendor/Payee

|                                      | Memo                                                                                                    | Class | Acct # | Account Name                    | Amount       |
|--------------------------------------|---------------------------------------------------------------------------------------------------------|-------|--------|---------------------------------|--------------|
| AAA BUSINESS SUPPLIES                | Safety - wipes to protect against COVID-19                                                              | 200   | 2365   | Safety equipment and supplies   | 145.97       |
| ALDRAN CHEMICAL, INC.                | Collection System - disinfectant                                                                        | 200   | 2360   | O&M - collection systems        | 498.50       |
| ARAMARK UNIFORM SERVICES             | Uniforms - weekly service ending 4/22/20                                                                | 200   | 2021   | Uniforms                        | 279.82       |
| ARAMARK UNIFORM SERVICES             | Uniforms - weekly service ending 4/29/20                                                                | 200   | 2021   | Uniforms                        | 148.97       |
| ARAMARK UNIFORM SERVICES             | Uniforms - weekly service ending 5/06/20                                                                | 200   | 2021   | Uniforms                        | 148.97       |
| AT&T *8362                           | Telephone Service - land lines for pump stations and dialers from 4/02/20 - 5/01/20                     | 100   | 2534   | Telephone service               | 317.61       |
| BWS DISTRIBUTORS                     | Safety - face masks to protect COVID-19                                                                 | 200   | 2365   | Safety equipment and supplies   | 167.40       |
| BWS DISTRIBUTORS                     | Safety - gloves                                                                                         | 200   | 2365   | Safety equipment and supplies   | 175.07       |
| CALTRANS                             | Sanitary Sewer Televising Project 2019 - Caltrans encroachment permit                                   | 300   | 4334   | 2019 Sewer Televising           | 492.00       |
| CENTRAL MARIN SANITATION AGENCY      | Service Charges - fourth quarter service charges for 4/01/20-6/30/20                                    | 400   | 4112   | Sewage treatment                | 1,326,756.49 |
| CITY OF SAN RAFAEL                   | Vehicles - third quarter fuel charges for 1/01/20-3/31/20                                               | 200   | 2083   | Parts and repairs vehicles      | 2,867.44     |
| COUNTY OF MARIN                      | Director's Fees - Katie Rice on 4/24/20                                                                 | 100   | 2282   | Director's fees                 | 100.00       |
| DNG ENTERPRISES INC                  | Pump Stations - coolant for generators                                                                  | 200   | 2359   | Maint- pump sta's & force mains | 105.23       |
| EWERS ENGINEERING INC                | Force Main Condition Assessment Program Development, Phase 2 - engineering services for 4/01/20-4/30/20 | 300   | 4151   | Force Main Cond A               | 17,317.50    |
| GRAINGER                             | Pump Stations - connector for Mooring Road Pump Station                                                 | 200   | 2359   | Maint- pump sta's & force mains | 17.36        |
| GRAINGER                             | Pump Stations - light bulbs for North Francisco Pump Station                                            | 200   | 2359   | Maint- pump sta's & force mains | 11.02        |
| JMB CONSTRUCTION, INC.               | South Francisco Pump Station Improvements Project - progress payment #1 retention for escrow account    | 300   | 4148   | S. Francisco Pump Station (10)  | 11,525.00    |
| JMB CONSTRUCTION, INC.               | South Francisco Pump Station Improvements Project - progress payment #1                                 | 300   | 4148   | S. Francisco Pump Station (10)  | 218,975.00   |
| JRL Machine & Driveline              | Pump Stations - drive shaft repair at West Railroad Pump Station                                        | 200   | 2359   | Maint- pump sta's & force mains | 303.51       |
| MARIBETH BUSHEY                      | Director's Fees - Maribeth Bushey on 4/24/20                                                            | 100   | 2282   | Director's fees                 | 100.00       |
| MARIN MUNICIPAL WATER DIS            | Water - 44 Lagoon Road from 2/14/20-4/15/20                                                             | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - 1271 Andersen Drive from 2/11/20-4/09/20                                                        | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - 3106 Kerner Blvd. from 2/14/20-4/14/20                                                          | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Andersen Drive from 2/11/20-4/09/20                                                             | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Castro Avenue from 2/13/20-4/13/20                                                              | 200   | 2536   | Water utility costs             | 308.64       |
| MARIN MUNICIPAL WATER DIS            | Water - Catalina Blvd. from 2/13/20-4/13/20                                                             | 200   | 2536   | Water utility costs             | 161.40       |
| MARIN MUNICIPAL WATER DIS            | Water - E. Francisco Blvd. from 2/13/20-4/13/20                                                         | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - E. Francisco Blvd. from 2/14/20-4/14/20                                                         | 200   | 2536   | Water utility costs             | 455.72       |
| MARIN MUNICIPAL WATER DIS            | Water - Montecito Road from 2/14/20-4/14/20                                                             | 200   | 2536   | Water utility costs             | 103.91       |
| MARIN MUNICIPAL WATER DIS            | Water - North San Pedro Road from 2/14/20-4/15/20                                                       | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Peacock Dr. from 2/14/20-4/15/20                                                                | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Point San Pedro Road from 2/14/20-4/14/20                                                       | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Riviera Dr. LT28 Sewer Pump from 2/14/20-4/15/20                                                | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Simms Street from 2/11/20-4/09/20                                                               | 200   | 2536   | Water utility costs             | 77.20        |
| MARIN MUNICIPAL WATER DIS            | Water - Woodland Avenue from 2/11/20-4/09/20                                                            | 200   | 2536   | Water utility costs             | 81.29        |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | Collection System - sewer main repair at 15 Curtis Avenue                                               | 200   | 2360   | O&M - collection systems        | 7,983.51     |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | Collection System - spot repair at 204 Laurel Place                                                     | 200   | 2360   | O&M - collection systems        | 10,950.00    |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | Standby - service at 105 Spinnaker Point Drive                                                          | 200   | 2363   | Standby services                | 650.00       |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | Standby - service at 152 Du Bois Street                                                                 | 200   | 2363   | Standby services                | 325.00       |

|                                      |                                                                                |     |      |                                 |                 |
|--------------------------------------|--------------------------------------------------------------------------------|-----|------|---------------------------------|-----------------|
| MARIN ROTO-ROOTER SEWER SERVICE, INC | Standby - service at 830 Third Street                                          | 200 | 2363 | Standby services                | 325.00          |
| NAPA TRUCK CARE CENTER/J W MOBILE    | Vehicles - repairs to vehicle #8149-17                                         | 200 | 2083 | Parts and repairs vehicles      | 3,987.10        |
| NORLAB, INC.                         | Collection System - toilet dye packets                                         | 200 | 2360 | O&M - collection systems        | 81.00           |
| PERIN - BATTERIES PLUS               | Pump Stations - batteries for Loch Lomond Pump Station UPS 3/11/20-4/09/20     | 200 | 2359 | Maint- pump sta's & force mains | 80.55           |
| PG&E a/c 2480926202-5                | Power - electric service for pump stations March 2020-April 2020               | 200 | 2635 | Electric utility costs          | 11,439.22       |
| PHILLIPS, GARY                       | Director's Fees - Gary O. Phillips on 4/24/20                                  | 100 | 2282 | Director's fees                 | 100.00          |
| ROY'S OFFICE REPAIRS                 | Office Supplies - typewriter ribbon and correction tape                        | 100 | 2133 | Office & shop supplies          | 54.00           |
| SCHAAF & WHEELER, INC                | Woodland Ave. SIP - engineering services through 3/31/20                       | 300 | 4339 | Woodland Pl/Ave & Octavia (80)  | 13,020.00       |
| STAPLES INC                          | Office Supplies - pens and invisible tape                                      | 100 | 2133 | Office & shop supplies          | 56.00           |
| TIFCO INDUSTRIES                     | Safety - hand sanitizer to protect against COVID-19                            | 200 | 2365 | Safety equipment and supplies   | 350.94          |
| US BANK                              | Collection System - push camera skid                                           | 200 | 2360 | O&M - collection systems        | 111.04          |
| US BANK                              | Francisco Blvd East Sewer Rehabilitation Project - notice inviting bids        | 300 | 4336 | Francisco Blvd. East-Medway(80) | 985.36          |
| US BANK                              | Office Supplies - certified mail to Aramark on 4/10/20                         | 100 | 2133 | Office & shop supplies          | 6.95            |
| US BANK                              | Office Supplies - large clipboards                                             | 100 | 2133 | Office & shop supplies          | 65.78           |
| US BANK                              | Pump Stations - anodes for pumps                                               | 200 | 2359 | Maint- pump sta's & force mains | 156.83          |
| US BANK                              | Pump Stations - ratchet and adapter for vehicle #8149                          | 200 | 2359 | Maint- pump sta's & force mains | 33.72           |
| US BANK                              | Safety - shipping fee for safety wrench to be certified by BWS                 | 200 | 2365 | Safety equipment and supplies   | 30.46           |
| VERIZON WIRELESS                     | Telephone Service - wireless service for laptops 3/21/20-4/20/20               | 100 | 2534 | Telephone service               | 342.13          |
| WATER COMPONENTS & BLDG SUPPLY       | Collection System - white flags for USA markings                               | 200 | 2360 | O&M - collection systems        | 12.60           |
| WORKSMART AUTOMATION, INC            | Pump Stations - SCADA network diagram with IP addressing requested by Xantrion | 200 | 2359 | Maint- pump sta's & force mains | 465.00          |
|                                      |                                                                                |     |      |                                 | \$ 1,633,947.41 |

3.

**SAN RAFAEL SANITATION DISTRICT**  
**PAYMENT SUMMARY**  
**June 1, 2020 - June 30, 2020**  
**Vendor/Payee**

|                                   | Memo                                                                                                                 | Class | Acct # | Account Name                   | Amount     |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------|-------|--------|--------------------------------|------------|
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 5/13/20                                                                             | 200   | 2021   | Uniforms                       | 148.97     |
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 5/20/20                                                                             | 200   | 2021   | Uniforms                       | 148.97     |
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 5/27/20                                                                             | 200   | 2021   | Uniforms                       | 148.97     |
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 6/03/20                                                                             | 200   | 2021   | Uniforms                       | 148.97     |
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 6/10/20                                                                             | 200   | 2021   | Uniforms                       | 153.57     |
| ARAMARK UNIFORM SERVICES          | Uniforms - weekly service ending 6/17/20                                                                             | 200   | 2021   | Uniforms                       | 148.97     |
| AT&T *4667                        | Telephone Service - pump station dialers to CMSA from 4/20/20-5/19/20                                                | 100   | 2534   | Telephone service              | 155.59     |
| AT&T *8362                        | Telephone Service - land lines for pump stations and dialers from 5/02/20-6/01/20                                    | 100   | 2534   | Telephone service              | 318.43     |
| AT&T MOBILITY                     | Telephone Service - cell phone service from 4/04/20-5/03/20                                                          | 100   | 2534   | Telephone service              | 666.52     |
| AT&T MOBILITY                     | Telephone Service - cell phone service from 5/04/20-6/03/20                                                          | 100   | 2534   | Telephone service              | 703.72     |
| BPXPRESS                          | Sanitary Sewer Televising Project 2019 - plans and specs                                                             | 300   | 4334   | 2019 Sewer Televising          | 320.90     |
| BWS DISTRIBUTORS                  | Safety - calibration gas for gas detectors                                                                           | 200   | 2365   | Safety equipment and supplies  | 250.24     |
| BWS DISTRIBUTORS                  | Safety - gloves                                                                                                      | 200   | 2365   | Safety equipment and supplies  | 335.48     |
| BWS DISTRIBUTORS                  | Safety - sensor and filters for gas detectors                                                                        | 200   | 2365   | Safety equipment and supplies  | 163.04     |
| CALCON SYSTEMS, INC.              | Pump Stations - annual preventive maint. for inner area pump stations & troubleshoot pump #1 VFD at West Railroad PS | 200   | 2359   | Maint-pump sta's & force mains | 8,856.25   |
| CALCON SYSTEMS, INC.              | Pump Stations - power board installed for pump #1 VFD at West Railroad Pump Station                                  | 200   | 2359   | Maint-pump sta's & force mains | 2,448.86   |
| CALCON SYSTEMS, INC.              | Pump Stations - preventive maintenance at North Francisco PS and report on all preventive maintenance work           | 200   | 2359   | Maint-pump sta's & force mains | 2,093.75   |
| CALCON SYSTEMS, INC.              | Pump Stations - VFD fuse replacement at West Railroad PS                                                             | 200   | 2359   | Maint-pump sta's & force mains | 825.98     |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Bret Harte PS generator                                     | 200   | 2359   | Maint-pump sta's & force mains | 1,625.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Cayes Main PS generator                                     | 200   | 2359   | Maint-pump sta's & force mains | 1,300.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Cayes main PS portable generator                            | 200   | 2359   | Maint-pump sta's & force mains | 1,300.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Glenwood PS generator                                       | 200   | 2359   | Maint-pump sta's & force mains | 1,775.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Loch Lomond PS generator                                    | 200   | 2359   | Maint-pump sta's & force mains | 2,100.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for North Francisco PS generator                                | 200   | 2359   | Maint-pump sta's & force mains | 3,500.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Peacock #2 PS generator                                     | 200   | 2359   | Maint-pump sta's & force mains | 1,325.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Riviera PS generator                                        | 200   | 2359   | Maint-pump sta's & force mains | 1,800.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for San Pedro PS generator                                      | 200   | 2359   | Maint-pump sta's & force mains | 1,850.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for San Pedro PS portable generator                             | 200   | 2359   | Maint-pump sta's & force mains | 1,325.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Simms Street PS generator                                   | 200   | 2359   | Maint-pump sta's & force mains | 1,675.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for Simms Street PS portable generator                          | 200   | 2359   | Maint-pump sta's & force mains | 2,075.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for West Railroad PS generator                                  | 200   | 2359   | Maint-pump sta's & force mains | 2,225.00   |
| CALIFORNIA DIESEL & POWER INC.    | Pump Stations - annual service and load bank testing for West Railroad PS portable generator                         | 200   | 2359   | Maint-pump sta's & force mains | 1,650.00   |
| CENTRAL MARIN SANITATION AGENCY   | FOG Program - FOG Control Program Management from 1/01/20-3/31/20                                                    | 100   | 4300   | FOG Program                    | 4,797.84   |
| CITY OF SAN RAFAEL                | Contract with San Rafael - fourth quarter FY 2019-20 reimbursement                                                   | 100   | 2361   | Contract with San Rafael       | 776,173.28 |
| CITY OF SAN RAFAEL                | Facilities Mapping Services - services FY 2019-20                                                                    | 100   | 4188   | Facilities mapping services    | 45,000.00  |
| CITY OF SAN RAFAEL                | Vehicles - vehicle repair and parts 2/13/20-6/05/20                                                                  | 200   | 2083   | Parts and repairs vehicles     | 2,802.42   |
| COUNTY OF MARIN                   | Director's Fees - Katie Rice on 6/05/2020                                                                            | 100   | 2282   | Director's fees                | 100.00     |
| CSW/STUBER-STROEH ENGR GROUP INC. | Miramar and Miraflores Sewer Replacement Project - design services through 4/05/20                                   | 300   | 4306   | Miramar and Miraflores (80)    | 1,661.03   |
| CWEA-TCP                          | Memberships and Dues - CWEA certification renewal, Douglas W St. Cyr                                                 | 100   | 2388   | Training and education         | 89.00      |
| CWEA-TCP                          | Memberships and Dues - CWEA certification renewal, Hector Rodriguez                                                  | 100   | 2388   | Training and education         | 89.00      |
| CWEA-TCP                          | Memberships and Dues - CWEA certification renewal, Kris Ozaki                                                        | 100   | 2388   | Training and education         | 94.00      |

|                                      |     |      |                                 |            |
|--------------------------------------|-----|------|---------------------------------|------------|
| ELLIS, MICHAEL                       | 100 | 2051 | Claims and deductibles          | 454.35     |
| EVOQUA WATER TECHNOLOGIES, LLC       | 200 | 2106 | Odor control chemicals          | 10,267.99  |
| EVOQUA WATER TECHNOLOGIES, LLC       | 200 | 2106 | Odor control chemicals          | 4,549.67   |
| FOWLER ELECTRIC INC                  | 200 | 2359 | Maint- pump sta's & force mains | 7,055.00   |
| GOLDSTREET DESIGN AGENCY, INC        | 200 | 2365 | Safety equipment and supplies   | 1,644.50   |
| GRAINGER                             | 200 | 2359 | Maint- pump sta's & force mains | 25.50      |
| GRAINGER                             | 200 | 2359 | Maint- pump sta's & force mains | 24.41      |
| JACKSON'S HARDWARE                   | 100 | 2133 | Office & shop supplies          | 22.78      |
| JACKSON'S HARDWARE                   | 200 | 2359 | Maint- pump sta's & force mains | 14.06      |
| JMB CONSTRUCTION, INC.               | 300 | 4148 | S. Francisco Pump Station (10)  | 7,815.00   |
| JMB CONSTRUCTION, INC.               | 300 | 4148 | S. Francisco Pump Station (10)  | 148,485.00 |
| KIMBALL MIDWEST                      | 200 | 2359 | Maint- pump sta's & force mains | 61.08      |
| MAHER ACCOUNTANCY                    | 100 | 2717 | Accounting services             | 3,600.00   |
| MAHER ACCOUNTANCY                    | 100 | 2717 | Accounting services             | 3,600.00   |
| MARBETH BUSHEY                       | 100 | 2282 | Director's fees                 | 100.00     |
| MARIN COUNTY TAX COLLECTOR           | 100 | 2713 | Legal services                  | 1,930.50   |
| MARIN COUNTY TAX COLLECTOR           | 100 | 2133 | Office & shop supplies          | 445.54     |
| MARIN RESOURCE RECOVERY INC          | 200 | 2360 | O&M - collection systems        | 63.00      |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | 200 | 2360 | O&M - collection systems        | 5,700.00   |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | 200 | 2363 | Standby services                | 325.00     |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | 200 | 2363 | Standby services                | 268.00     |
| MARIN ROTO-ROOTER SEWER SERVICE, INC | 200 | 2363 | Standby services                | 325.00     |
| NETWORK ADJUSTERS, INC               | 100 | 2051 | Claims and deductibles          | 10,000.00  |
| NORTH BAY WATERWORKS, INC.           | 200 | 2359 | Maint- pump sta's & force mains | 31,647.70  |
| NUTE ENGINEERING                     | 300 | 4338 | Rehab of Beach Swr Bayside (80) | 5,862.50   |
| NUTE ENGINEERING                     | 300 | 4336 | Francisco Blvd. East-Medway(80) | 4,475.50   |
| NUTE ENGINEERING                     | 300 | 4148 | S. Francisco Pump Station (10)  | 23,161.00  |
| NUTE ENGINEERING                     | 300 | 4148 | S. Francisco Pump Station (10)  | 9,971.25   |
| OWEN EQUIPMENT SALES                 | 200 | 2360 | O&M - collection systems        | 15,352.73  |
| PERIN - BATTERIES PLUS               | 200 | 2359 | Maint- pump sta's & force mains | 399.77     |
| PERIN - BATTERIES PLUS               | 200 | 2359 | Maint- pump sta's & force mains | 15.21      |
| PG&E a/c 2480926202-5                | 200 | 2535 | Electric utility costs          | 11,502.17  |
| PG&E a/c 2480926202-5                | 200 | 2535 | Electric utility costs          | 13,324.37  |
| PHILLIPS, GARY                       | 100 | 2282 | Director's fees                 | 100.00     |
| RACO                                 | 200 | 2359 | Maint- pump sta's & force mains | 379.75     |
| TELSTAR INSTRUMENTS INC              | 200 | 2359 | Maint- pump sta's & force mains | 12,360.00  |
| TIFCO INDUSTRIES                     | 200 | 2359 | Maint- pump sta's & force mains | 61.74      |
| TIFCO INDUSTRIES                     | 200 | 2365 | Safety equipment and supplies   | 1,102.60   |
| TIFCO INDUSTRIES                     | 200 | 2365 | Safety equipment and supplies   | 82.09      |
| US BANK                              | 200 | 2359 | Maint- pump sta's & force mains | 726.48     |
| US BANK                              | 200 | 2359 | Maint- pump sta's & force mains | 18.71      |
| US BANK                              | 200 | 2365 | Safety equipment and supplies   | 2.19       |
| US BANK                              | 300 | 4334 | 2019 Sewer Televising           | 8.25       |
| US BANK                              | 300 | 4334 | 2019 Sewer Televising           | 519.16     |

|                                |                                                                                   |     |      |                                 |                 |
|--------------------------------|-----------------------------------------------------------------------------------|-----|------|---------------------------------|-----------------|
| US BANK                        | Subscriptions - Marin LJ for 8 weeks                                              | 100 | 2131 | Memberships and subscriptions   | 120.00          |
| VERIZON WIRELESS               | Telephone Service - wireless service for laptops 4/21/20-5/20/20                  | 100 | 2534 | Telephone service               | 342.15          |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - bypass parts for vacor truck #8192                            | 200 | 2360 | O&M - collection systems        | 66.64           |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - bypass piping for vacor truck #8192                           | 200 | 2360 | O&M - collection systems        | 35.53           |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - concrete for sewer and manhole repair at 15 Curtis Avenue     | 200 | 2360 | O&M - collection systems        | 21.22           |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - mortar mix for repair to manhole No. MH 2265 at 106 Oak Drive | 200 | 2360 | O&M - collection systems        | 8.38            |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - parts for installation of water tanks on vacor truck #8192    | 200 | 2360 | O&M - collection systems        | 26.36           |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - stopper for rod hole No. R224 at 245 Glen Park Avenue         | 200 | 2360 | O&M - collection systems        | 9.52            |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - supplies for sewer and manhole repair at 15 Curtis Avenue     | 200 | 2360 | O&M - collection systems        | 862.67          |
| WATER COMPONENTS & BLDG SUPPLY | Collection System - test plug for rod hole No. R51 at 71 Twin Oaks Avenue         | 200 | 2360 | O&M - collection systems        | 25.46           |
| WATER COMPONENTS & BLDG SUPPLY | Pump Stations - gaskets for ARV #73 & #74                                         | 200 | 2359 | Maint- pump sta's & force mains | 164.96          |
| WATER COMPONENTS & BLDG SUPPLY | Pump Stations - wasp spray                                                        | 200 | 2359 | Maint- pump sta's & force mains | 7.72            |
| WECO INDUSTRIES LLC            | Collection System - blades for power rodder                                       | 200 | 2360 | O&M - collection systems        | 241.38          |
| WECO INDUSTRIES LLC            | Collection System - sewer rod for power rodder                                    | 200 | 2360 | O&M - collection systems        | 426.51          |
|                                |                                                                                   |     |      |                                 | \$ 1,214,518.80 |

5.a.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 5.a.*

**DATE:** July 17, 2020  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** Adopt Resolution Authorizing the District Manager/District Engineer to Execute a Professional Services Agreement with Nute Engineering for Design Related Services for the Bayside Acres Beach Sewer Relocation Project

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**RECOMMENDATION:**

Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Relocation Project.

**BACKGROUND:**

At the April Board Meeting, Nute Engineering with its environmental subconsultant, Prunuske Chatham, presented the proposed project, "Bayside Acres Beach Sewer Relocation Project." There are approximately twenty homes located along the beach with addresses on Beach Drive, Oak Drive, and Point San Pedro Road, where the homes sit between the road and the beach, and the road is at a higher elevation. Therefore, their laterals run down to the beach where the sewer main is located. The sewer was installed in 1972, and at that time, the high tides and sea level rise were not an issue. At the present time, our sewer infrastructure is in the tidal zone; and the high tides cover the manholes, which have lids that have corroded shut. Due to this situation, our staff is unable to access the sewer main in order to perform maintenance. In addition, staff has noticed that some laterals on the beach are exposed and are in poor condition. The following alternative improvements were presented at the May meeting:

1. Replace the pipe in same alignment in the beach. However, it may be difficult to obtain permits from the regulatory agencies for this; and if there is a sewage spill, it will spill directly into the Bay.
2. Install private individual pump systems, where a pump system would be installed for each home that would be privately owned and maintained.
3. Install District shared pump systems, where one pump system would serve 2 to 4 homes, and the District would own and maintain them.

At both the May and June Board meetings, the Board favored the last option, which is the District shared pump systems. Also, the regulatory agencies would most likely favor this option, since the District would be responsible for maintaining the pump systems. At the June meeting, the Board gave direction to staff to obtain a proposal from Nute Engineering to proceed with the project design.

**ANALYSIS:**

Nute Engineering has submitted a proposal for the following services:

- Schedule A: Property Access Permissions, Site Investigations, and a Preliminary Design Report, which would consist of providing notifications to the homeowners in order to obtain permission to enter their properties to perform site investigations by a surveyor, geotechnical engineer, and an electrical engineer. Nute would then submit a preliminary report on its recommendations, which would include proposed pump station sites, cost estimates, and easements; and Nute Engineering and Prunuske Chatham would present this report to the Board for discussion.
- Schedule B: Civil, Mechanical, and Electrical Design and Regulatory Compliance, which would consist of Nute Engineering preparing the design for contract plans and specs; and Prunuske Chatham would initiate the environmental permits.
- Schedule C: Final Regulatory Permitting, Easement Description Development, and Project Bidding Services, which would include the completion of the environmental permits, preparing individual easement descriptions, and assisting the District with the bidding process.

Nute Engineering proposes to complete its design by the end of March 2021. For a more detailed description of these tasks, please refer to Nute’s proposal.

Nute Engineering proposes to perform the design related services for the District on a time-and-materials basis for an amount not to exceed \$380,000 for the Bayside Acres Beach Sewer Relocation Project.

**FISCAL IMPACT:**

Nute Engineering’s design engineering services for the Bayside Acres Beach Sewer Relocation Project, will be funded by the 80-Year Life Cycle Sewer Replacement Program for Fiscal Year 2020-21.

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Relocation Project.

Attachments: Resolution  
Professional Services Agreement  
Proposal from Consultant, Exhibit “A”



**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 20-1209**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER  
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH  
NUTE ENGINEERING FOR DESIGN RELATED SERVICES  
FOR THE BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT  
FOR AN AMOUNT NOT TO EXCEED \$380,000.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,  
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a Professional Services Agreement with Nute Engineering for design related services for the Bayside Acres Beach Sewer Relocation Project, a copy of which is hereby attached and by this reference made a part hereof.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 17th day of July 2020 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

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**Gary O. Phillips, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

**PROFESSIONAL SERVICES AGREEMENT  
FOR DESIGN RELATED SERVICES FOR THE  
BAYSIDE ACRES BEACH SEWER RELOCATION PROJECT**

This Agreement is made and entered into this 17th day of July 2020 by and between the SAN RAFAEL SANITATION DISTRICT (hereinafter "DISTRICT"), and *NUTE ENGINEERING* (hereinafter "CONSULTANT").

RECITALS

WHEREAS, the DISTRICT has selected *NUTE ENGINEERING* to perform the required design related services for the "**Bayside Acres Beach Sewer Relocation Project**" (hereinafter "PROJECT"); and

WHEREAS, the CONSULTANT has offered to render certain specialized professional services in connection with this Project.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. DEFINITIONS.

DISTRICT and CONSULTANT have outlined the scope of services to be provided, and related expenses as described in Exhibit "A" attached and incorporated herein.

2. PROJECT COORDINATION

A. DISTRICT. The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The Senior Civil Engineer is hereby designated as the PROJECT MANAGER for the DISTRICT, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. CONSULTANT. CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. *MARK WILSON* is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONSULTANT shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONSULTANT

CONSULTANT shall perform the duties and/or provide services as follows; the CONSULTANT agrees to provide professional services as an Engineering Consultant to prepare work outlined in the Proposal from CONSULTANT dated July 14, 2020, marked Exhibit "A", attached hereto, and incorporated herein by this reference. The CONSULTANT agrees to be available and perform the work specified in this agreement in the time frame as specified and as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONSULTANT, DISTRICT shall pay CONSULTANT on a time-and-materials basis for services rendered in accordance with the rates shown on the current fee schedule as described in Exhibit "A" attached and incorporated herein. The total payment will not exceed \$380,000.00.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by CONSULTANT.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONSULTANT and any and all of CONSULTANT's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the CONSULTANT in connection with the performance of its duties under this Agreement shall be the sole property of DISTRICT. DISTRICT may use said property for any purpose, including projects not contemplated by this Agreement.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONSULTANT shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CONSULTANT in connection with its performance of its duties under this Agreement. CONSULTANT shall fully cooperate with DISTRICT or its agent in any such audit or inspection.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONSULTANT shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and \$2,000,000 aggregate for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONSULTANT's performance of services under this Agreement.

B. The insurance coverage required of the CONSULTANT by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONSULTANT shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel or terminate said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years as long as the insurance is reasonably affordable and available;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONSULTANT shall maintain Workers' Compensation and Employer's Liability Insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONSULTANT and DISTRICT against all liability for injuries to CONSULTANT's officers and employees.

D. Any deductibles or self-insured retentions exceeding \$20,000 in CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At District's option, the deductibles or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees, and defense expenses.

12. INDEMNIFICATION

CONSULTANT shall indemnify, release, and hold harmless DISTRICT, its officers, and employees against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, arising out of or resulting in any way from any negligent acts or omissions or negligence of CONSULTANT or CONSULTANT's officers, agents, and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONSULTANT shall use due professional care to observe and comply with all applicable Federal, State and local laws, ordinances, codes, and regulations in the performance of its duties and obligations under this Agreement. CONSULTANT shall perform all services under this Agreement in accordance with these laws, ordinances, codes, and regulations.

15. NO THIRD-PARTY BENEFICIARIES

DISTRICT and CONSULTANT do not intend, by any provision of this Agreement, to create in any third party any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery or, if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Mr. David Nicholson, P.E. (Project Manager)  
San Rafael Sanitation District  
111 Morpew Street  
San Rafael, CA 94901

TO CONSULTANT: Mr. Mark Wilson, P.E. (Project Director)  
Nute Engineering  
907 Mission Avenue  
San Rafael, CA 94901

17. INDEPENDENT CONSULTANT

For the purposes and for the duration of this Agreement, CONSULTANT, its officers, agents, and employees shall act in the capacity of an Independent Contractor, and not as employees of the DISTRICT. CONSULTANT and DISTRICT expressly intend and agree that the status of CONSULTANT, its officers, agents, and employees be that of an Independent Contractor and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the DISTRICT.

C. No other agreement, promise, or statement, written or oral, relating to the subject matter of this Agreement shall be valid or binding except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONSULTANT agrees that DISTRICT may deduct from any payment due to CONSULTANT under this Agreement any monies which CONSULTANT owes DISTRICT under any ordinance, agreement, contract, or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks, or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any ordinance, law, or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law, or regulation or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, or covenant of this Agreement or any applicable law, ordinance, or regulation.

21. CITY BUSINESS LICENSE/OTHER TAXES

CONSULTANT shall obtain and maintain during the duration of this Agreement a CITY business license as required by the San Rafael Municipal Code. CONSULTANT shall pay any and all State and Federal taxes and any other applicable taxes. CONSULTANT's taxpayer identification number is 94-1510137, and CONSULTANT certifies under penalty of perjury that said taxpayer identification number is correct.

22. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONSULTANT

\_\_\_\_\_  
Doris Toy, P.E.  
District Manager/District Engineer

NUTE ENGINEERING

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Mark Wilson, P.E.

\_\_\_\_\_  
Kerry Laiw Gerchow  
Deputy County Counsel

Title: \_\_\_\_\_





Civil & Sanitary Consultants

July 14, 2020

EXHIBIT "A"

Ms. Doris Toy, District Manager/District Engineer  
San Rafael Sanitation District  
111 Morphew St.  
San Rafael, CA 94901

Re: San Rafael Sanitation District – Bayside Acres Beach Sewer Relocation Project  
Proposal for Design Engineering Services

Dear Doris:

Per your request we are pleased to provide this proposal for design engineering services for the San Rafael Sanitation District's Bayside Acres Beach Sewer Relocation Project.

## BACKGROUND

Most of the sewers in the Bayside Acres area appear to have been installed in 1972. There are 20 homes along the beach which are lower than the District sewers in the street. To serve these homes there are two District sewer pipelines located on the beach within the tidal zone. The homes with addresses on Beach Drive, Oak Drive and on Point San Pedro Road are served by these sewer pipelines in the beach. These District sewers drain into two District operated lift stations that pump the sewage up the hill and into other District gravity sewers. At least one property adjacent to the project area has a private pump which lifts sewage up the street above the property and into a District sewer.

The District has found these two sewers on the beach to be very difficult to maintain. They are only accessible at low tide and the salt water has degraded the concrete and corroded the manhole access covers so they cannot be readily opened. Some of the lateral sewer pipes connecting the homes to the sewer main are precariously routed above ground, damaged from age and wave action erosion and are corroding, allowing sewage to leak out and salt water to infiltrate the sewer system. If there is a blockage in the sewer lines and a sewage overflow occurs the District faces fines and sanctions from the State of California for polluting San Francisco Bay. If there is damage or a leak in a private lateral the homeowner may not be aware of it and their sewage could be discharging directly into the bay for extended periods of time before it is discovered by the homeowner or District crews. In the future, it is possible that fines from the State of California could be applied against private property owners if their laterals leak into or overflow into the bay. The properties served by the existing beach sewers are listed below:

- Southern Project Area - The southern project area stretches from the Bay's edge at the end of Beach Drive, includes most of the properties north one block and then northeast along Oak Drive to the top of the hill and then east to the end of the Oak Road cul-de-sac. The homes connected to this sewer are 50, 51 and 53 Beach Drive and 177, 179, 181, 183, 185, 187, 189, 191 and 193 Oak Drive. The southern area is served by the District's Beach Drive Pump Station (PS #20).
- Northern Project Area - The northern project area includes a small section of Marine Drive just south of Pt. San Pedro Road and then east along the water side of Pt. San Pedro Road for about 800 feet and ends at the Main Drive Pump Station which is about 200 feet west of the continuation of Main Drive. The homes attached to this sewer are 9 and 11 Marine Drive and 800, 816, 824, 828, 832 and 836 Pt. San Pedro Road. The northern area is served by the District's Main Drive Pump Station (PS #24).



**Figure 1:** *Pt. San Pedro Road beach sewer is under water below the houses visible in the distance.*

The two beach sewer areas described above can be seen in the two photographs in Figures 1 and 2. Many of the existing homes are very close to the beach and several actually cantilever over the water at high tide. Several homes currently have dock or "boat-house" structures, some of which have plumbing. About 15 years ago, during the repair of a dock pier, a boring pit was drilled through the sewer and it was inadvertently filled with concrete. This led to a sewer spill and a very expensive sewer clean-up, pipe repair and realignment around the pier footings and around the section of sewer filled with concrete. If this sewer ever becomes plugged, it will be virtually impossible to clear the stoppage without spilling sewage into the bay.



**Figure 2:** *The Beach Drive/Oak Drive beach sewer is under water at the right side of the picture.*

Rehabilitation of the existing sewers is not considered a viable alternative. Not only would it be very expensive and difficult to permit, but access from the beach makes it difficult to ensure worker safety and meet State of California sewer response requirements. With the existing system there is not a safety margin for spills to be intercepted before reaching State waters. To remediate these issues, along with the pipeline rehabilitation, the level of the manholes would need to be raised to above the high water line. An elevated catwalk would have to be built to allow safe worker access to these raised manholes. Each manhole would have an access catwalk and would likely be several feet above the average water surface blocking the homeowner's view of the San Francisco Bay. Permanent easements for these structures across all of the properties and a small nature preserve (part of 183 Oak Drive) would also be required.

Rehabilitation of the existing sewers or installing a new sewer further up the beach are both within the jurisdiction of Federal and State agencies and will require permits from the San Francisco Bay Conservation and Development Commission (BCDC), Army Corps of Engineers and water quality certification from the State Regional Water Quality Control Board. It is not known if rehabilitation of the existing sewer would even be allowed by the BCDC and Army Corps of Engineers.

## **RECOMMENDED SEWER SYSTEM UPGRADE**

In order to abandon the existing beach sewers, each house must be equipped with an individual residential pump system or shared pump stations which typically would serve two homes. The District has determined to proceed with the shared system for the design. The District must make a decision as to whether the sewer pump systems are going to be privately owned and maintained or District owned and maintained. It appears that the property owners were assessed for the sewer installation in 1972. For the past 42 years the property owners have experienced gravity sewer service with minimal disturbance by the District maintenance crews.

There are a few Bay Area sewer agencies which have similar residential area systems. Richardson Bay Sanitary District has combined pumps for every two houses in a similar situation and the staff enters the private property weekly to check the District owned pump stations. Montara Water & Sanitary District (MWSD) has a neighborhood which is also near a cliff. These homes are constructed with private pumps and are now District owned and maintained and require a lot of staff time and expense to check every week and replace the pumps every 8-10 years. It will be possible to show these existing systems to District Staff during the project design period. This will also be an opportunity for District maintenance staff to review different manufactured residential pump systems that could be selected for this project.

In other similar situations in San Rafael and around the Bay Area, it is typical for new homes below the road or on the beach to maintain their own private sewer pump systems to lift the sewage up to the public sewer main in the street. These pump systems are typically considered a part of the building sewer and sewer lateral. Therefore, the long-term ownership and maintenance of the systems have been the property owner's and not the District's responsibility. At this point, the District has not determined how the systems will be maintained for the long term.

**Project Costs Estimate: Alternative B – Combined Systems & Pipelines**

|                                |          |                                      |                    |
|--------------------------------|----------|--------------------------------------|--------------------|
| District Mains                 | 1,000 LF | \$280/LF                             | \$280,000          |
| Pump Discharge Lines           | 1,800 LF | \$170/LF                             | 306,000            |
| Electrical and Conduits        | 2,500 LF | \$110/LF                             | 275,000            |
| Pumps, Wet Well and Valves     | 8 EA     | \$80,000/EA                          | 640,000            |
| PG&E Power Fees                | 2 EA     | \$30,000/EA                          | 60,000             |
| Abandon Sewers                 | 1,200 LF | \$15/LF                              | 18,000             |
| Abandon Manholes               | 12 EA    | \$5,000/EA                           | 60,000             |
| Abandon Lift Stations          | 1 EA     | \$20,000/EA                          | 20,000             |
|                                |          | <i>Subtotal</i>                      | <u>\$1,659,000</u> |
|                                |          | Contingencies and Incidentals, 35%   | <u>580,050</u>     |
|                                |          | <b>TOTAL ESTIMATED PROJECT COSTS</b> | <b>\$2,239,650</b> |
| <br>                           |          |                                      |                    |
| Boundary Surveys and Easements | 20 EA    | \$12,000/EA                          | 240,000            |

**BASIC SERVICES TO BE PERFORMED BY THE ENGINEER**

The following is the scope of services we propose to provide on the above referenced design for the Bayside Acres Beach Sewers Project, assisted by Beecher Engineering (Electrical Engineer) and Prunuske-Chatham, Inc. (Regulatory Permitting), Willis Land Surveying, and Miller Pacific Engineering Group (Geotechnical).

**Schedule A Services – Property Access Permission, Site Investigations and Preliminary Design Report**

1. Attend Project Kickoff Meeting with project team and District Staff. Discuss different pump systems that are available including the system used for similar Richardson Bay Sanitary District project. Discuss how these systems are securely installed and aesthetically placed to minimize site impacts, but facilitate easy maintenance.
2. Arrange site visit of the Richardson Bay Sanitary District Greenwood Beach residential pump systems.
3. Compile homeowner list with addresses and prepare and distribute right of entry agreements for conducting topo/boundary survey and civil and geotechnical suitability review.
4. Follow through with homeowner for right of entry agreements.
5. Conduct site topo and boundary survey for proposed shared pump station locations.
6. Conduct civil and geotechnical suitability survey, and regulatory preliminary review at the proposed pump system locations with District Operations Staff representative.
7. Conduct site topo and boundary survey for discharge force main/pump station meter locations and power conduit locations.
8. Beecher Engineering, Inc. will conduct electrical site visit of selected pump station sites and for each of the two meter pedestals located alongside the public right of way for Oak Drive (southern area) and Pt. San Pedro Road (northern area).
9. Initiate new PG&E Meter Service Request with utility.
10. Prepare preliminary design report, including preliminary project plans, preliminary construction estimate, easement or private ownership, and geotechnical report for District review. Meet with District Staff to address Staff comments.
11. Nute/Prunuske Chatham team will present preliminary design report findings to District Board.

**Schedule B Services – Civil, Mechanical and Electrical Design and Regulatory Compliance Assessment**

1. Prunuske Chatham, Inc. will initiate Special Studies to Support Permitting and CEQA Exemption, including Cultural Resources, Biological Resources and Agency Jurisdiction Identification.
2. Make hydraulic calculations for individual pump system performance and the discharge force mains to the existing gravity sewers.
3. Design site piping and pump system sump foundation, with pump system sump addressing seismic concerns as necessary.
4. Beecher Engineering, Inc. will design electrical work and controls.
5. Prepare technical specifications of the project improvements including for the new shared pump system foundation, mechanical, new meter pedestals, and individual pump controls.
6. Prepare the Bid Documents, including the District's standard Instructions to Bidders, Proposal, General Conditions, etc.
7. Meet with District Staff to address review comments and update plans and specifications.
8. Based on the construction plans and specifications, prepare a final estimate of the project construction cost.

**Schedule C Services – Final Regulatory Permitting, Easement Description Development, and Project Bidding Services**

1. Present plans, specifications and construction estimate to District Board, and attend one public meeting to present project to the public.
2. Prunuske Chatham, Inc. will complete permitting applications to the identified jurisdiction agencies which will likely include: Corps of Engineers Section 404 Nationwide Permit, RWQCB Water Certification and BCDC permit, and prepare CEQA finding letter for District Board.
3. Willis Landscape Surveying acquires Title searches, conducts boundary survey and resolution for pump station easement preparation.
4. Initiate the individual easement description process by requesting title research and reports.
5. Prepare the individual easement descriptions for District use in acquiring the individual easements.
6. Provide assistance during bidding consisting of answering the contractor's questions and issuing addenda as necessary.
7. Compile the bid results, check the Contractor's licensing/DIR information and make a recommendation to the District regarding the award.

**SERVICES NOT INCLUDED IN THIS PROPOSAL**

It is understood that the following services are outside the scope of this proposal and will be provided by others:

1. Potholing of underground utilities.
2. Investigations of potential hazardous wastes in the soil or groundwater.
3. Necessary permit application fees.
4. Legal services in connection with the project.
5. Acquisition of easements.
6. Printing of plans and specifications for bidding purposes and for the Contractor's use.
7. Clerical time to send bid documents out to bidders.
8. Engineering Services During Construction.
9. On-site inspection services.
10. Survey during construction.

## PROPOSED DESIGN SCHEDULE

- Design Phase Kickoff Meeting: September 1, 2020
- Site Visit for Greenwood Beach Residential Sewer Systems: September 15, 2020
- Complete Homeowner Right of Entry Permissions: September 22, 2020
- Complete Pump System Site Suitability Survey: September 28-30, 2020
- Complete Site Topo and Boundary Survey: September 28 thru Oct 9, 2020
- Prepare Preliminary Design Report for Review: October 26, 2020
- Meet with District Staff for Report Comments: November 16, 2020
- Preliminary Design Report Board Presentation: November 23, 2020
- Submit 50% Design to SRSD: January 4, 2021
- SRSD 50% Design Review Period: January 18, 2021
- SRSD 50% Design Review Meeting: January 22, 2021
- Submit 90% Design to SRSD: February 22, 2021
- SRSD 90% Design Review meeting: March 2, 2021
- Submit Final Bid Documents to the District: March 31, 2021

## ENGINEERING FEE

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. The following is the budget for the engineering fees for the schedule outlined above:

|                                                   |            |
|---------------------------------------------------|------------|
| Schedule A                                        | \$ 98,852  |
| Schedule B                                        | \$ 173,374 |
| <i>Homeowner Contact and Design Contingencies</i> | \$ 27,000  |
| Schedule C                                        | \$ 79,809  |

Very truly yours,

NUTE ENGINEERING

By: 

Mark T. Wilson, P.E.

Attachment A – Schedule of Hourly Rates  
Attachment B – Project Estimating Sheet



## ATTACHMENT A

### 2020 HOURLY RATE SCHEDULE

| OFFICE PERSONNEL                 | HOURLY RATE |
|----------------------------------|-------------|
| Principal Engineer               | \$247.00    |
| Senior Engineer                  | 202.00      |
| Engineer III                     | 190.00      |
| Engineer II                      | 183.00      |
| Engineer I                       | 158.00      |
| Field Representative*            | 173.00      |
| Assistant Engineer II            | 123.00      |
| Assistant Engineer I             | 114.00      |
| Senior Designer                  | 180.00      |
| CAD Drafter II                   | 151.00      |
| CAD Drafter I                    | 132.00      |
| Technical Administrative Support | 113.00      |
| Clerical                         | 97.00       |

| LITIGATION SERVICES         |        |
|-----------------------------|--------|
| Court Appearance/Deposition | 356.00 |

\*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

### REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

**EFFECTIVE DATE:** January 1, 2020



| Description                                                                                                                                                                               | Rate \$/Hr |          | Senior Engineer |                 |                 |                 |                 | Tech Admin Support  |          | Direct Costs     |                       |  | Direct Cost Markup | TOTAL     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|----------|------------------|-----------------------|--|--------------------|-----------|
|                                                                                                                                                                                           | \$202      | \$190    | Engineer III    | Senior Designer | Senior Designer | Senior Designer | Senior Designer | Beecher Engineering | MPEG     | Pruniske Chatham | Willis Land Surveying |  |                    |           |
| <b>Schedule A Services – Property Access Permission, Site Investigations and Preliminary Design Report</b>                                                                                |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 1. Attend Kickoff Meeting, discuss available pump systems including the RBSD system                                                                                                       | 2          | 6        |                 |                 |                 |                 | 2               | \$1,600             |          |                  |                       |  |                    | \$160     |
| 2. Arrange site visit of RBSD Greenwood Beach residential pump systems                                                                                                                    | 4          | 10       |                 |                 |                 |                 | 32              |                     |          |                  |                       |  |                    |           |
| 3. Compile HO list, prepare/distribute ROE agreements for survey & civil/geotech suitability review                                                                                       | 4          | 40       |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 4. Follow through with HO for ROE agreements                                                                                                                                              | 4          | 4        |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 5. Conduct site topo survey                                                                                                                                                               | 32         | 32       |                 |                 |                 |                 | 8               |                     | \$2,000  |                  | \$11,000              |  | \$400              |           |
| 6. Conduct civil/geotech suitability survey, regulatory prelim review at proposed pump system locations                                                                                   |            |          |                 |                 |                 |                 |                 | \$800               |          |                  | \$2,824               |  | \$362              |           |
| 7. Conduct site survey topo/boundary survey for discharge FM/PS power conduits locations                                                                                                  | 4          | 4        |                 |                 |                 |                 | 8               | \$800               |          |                  |                       |  | \$80               |           |
| 8. BEI will visit selected PS & 2 meter pedestal sites located along public ROW for Oak Dr and Pt. San Pedro Rd                                                                           |            |          |                 |                 |                 |                 |                 | \$1,600             |          |                  |                       |  | \$160              |           |
| 9. Initiate new PG&E Meter Service Request                                                                                                                                                | 20         | 50       |                 |                 |                 |                 | 12              | \$800               | \$2,000  |                  |                       |  | \$480              |           |
| 10. Prepare prelim design report, including prelim plans/construction est., easement or private ownership, and geotech report for District review. Meet with District to address comments | 4          | 8        |                 |                 |                 |                 | 4               |                     |          |                  |                       |  | \$120              |           |
| 11. Nute/PCI will present prelim design report findings to District Board                                                                                                                 | 66         | 176      |                 |                 |                 |                 | 58              |                     |          |                  |                       |  | \$2,862            |           |
| Hours                                                                                                                                                                                     | 66         | 176      |                 |                 |                 |                 | 58              |                     |          |                  |                       |  |                    |           |
| Cost                                                                                                                                                                                      | \$13,332   | \$33,440 |                 |                 |                 |                 | \$6,554         |                     | \$4,000  |                  | \$13,824              |  | \$2,862            | \$96,852  |
| <b>Schedule B Services – Civil, Mechanical and Electrical Design and Regulatory Compliance Assessment</b>                                                                                 |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 1. PCI will initiate Special Studies to Support Permitting and CEQA Exemption, including Cultural Resources, Biological Resources and Agency Jurisdiction Identification                  |            |          |                 |                 |                 |                 | 6               |                     |          |                  |                       |  | \$15,000           |           |
| 2. Make hydraulic calcs for individual pump system performance and discharge FM to (E) gravity sewers                                                                                     | 32         | 40       |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 3. Design site piping and pump system sump foundation with pump system sump addressing seismic concern                                                                                    | 40         | 60       |                 |                 |                 |                 | 140             |                     |          |                  |                       |  |                    |           |
| 4. BEI will design electrical work and controls                                                                                                                                           | 8          | 8        |                 |                 |                 |                 | 120             | \$25,600            |          |                  |                       |  | \$2,560            |           |
| 5. Prepare technical specs of improvements including for new shared pump system foundation, mechanical, new meter pedestals, and individual pump controls                                 | 16         | 40       |                 |                 |                 |                 | 40              | \$4,000             |          |                  |                       |  | \$600              |           |
| 6. Prepare Bid Documents, including District's Instructions to Bidders, Proposal, General Conditions, etc                                                                                 | 4          | 24       |                 |                 |                 |                 | 40              |                     |          |                  |                       |  | \$247              |           |
| 7. Meet with District Staff to address review comments and update plans and specifications                                                                                                |            |          |                 |                 |                 |                 | 3               | \$1,600             |          |                  |                       |  | \$160              |           |
| 8. Based on the construction plans and specifications, prepare a final estimate of the project construction cost                                                                          |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  | \$200              |           |
| Hours                                                                                                                                                                                     | 100        | 202      |                 |                 |                 |                 | 260             |                     |          |                  |                       |  |                    |           |
| Cost                                                                                                                                                                                      | \$20,200   | \$38,380 |                 |                 |                 |                 | \$46,800        | \$10,057            | \$31,200 | \$21,470         |                       |  | \$5,267            | \$173,374 |
| <b>Schedule C Services – Final Regulatory Permitting, Property Boundary and Easement Description Development, and Project Bidding Services</b>                                            |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  |                    |           |
| 1. Present plans, specs and construction estimate to District Board, attend one public meeting to present project to the public                                                           | 4          | 10       |                 |                 |                 |                 | 8               |                     |          |                  |                       |  | \$800              |           |
| 2. PCI will complete permit appls to identified jurisdiction agencies                                                                                                                     |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  | \$1,000            |           |
| 3. Willis Survey Title Reports, Boundary Survey, Boundary Resolution                                                                                                                      |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  | \$30,936           |           |
| 4. Initiate individual easement process by requesting title research and reports                                                                                                          |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  | \$23,670           | \$2,367   |
| 5. Prepare individual easement descriptions for District use in acquiring the individual easements                                                                                        | 2          | 4        |                 |                 |                 |                 | 8               | \$800               |          |                  |                       |  | \$80               |           |
| 6. Provide bid assistance consisting of answering contractor's questions and issuing addenda                                                                                              |            |          |                 |                 |                 |                 | 4               |                     |          |                  |                       |  |                    |           |
| 7. Compile bid results, check Contractor's license/DIR info, make award recommendation to District                                                                                        | 6          | 30       |                 |                 |                 |                 | 28              |                     |          |                  |                       |  |                    |           |
| Hours                                                                                                                                                                                     | 6          | 30       |                 |                 |                 |                 | 28              |                     |          |                  |                       |  |                    |           |
| Cost                                                                                                                                                                                      | \$1,212    | \$5,700  |                 |                 |                 |                 | \$3,164         | \$800               | \$10,800 | \$54,606         |                       |  | \$3,527            | \$79,809  |
| <b>GRAND TOTAL</b>                                                                                                                                                                        |            |          |                 |                 |                 |                 |                 |                     |          |                  |                       |  | <b>\$379,035</b>   |           |

5.b.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 5.b.*

**DATE:** July 17, 2020  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** Adopt Resolution Authorizing the District Manager/District Engineer to Execute a Professional Services Agreement for Design Related Services for the 2020 Sewer Pipe Repair and Replacement Project

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**RECOMMENDATION:**

Adopt resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Schaaf & Wheeler for design related services for the 2020 Sewer Pipe Repair and Replacement Project.

**BACKGROUND:**

As part of the 80-Year Gravity Main Lifecycle Replacement Program, it is the District's goal to replace 1.6 miles of pipe per year. The District is nearly completed with its 10-year list of Capital Improvement Projects. In order for the District to develop future projects, the District began to televise approximately 8 miles of sanitary sewers throughout central and southern San Rafael during the winter of 2019. The sewer sizes vary between 6 inches and 21 inches; however, the majority are less than 15 inches. The sewers primarily consist of vitrified clay pipe (VCP).

**ANALYSIS:**

The District sent a Request for Proposal (RFP) to four civil engineering firms. The work described in the RFP includes the analysis of the existing sewers previously televised by the District in 2019, compilation of a list of sewers recommended for replacement, the design and preparation of construction contract documents, and design support during construction of the new sewers identified in the analysis.

Proposals were received from Schaaf & Wheeler and BKF. Both consultants had incorporated all the required items and had addressed and adequately analyzed the issues raised in the Request for Proposals. After a thoughtful and considerate review of the submitted information, staff recommends that Schaaf & Wheeler be selected as the firm to provide the engineering services.

Schaaf & Wheeler is currently designing the District's Woodland Avenue Sewer Improvement Project. They have had previous experience with multiple similar projects for cities in the Bay Area, i.e. the City of Belmont from 2014-2019 and the City of San Mateo from 2017-2020; and the design engineer on their team is NASSCO PACP (National Association of Sewer Service Companies, Pipeline Assessment Certification Program) certified, which is the accepted industry pipe condition rating system.

Schaaf & Wheeler proposes to perform the design related services for the District on a time-and-materials basis for an amount not to exceed \$308,000 for the 2020 Sewer Pipe Repair and Replacement Project

**FISCAL IMPACT:**

Schaaf & Wheeler's design related services for the 2020 Sewer Pipe Repair and Replacement Project will be funded by the 80-Year Life Cycle Sewer Replacement Program for Fiscal Year 2020-21.

**ACTION REQUIRED:**

Staff recommends that the Board adopt the resolution authorizing the District Manager/District Engineer to execute a Professional Services Agreement with Schaaf & Wheeler for design related services for the 2020 Sewer Pipe Repair and Replacement Project.

Attachments: Resolution  
Professional Services Agreement  
Proposal from Consultant, Exhibit "A"

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 20-1210**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
AUTHORIZING THE DISTRICT MANAGER/DISTRICT ENGINEER  
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH  
SCHAAF & WHEELER FOR DESIGN RELATED SERVICES  
FOR THE 2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT  
FOR AN AMOUNT NOT TO EXCEED \$308,000.00**

**THE BOARD OF DIRECTORS OF THE SAN RAFAEL SANITATION DISTRICT,  
COUNTY OF MARIN,** hereby resolves as follows:

The District Manager/District Engineer is hereby authorized to execute, on behalf of the San Rafael Sanitation District, a Professional Services Agreement with Schaaf & Wheeler for design related services for the 2020 Sewer Pipe Repair and Replacement Project, a copy of which is hereby attached and by this reference made a part hereof.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 17th day of July 2020 by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

---

**Gary O. Phillips, Chair**

**ATTEST:**

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**Maribeth Bushey, Secretary**

**PROFESSIONAL SERVICES AGREEMENT  
FOR DESIGN RELATED SERVICES FOR THE  
2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT**

This Agreement is made and entered into this 17th day of July 2020 by and between the SAN RAFAEL SANITATION DISTRICT [hereinafter "DISTRICT"], and SCHAAF & WHEELER (hereinafter "CONSULTANT").

**RECITALS**

WHEREAS, the DISTRICT has selected SCHAAF & WHEELER to perform the required design related services for the **"2020 Sewer Pipe Repair and Replacement Project"** (hereinafter "PROJECT"); and

WHEREAS, the CONSULTANT has offered to render certain specialized professional services in connection with this Project.

**AGREEMENT**

NOW, THEREFORE, the parties hereby agree as follows:

1. DEFINITIONS.

DISTRICT and CONSULTANT have outlined the scope of services to be provided, and related expenses as described in Exhibit "A" attached and incorporated herein.

2. PROJECT COORDINATION

A. DISTRICT. The District Manager/District Engineer shall be the representative of the DISTRICT for all purposes under this Agreement. The Senior Civil Engineer is hereby designated the PROJECT MANAGER for the DISTRICT, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. CONSULTANT. CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. Benjamin Shick is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONSULTANT shall notify the DISTRICT within ten (10) business days of the substitution.

3. DUTIES OF CONSULTANT

CONSULTANT shall perform the duties and/or provide services as follows: the CONSULTANT agrees to provide professional services as an Engineering Consultant to prepare work outlined in the Proposal from CONSULTANT dated June 19, 2020, marked Exhibit "A" attached hereto, and incorporated herein by this reference. CONSULTANT agrees to be available and perform the work specified in this Agreement in the time frame as specified and as shown in Exhibit "A".

4. DUTIES OF THE DISTRICT

DISTRICT shall perform the duties as described and incorporated herein.

5. COMPENSATION

For the full performance of the services described herein by CONSULTANT, DISTRICT shall pay CONSULTANT on a time-and-materials basis for services rendered in accordance with the rates shown on the current fee schedule as described in Exhibit "A" attached and incorporated herein. The total payment will not exceed \$308,000.00 as shown on the Proposal Budget, set out in Exhibit "A".

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by CONSULTANT.

6. TERM OF AGREEMENT

The term of this Agreement shall be from the date of execution until the Project is complete.

7. TERMINATION

A. Discretionary. Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. Cause. Either party may terminate this Agreement for cause upon ten (10) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination notice, to the reasonable satisfaction of the party giving such notice, within thirty (30) days of the receipt of said notice.

C. Effect of Termination. Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. Return of Documents. Upon termination, any and all DISTRICT documents or materials provided to CONSULTANT and any and all of CONSULTANT's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to DISTRICT as soon as possible, but not later than thirty (30) days after termination.

8. OWNERSHIP OF DOCUMENTS AND DATA

The written documents and materials prepared by the CONSULTANT in connection with the performance of its duties under this Agreement, shall become the property of DISTRICT, once the CONSULTANT has been compensated under the terms of this Agreement. Any re-use of professional instruments of service furnished by CONSULTANT without CONSULTANT'S written authorization shall be at DISTRICT'S sole risk.

9. INSPECTION AND AUDIT

Upon reasonable notice, CONSULTANT shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CONSULTANT in connection with its performance of its duties under this Agreement. CONSULTANT shall fully cooperate with DISTRICT or its agent in any such audit or inspection.

10. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

11. INSURANCE

A. During the term of this Agreement, CONSULTANT shall maintain, at no expense to DISTRICT, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and \$2,000,000 aggregate for death, bodily injury, personal injury, or property damage;

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence;

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the CONSULTANT'S performance of services under this Agreement.

B. The insurance coverage required of the CONSULTANT by Section 11. A., shall also meet the following requirements:

1. The insurance shall be primary with respect to any insurance or coverage maintained by DISTRICT and shall not call upon DISTRICT's insurance or coverage for any contribution;

2. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury;

3. Except for professional liability insurance, the insurance policies shall be specifically endorsed to include the DISTRICT, its officers, agents, and employees as additionally named insureds under the policies;

4. CONSULTANT shall provide to PROJECT MANAGER, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) specific endorsements naming DISTRICT, its officers, agents and employees, as additional insureds under the policies;

5. The insurance policies shall provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said insurance policies except upon thirty (30) days written notice to DISTRICT's PROJECT MANAGER;

6. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years;

7. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement;

8. The insurance shall be approved as to form and sufficiency by PROJECT MANAGER and the County Counsel.

C. If it employs any person, CONSULTANT shall maintain Worker's Compensation and Employer's Liability Insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both CONSULTANT and DISTRICT against all liability for injuries to CONSULTANT's officers and employees.

D. Any deductibles or self-insured retentions exceeding \$20,000 in CONSULTANT's insurance policies must be declared to and approved by the PROJECT MANAGER and the County Counsel. At DISTRICT's option, the deductibles or self-insured retentions with respect to DISTRICT shall be reduced or eliminated to DISTRICT's satisfaction, or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.



12. INDEMNIFICATION

CONSULTANT shall indemnify, release, and hold harmless DISTRICT, its officers, and employees against any claim, demand, suit, judgment, loss, liability, or expense of any kind, including attorney's fees, arising out of or resulting in any way from any negligent acts or omissions or negligence of CONSULTANT or CONSULTANT's officers, agents, and employees in the performance of their duties and obligations under this Agreement.

13. NONDISCRIMINATION

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

14. COMPLIANCE WITH ALL LAWS

CONSULTANT shall use due professional care to observe and comply with all applicable Federal, State and local laws, ordinances, codes, and regulations in the performance of its duties and obligations under this Agreement. CONSULTANT shall perform all services under this Agreement in accordance with these laws, ordinances, codes, and regulations.

15. NO THIRD-PARTY BENEFICIARIES

DISTRICT and CONSULTANT do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

16. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO DISTRICT: Mr. David Nicholson, P.E. (Project Manager)  
San Rafael Sanitation District  
111 Morpew Street  
San Rafael, CA 94901

TO CONSULTANT: Mr. Benjamin Shick, P.E. (Project Director)  
Schaaf & Wheeler  
2200 Range Ave., Ste. 201  
Santa Rosa, CA 95403

17. INDEPENDENT CONSULTANT

For the purposes, and for the duration, of this Agreement, CONSULTANT, its officers, agents and employees shall act in the capacity of an Independent Consultant, and not as employees of the DISTRICT. CONSULTANT and DISTRICT expressly intend and agree that the status of CONSULTANT, its officers, agents and employees be that of an Independent Consultant and not that of an employee of DISTRICT.

18. ENTIRE AGREEMENT -- AMENDMENTS

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the CONSULTANT and the DISTRICT.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the CONSULTANT and the DISTRICT.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

19. SET-OFF AGAINST DEBTS

CONSULTANT agrees that DISTRICT may deduct from any payment due to CONSULTANT under this Agreement, any monies which CONSULTANT owes DISTRICT under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

20. WAIVERS

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

21. CITY BUSINESS LICENSE/OTHER TAXES

CONSULTANT shall obtain and maintain during the duration of this Agreement, a CITY business license as required by the San Rafael Municipal Code. CONSULTANT shall pay any and all State and Federal taxes and any other applicable taxes. CONSULTANT's taxpayer identification number is 77-0061375, and CONSULTANT certifies under penalty of perjury that said taxpayer identification number is correct.

22. APPLICABLE LAW

The laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

SAN RAFAEL SANITATION DISTRICT

CONSULTANT

\_\_\_\_\_  
Doris Toy, P.E.  
District Manager/District Engineer

SCHAAF & WHEELER

APPROVED AS TO FORM:

By: \_\_\_\_\_

\_\_\_\_\_  
Kerry Laiw Gerchow  
Deputy County Counsel

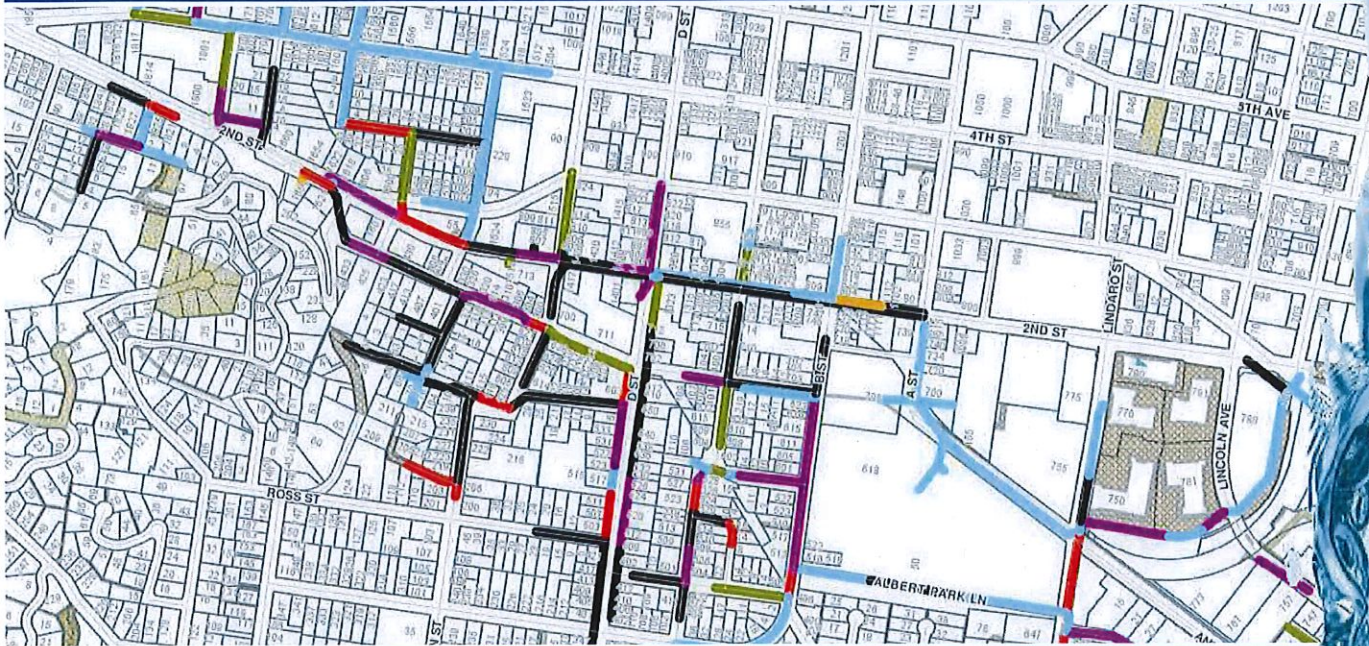
Title: \_\_\_\_\_

EXHIBIT "A"



# Proposal for San Rafael Sanitation District

## Engineering Design Services for 2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT



June 19, 2020

**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS



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**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

2200 Range Avenue, Ste. 201

Santa Rosa, CA 95403

707-528-4848

Fax 707-528-0248

**1. Cover Letter**

June 19, 2020

Doris Toy  
District Manager  
San Rafael Sanitation District  
111 Morphew Street  
San Rafael, CA 94901

**Subject: *Proposal for Engineering Design Services for 2020 Sewer Pipe Repair and Replacement Project***

Dear Doris Toy:

Schaaf & Wheeler is pleased to propose design, bid and construction support engineering services for the 2020 Sewer Repair and Replacement project to the San Rafael Sanitation District. We have extensive experience with similar sewer assessment and repair/replacement projects and are currently working on the Woodland Avenue Sewer Improvement Project for the District. We are excited about the opportunity of continue working with the District to improve the sewer infrastructure. Our team is positioned to provide the District with a comprehensive design meeting the goal of repairing and replacing 1.5 miles of sewer main in Year 2021.

Our knowledge of the District's sewer system, standards, and goals, combined with a robust approach led by professional engineers proficient in sewer assessment and design, are key to successfully completing the project efficiently, within schedule and budget. Our proposed team has been providing annual sewer replacement and rehabilitation design services to multiple agencies throughout the Bay Area in recent years.

The District will benefit from our team's extensive knowledge and experience with similar projects within residential and commercial neighborhoods. Schaaf & Wheeler is well versed in selecting construction methods and identifying construction constraints and restrictions to both achieve the goal of improving the sewer system and minimizing impacts during construction.

Benjamin L. Shick, PE, will serve as the project manager for this project. Ben has 17 years of experience improving and replacing sewer infrastructure, and has recent experience working with the District. Curran Price, PE will be the project design engineer. He has been working alongside Ben to complete several similar sewer replacement projects over the past 5+ years. I will provide QA/QC services for the project and bring more than 30 years of experience in sewer planning, design and construction support. We also have specialty subconsultants for geotechnical investigation and evaluation, surveying, and potholing. Our geotechnical engineering subconsultant has completed several projects for the District.

The enclosed proposal further discusses our project approach, work plan and team qualifications. We welcome the opportunity to meet with the District to discuss our proposal and qualifications. Should you need any further information or have any questions, please contact Ben Shick at (707) 528-4848 or [BShick@swsv.com](mailto:BShick@swsv.com).

Sincerely,  
**Schaaf & Wheeler**



Charles D. Anderson, PE  
President



## 2. Project Understanding

The San Rafael Sanitation District 2020 Sewer Pipe Repair and Replacement includes reviewing approximately 8.5 miles of sewer inspection videos, developing a prioritizing of locations to be rehabilitated as part of capital improvement projects, developing project documents for two separate construction project for approximately \$2 to \$2.5 million each, and provide construction support. The CCTV inspection identified several issues within the existing sanitary sewer pipes including cracks, fractures, breaks, collapsed pipe, joint offsets and separations, sags, and infiltration. The goal of the project is to:

1. Reduce infiltration and potential overflows,
2. Improve pipe conditions to reduce maintenance needs.

The project includes condition assessment, topographic surveying, utility investigations, geotechnical investigation, developing bid documents, and assisting the District throughout the bid and construction phases of the project.

Schaaf & Wheeler has identified the following key elements for a successful project:

- **Coordination:** Schaaf & Wheeler will maintain close coordination with District staff throughout the course of the project. Monthly progress updates will be provided in addition to general correspondence throughout the course of work.
- **Schedule:** The District's goal is to repair and replace 1.5 miles of pipe in 2021 as part of this project. To meet this goal, it is important to expedite the review and assessment of CCTV data and to provide the District with a prioritized list of capital improvements. Once the improvements have been identified the field investigations and design phase of the project can commence.
- **Accurate Identification of Utilities:** Existing utilities will need to be accurately identified to minimize the potential for utility conflicts and issues during construction. Schaaf & Wheeler will perform detailed utility investigations and potholing during the design phase of the project.



Currently working on the design of sewer replacements for SRSD at:

- *B Street between 1st Street and Taylor Street;*
- *Woodland Avenue between B & Taylor Streets and Warner Court;*
- *Woodland Place; and*
- *Octavia Street.*

Tasks Included:

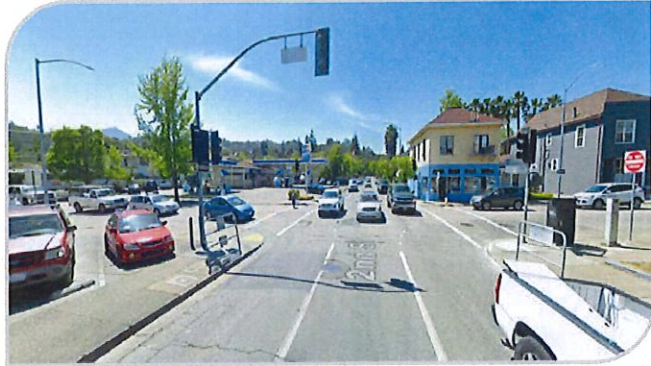
- *topographic surveying,*
- *utility investigations,*
- *geotechnical investigation,*
- *condition assessment,*
- *alternative evaluation,*
- *developing bid documents,*

### Key Elements for Completing the 2020 Repairs and Replacements Successfully

- Detailed review and assessment of CCTV data
- Appropriate repair method selection
- Prioritization of improvements
- Stakeholder engagement
- Utility investigations
- Supplementary field investigations
- Topographic surveys
- Minimizing traffic impacts
- Efficient and timely public outreach
- Close coordination with the specialty subconsultants



- **Public Outreach:** The project is within residential and commercial neighborhoods. Public outreach will be necessary to coordinate and notify residents and businesses of the impacts and expectations during construction.
- **Traffic Impact Mitigation:** The project is located within busy downtown streets. Traffic control plans, restrictions, and requirements will be developed during design to minimize impacts during construction. It may be necessary to restrict work hours in certain locations to minimize impacts. Impacts to traffic will be taken into account when identifying repair/replacement methods. Schaaf & Wheeler has extensive experience with pipe repair/replacement projects in heavily congested areas and in locations where traffic detours are not possible.



Busy Downtown Streets will Require  
Traffic Impact Mitigation  
Schaaf & Wheeler brings extensive  
experience with sewer improvement projects  
in busy urban corridors





### 3. Project Approach, Work Plan and Level of Effort

#### Project Approach

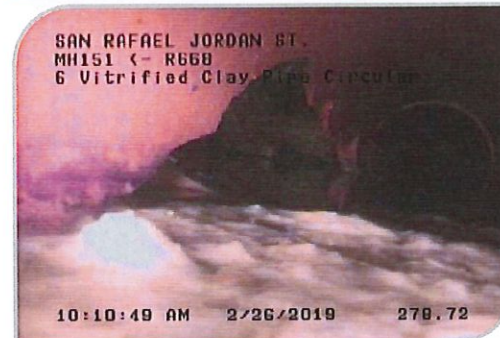
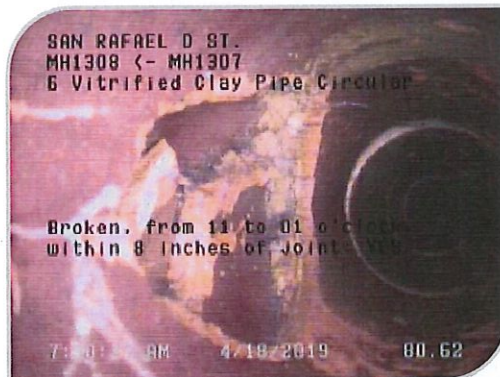
Schaaf & Wheeler's objective is to perform a detailed review and assessment of the CCTV data and field conditions, identify prioritized capital improvements meeting the District's goals and budget, and provide the District with cost-effective and constructible solutions that will mitigate existing condition related issues and reduce maintenance requirements. The proposed Schaaf & Wheeler team has successfully completed numerous sewer assessment and replacement projects throughout the Bay Area and is familiar with the District's standards and procedures.

Schaaf & Wheeler will facilitate a project kickoff meeting with the District and necessary stakeholders. The project goals, scope, budget, and schedule will be discussed to make sure everyone is on the same page. A data request list will be submitted to the District which will include all information that would be useful during the assessment and design.

Schaaf & Wheeler firmly believes that engaging all stakeholders including management, public relations, engineering, and operations & maintenance, early in the process is a great way to ensure all parties are informed and everyone is working towards the same goal.

Schaaf & Wheeler's proposed approach for the design process is identified below and is further described within the scope of services in the following section.

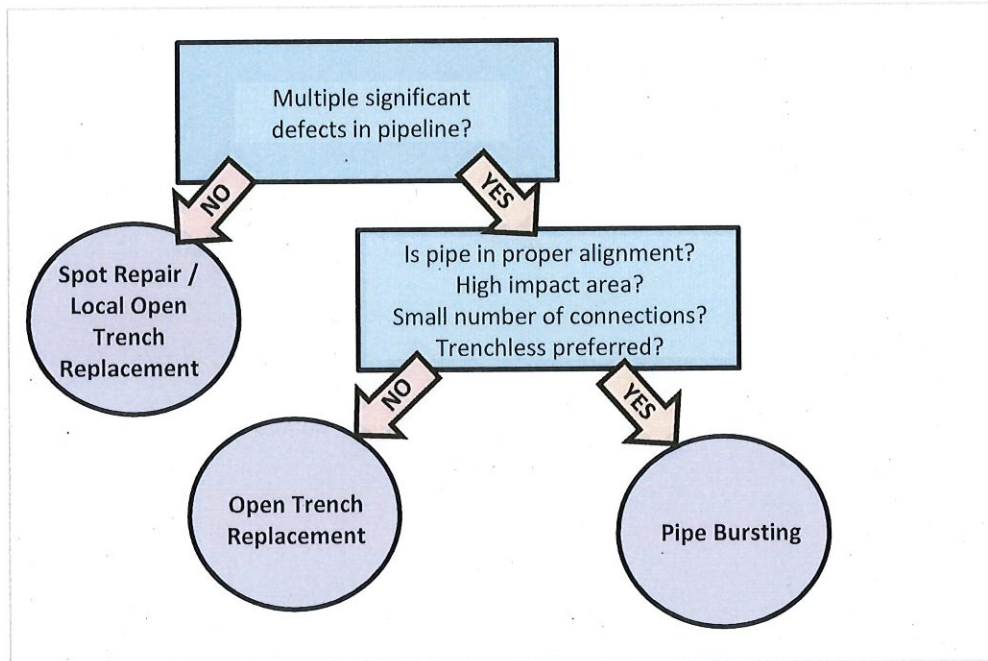
1. **Kickoff Meeting** – Is used to get all stakeholders in the same room and work through key project elements including:
  - a. Project Goals – Capacity, Engineering Requirements, O&M Requirements, District standards
  - b. Project Constraints – Budget, schedule, physical site constraints, utility constraints and conflicts, traffic coordination
  - c. Project Expectations – Construction contract type, construction methods, deliverables, project management/staffing, schedule
  
2. **Capital Improvement Project Identification** – A list of capital improvements will be developed based on the CCTV inspection data and District's input. The capital improvements will identify the existing issues, priority of improvement, potential rehabilitation methods, and preliminary construction costs. The data review, assessment methods, and capital improvements will be summarized in a report which will be submitted to the District for review and approval prior to proceeding with design.



Repair method will be selected based on defect type, severity, and location

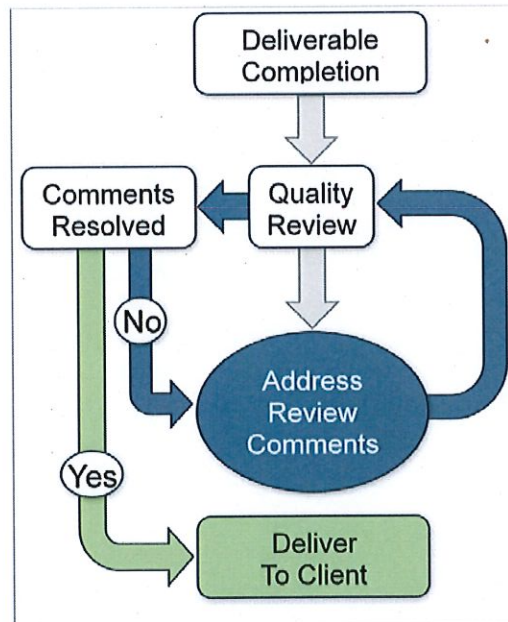


A flow diagram that identifies a typical evaluation of pipeline repair methods is illustrated in the figure below. The flow diagram is intended as a general representation of the repair method selection process and does not include all considerations.



General Pipeline Repair Method Selection Flow Diagram

3. **Design (35%, 65%, 95%, and Final Bid Documents)** – Each design submittal will be prepared and submitted as detailed in the scope of services below. Stakeholder input is critical at each submittal level to ensure that the project meets the District's expectations and goals. Schaaf & Wheeler will schedule and attend design review meetings with the District after each progress submittal.
4. **QA/QC Process** – Schaaf & Wheeler will perform an internal QA/QC review of each progress submittal prior to being submitted to the District. QA/QC staff will review all design documents, visit the site, and work with the project design team to identify and correct potential issues and conflicts.
5. **Bid and Construction Support** – Schaaf & Wheeler will stay actively involved with the project throughout the bid and construction phases as detailed in the scope of services below.



Schaaf & Wheeler's Typical QA/QC Process to Ensure Quality Deliverables



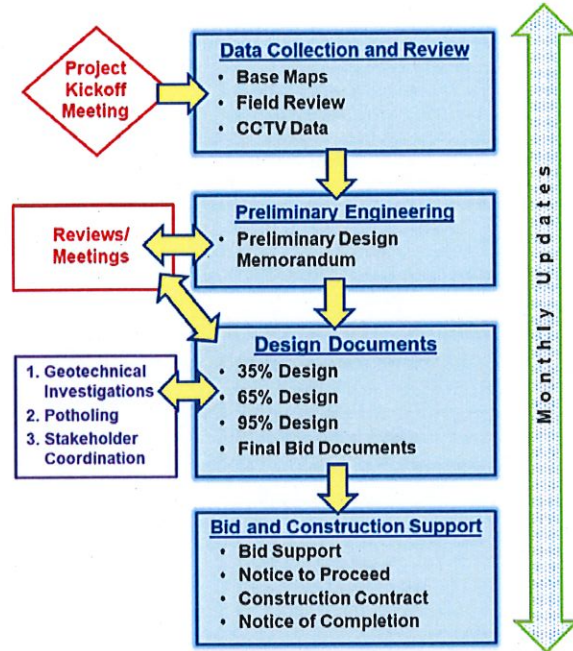
Schaaf & Wheeler's approach is further described in the Scope of Work below.

## Scope of Work

Schaaf & Wheeler's proposed scope of work is included herein. This scope of services assumes that two separate sets of bid documents will be prepared with an estimated combined repair and replacement length of 1.5 miles and construction costs of \$2 million to \$2.5 million each.

Based on Schaaf & Wheeler's experience with similar sewer repair projects and initial review of the PACP reports, the following quantities of pipe repair and replacement methods are estimated for the design phase:

- 4,000+/- linear feet of open trench sanitary sewer replacement
- 4,000+/- linear feet of trenchless pipe replacement (bursting, reaming, HDD)
- Various spot repairs
- Manhole rehabilitations



Work Plan Schematic

### Task 1: Project Management and Coordination

1. Schaaf & Wheeler shall be responsible for providing all contract management and quality control services throughout the duration of the project.
2. Kickoff Meeting: Schaaf & Wheeler will facilitate a project kickoff meeting with the District and necessary stakeholders. The project goals, scope, budget, and schedule will be discussed to make sure everyone is on the same page.
3. Schaaf & Wheeler will facilitate design review meetings with the District for each draft submittal (4 meetings).

#### Deliverables:

- Project Schedule and updates
- Meeting agendas and minutes for all design and coordination meetings

### Task 2: Analysis of District's CCTV files for existing sewers

1. Review, assessment, and prioritization of approximately 8.5 miles of CCTV sewer inspection video files and PACP reports. Review of pipe segment locations to determine preliminary pipe repair methodologies and associated construction costs.
2. Review and assessment of existing pipe sized based on available flow data to determine which CCTV inspected sewers need to be upsized.



3. Develop a report summarizing the data, review process, assessment methodology, and recommended capital improvements. A preliminary estimate of probable construction cost will be prepared and included in the report.
4. Schaaf & Wheeler will facilitate a meeting with the District to review the preliminary report and capital improvements.

Deliverables:

- Report of recommended capital improvements based on results CCTV inspection. Report will include prioritized improvements, recommended construction methods, and estimated construction costs. The capital improvements will be separated into two separate capital improvement projects with the goal of grouping the improvements based on construction methods and project locations.
- A draft report will be submitted to the District for review and comment prior to finalizing. The final report will serve as a basis of design for the capital improvements to be included in the following design tasks.

### Task 3: Design

1. Utility Investigation, Topographic Surveying & Basemapping:

Schaaf & Wheeler's subconsultant, Kier & Wright will perform utility research, topographic surveying and base mapping for the project. Utility research will consist of contacting all franchise utility providers for their utility plans within the area of work where digging is required. Design-level topographic surveying will be performed in locations where detailed topographic information is needed, such as full pipe replacement with open trench methods. Some repair methods and locations may not require topographic surveying, or might only require surveying key elements. Typical topographic surveys will include spot elevations of the ground, curbs, sidewalks, fences, trees, and utilities that are within the street Right of Way.

The surveying scope and limits of work will be defined following Task 1. This scope assumes the following:

- Perform utility research for all areas requiring excavation.
- Topographic surveying for approximately 4,000 linear feet of pipe repair/replacement.
- Two days of supplemental field surveys in locations where additional survey data is needed.
- Basemap preparation of all locations where topographic surveying is performed.

We anticipate that this scope will be sufficient to prepare detailed design documents for the improvements; however, if additional topographic surveying is deemed necessary it can be provided for an additional scope. If desired, additional surveying can be added as an optional task.

Deliverables:

- Utility maps from service providers
- Topographic surveying basemaps

2. Geotechnical Investigations, Evaluation, and Report:

This scope of services was developed to evaluate the subsurface conditions and provide recommendations for utility trenching, support, and backfilling. Schaaf & Wheeler's subconsultant, Miller Pacific will perform the following tasks to assist the design process:

- File review – Miller Pacific will review select information available online and information available pertinent to the site conditions in the vicinity of the project. In addition, should



prior site information be available, including geotechnical reports, subsurface information, grading information, test data, etc. will also be reviewed.

- Health and Safety Plan – Miller Pacific will prepare project-specific Health and Safety Plans (HSP) for the sites pertaining to the specific geotechnical on-site field activities. The HSPs will provide information including the proper personal safety equipment to be worn on-site, directions to the nearest public emergency room, and information for the key contact personnel involved in the project.
- Exploratory Borings – Miller Pacific will spend two days to drill, log and sample exploratory borings at various sites using conventional truck-mounted hollow-stem auger drilling equipment. Twelve to twenty conventional borings are anticipated at a typical depth of 10 to 15 feet.
- Traffic Control - Traffic control will be necessary to perform the proposed subsurface exploration. Signage and a flagman will be provided to caution on-coming cars. Traffic control plans will be prepared and submitted to the District and/or City for review. This proposal includes two days of traffic control.
- Utility Clearance - Underground Service Alert (USA) will be notified, and a private utility locator will be utilized to locate existing utilities prior to drilling.
- Permits, Site Access and Disposal of Drill Spoils – The borings will be backfilled with cement grout in accordance with the County of Marin’s Environmental Health Services guidelines. Encroachment permits will be obtained from the City of San Rafael for the proposed subsurface explorations. It is assumed that there will be no fee for these permits. Spoils generated during drilling will be placed in 55-gallon drums, moved to a secure location near each site or to a location designated by the District, and analytically tested for off-site disposal. A subcontractor will transport the drums to an appropriate disposal facility. This proposal assumes up to four drums for disposal at a non-hazardous disposal facility.
- Laboratory Testing - In-situ Moisture/Density tests, Grain Size Distribution tests, Atterberg Limit tests, One-Dimensional Consolidation, and Soil Corrosion tests will be performed on the soil samples.
- “Screening-level” environmental testing and evaluation of spoils in order to identify disposal options and restrictions, including CAM17 metals, TPH, VOC, SVOC, PCB, pesticides, and corrosivity. A total of two “composite” samples will be for screening-level testing.
- Engineering Analysis and Report – Site excavation, backfill, shoring, dewatering, and pavement restoration, and other geological recommendations will be provided. The data obtained from the field investigation and the laboratory testing program will be utilized in the engineering analysis. Following the completion of the engineering analysis, a report will be prepared with conclusions and recommendations. The consultant shall conduct all field, topographic and control surveys, prepare all preliminary geotechnical studies and reports, and complete all preliminary design calculations as necessary.

Deliverables:

- Draft and final geotechnical report.

3. Utility Locating:

Schaaf & Wheeler’s subconsultant, Best Testlab, Inc. will perform utility locating where potential utility conflicts exist. Best Testlab, Inc. will USA all locations to be potholed. This scope includes potholing 12 to 16 utilities over the course of two days. Additional potholing can be performed for an additional fee if deemed necessary; however, we do not anticipate the need for a significant amount of potholing since most of the pipes will likely be replaced at a similar line and grade to the existing pipes.



Deliverables:

- Potholing report
4. 35% Design Submittal:  
Schaaf & Wheeler will visit each site identified for improvements to document existing conditions, take field measurements, inspect manholes (per MACP), and confirm basemapping.
- Preliminary plan and profiles will be developed for the proposed improvements along with preliminary details for the 35% design submittal.
- Schaaf & Wheeler will meet with the District to present and review the 35% design submittal.

Deliverables:

- 35% plans and estimate for two separate sets of bid documents.
  - Letter report summarizing previous review comments and resolution of the review comments.
5. 65% Design Submittal:  
Schaaf & Wheeler will initiate the detailed design effort which will include project layouts of sewer lines, plan & profiles, construction details, technical specifications, construction cost estimate, and a construction schedule. Potential utility conflicts will be identified and if deemed necessary utility potholing will be performed as identified in Task 2.3 above.
- Schaaf & Wheeler will facilitate a design review meeting with the District to present and review the 65% design documents.

Deliverables:

- 65% plans, specifications, and estimate for two separate sets of bid documents.
  - Letter report summarizing previous review comments and resolution of the review comments.
6. 95% Design Submittal:  
After receiving and reviewing comments from the District, Schaaf & Wheeler will prepare the 95% construction documents. Construction documents will include detailed plans, technical specifications, and engineer's estimates. Schaaf & Wheeler will also review and edit the District's front end documents.
- Schaaf & Wheeler will facilitate a design review meeting with the District to present and review the 95% design documents.

Deliverables:

- 95% plans, specifications, and estimate for two separate sets of bid documents.
  - Letter report summarizing previous review comments and resolution of the review comments.
7. Final Bid Documents:  
After receiving and reviewing comments from the District, Schaaf & Wheeler will prepare the final construction documents. Construction documents will include bid-ready plans, technical specifications, front end documents, and engineer's estimates. Final plans shall be printed on 22"x34" paper and shall be complete with final signatures ready for reproduction.
- The plans shall be drawn using AutoCAD
  - The schedule of items shall address all items of work as specifically as possible and shall indicate as precisely as possible the quantities.



- Schaaf & Wheeler will provide a cost estimate with each design submittal in the format of the schedule of bid items.

Deliverables:

- Final PS&E submittal in both paper and electronic (AutoCAD, Word, Excel, and pdf) format for two contract bid documents.
- A letter report summarizing review comments and the resolution of the review comments

**Task 4: Final Bid Phase and Bid Phase Support (for two contract bid documents)**

1. Schaaf & Wheeler will facilitate the pre-bid meeting, set the agenda and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required.
2. Assist the District in coordinating and posting the bid packages and addenda in an online advertising service.
3. Schaaf & Wheeler will review construction bids received, check references and make a recommendations to the District for award of construction contracts.

Deliverables:

- Prepare contract addenda, if required, including answers to bidder's questions, for distribution by an online service for two contract bid documents.
- Prepare bid summary sheet and letter of recommendation to the District for the award of the construction contract for two contract bid documents.

**Task 5: Design Support during Construction (for two contract bid documents)**

1. Schaaf & Wheeler will attend the pre-construction conference to respond to questions concerning the plans, specifications and estimates
2. Schaaf & Wheeler will be available to be called to the site in response to questions arising from the progress of the work. This scope of services includes up to three (3) site visits per construction contract (6 site visits total).
3. Schaaf & Wheeler will respond to Requests for Information (RFIs) from the contractor when called for by the District and prepare modifications or revisions that are related to the project's original scope and character. The District shall not be billed for nor shall they pay for any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents
4. Schaaf & Wheeler will assist District staff in reviewing submittals from the contractor
5. Schaaf & Wheeler will assist the District in preparation of contract change orders, if necessary
6. Schaaf & Wheeler will attend weekly construction meetings and record the minutes. This scope of services includes attendance at up to 20 construction meetings per construction contract (40 meetings total). Additional meeting attendance can be provided for an additional fee if deemed necessary.
7. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items in need of work
8. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer. Submittal of record drawings shall be on 11"x17" and 22"x34" bond paper and electronic format.



Deliverables:

- Response to RFIs and Submittals from the contractor
- Modification or revisions that are related to the project original scope and character
- Contract change orders if necessary

**Assumptions:**

This scope of work and the associated fee estimate is prepared with the following assumptions.

- CCTV data for all of the existing sewer lines within the project limits will be provided by the District.
- The design and coordination of extensive utility relocations will not be required.



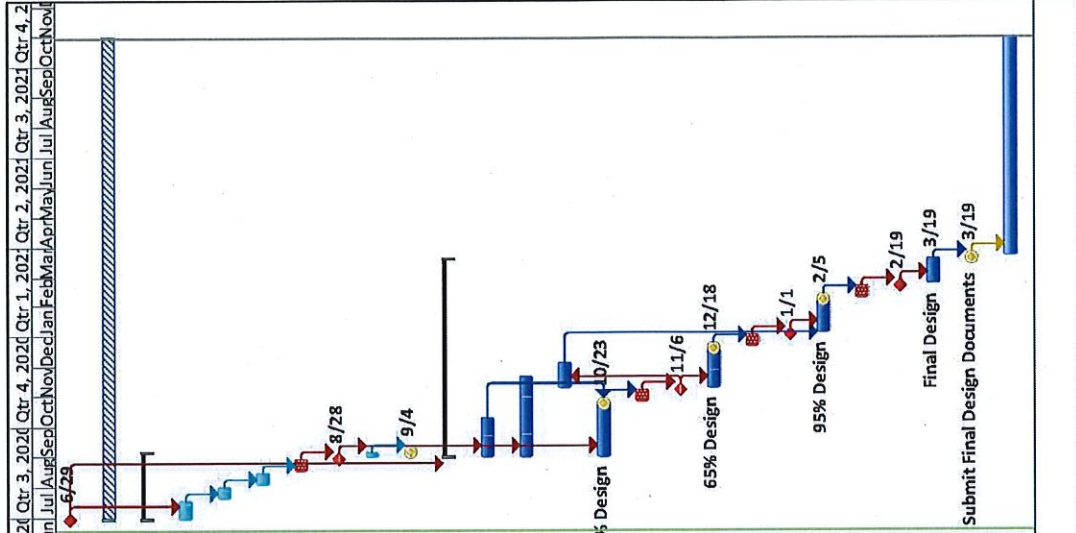


| <b>Schaaf &amp; Wheeler<br/>San Rafael Sanitation District<br/>2020 Sewer Pipe Repair and<br/>Replacement Project<br/>Level of Effort (hours)<br/>June 19, 2020</b> |                                                                          | Principal Project Manager | Associate Engineer | Assistant Engineer | Miller Pacific Engineering Group - Geotechnical | Kier & Wright - Surveying | Bess Testlabs - Potholing | Total Hours |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------|--------------------|--------------------|-------------------------------------------------|---------------------------|---------------------------|-------------|
| <b>Task 1</b>                                                                                                                                                       | <b>Project Management &amp; Coordination</b>                             | 50                        | 20                 | 0                  | 0                                               | 0                         | 0                         | 70          |
| 1.1                                                                                                                                                                 | Project Management & QA/QC Reviews                                       | 40                        |                    |                    |                                                 |                           |                           | 40          |
| 1.2                                                                                                                                                                 | Kickoff Meeting                                                          | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| 1.3                                                                                                                                                                 | Design Review Meetings (4 Meetings)                                      | 8                         | 16                 |                    |                                                 |                           |                           | 24          |
| <b>Task 2</b>                                                                                                                                                       | <b>Analysis of CCTV files for existing sewers</b>                        | 16                        | 30                 | 116                | 0                                               | 0                         | 0                         | 162         |
| 2.1                                                                                                                                                                 | Review Inspection Videos                                                 | 4                         | 10                 | 80                 |                                                 |                           |                           | 94          |
| 2.2                                                                                                                                                                 | Develop Capital Improvement Project List                                 | 4                         | 8                  | 16                 |                                                 |                           |                           | 28          |
| 2.3                                                                                                                                                                 | Draft and Final Report                                                   | 8                         | 12                 | 20                 |                                                 |                           |                           | 40          |
| <b>Task 3</b>                                                                                                                                                       | <b>Design</b>                                                            | 89                        | 182                | 460                | 123                                             | 256                       | 48                        | 1,158       |
| 3.1                                                                                                                                                                 | Utility Investigation, Topographic Surveying & Basemapping               | 4                         | 16                 | 40                 |                                                 | 256                       |                           | 316         |
| 3.2                                                                                                                                                                 | Geotechnical Investigations, Evaluations, and Report                     | 2                         | 6                  |                    | 115                                             |                           |                           | 123         |
| 3.3                                                                                                                                                                 | Utility Locating                                                         | 4                         |                    | 8                  |                                                 |                           | 48                        | 60          |
| 3.4                                                                                                                                                                 | 35% Design Submittal                                                     | 15                        | 40                 | 120                |                                                 |                           |                           | 175         |
| 3.5                                                                                                                                                                 | 65% Design Submittal                                                     | 32                        | 60                 | 160                | 8                                               |                           |                           | 260         |
| 3.6                                                                                                                                                                 | 95% Design Submittal                                                     | 24                        | 40                 | 100                |                                                 |                           |                           | 164         |
| 3.7                                                                                                                                                                 | Final Bid Documents                                                      | 8                         | 20                 | 32                 |                                                 |                           |                           | 60          |
| <b>Task 4.1</b>                                                                                                                                                     | <b>Final Bid Phase and Bid Phase Support (1st Construction Contract)</b> | 8                         | 6                  | 6                  | 0                                               | 0                         | 0                         | 20          |
| 4.1.1                                                                                                                                                               | Bid Phase Support                                                        | 4                         | 2                  |                    |                                                 |                           |                           | 6           |
| 4.1.2                                                                                                                                                               | Post Bid Package                                                         | 2                         |                    | 6                  |                                                 |                           |                           | 8           |
| 4.1.3                                                                                                                                                               | Review Bids                                                              | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| <b>Task 4.2</b>                                                                                                                                                     | <b>Final Bid Phase and Bid Phase Support (2nd Construction Contract)</b> | 8                         | 6                  | 6                  | 0                                               | 0                         | 0                         | 20          |
| 4.2.1                                                                                                                                                               | Bid Phase Support                                                        | 4                         | 2                  |                    |                                                 |                           |                           | 6           |
| 4.2.2                                                                                                                                                               | Post Bid Package                                                         | 2                         |                    | 6                  |                                                 |                           |                           | 8           |
| 4.2.3                                                                                                                                                               | Review Bids                                                              | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
|                                                                                                                                                                     | <b>TOTAL DESIGN AND BID PHASE</b>                                        | 171                       | 244                | 588                | 123                                             | 256                       | 48                        | 1,430       |
| <b>Task 5.1</b>                                                                                                                                                     | <b>Design Support during Construction (1st Construction Contract)</b>    | 38                        | 86                 | 36                 | 0                                               | 0                         | 0                         | 160         |
| 5.1.1                                                                                                                                                               | Preconstruction conference                                               | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| 5.1.2                                                                                                                                                               | Site Visits During Construction (3)                                      | 6                         | 6                  |                    |                                                 |                           |                           | 12          |
| 5.1.3                                                                                                                                                               | Respond to RFIs                                                          | 4                         | 8                  |                    |                                                 |                           |                           | 12          |
| 5.1.4                                                                                                                                                               | Submittal Review                                                         | 6                         | 16                 | 24                 |                                                 |                           |                           | 46          |
| 5.1.5                                                                                                                                                               | Assist with Contract Change Orders                                       | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| 5.1.6                                                                                                                                                               | Weekly Meeting Attendance (20)                                           | 8                         | 40                 |                    |                                                 |                           |                           | 48          |
| 5.1.7                                                                                                                                                               | Final Walk Through and Punch List                                        | 6                         | 8                  |                    |                                                 |                           |                           | 14          |
| 5.1.8                                                                                                                                                               | Record Drawings                                                          | 4                         |                    | 12                 |                                                 |                           |                           | 16          |
| <b>Task 5.2</b>                                                                                                                                                     | <b>Design Support during Construction (2nd Construction Contract)</b>    | 38                        | 86                 | 36                 | 0                                               | 0                         | 0                         | 160         |
| 5.2.1                                                                                                                                                               | Preconstruction conference                                               | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| 5.2.2                                                                                                                                                               | Site Visits During Construction (3)                                      | 6                         | 6                  |                    |                                                 |                           |                           | 12          |
| 5.2.3                                                                                                                                                               | Respond to RFIs                                                          | 4                         | 8                  |                    |                                                 |                           |                           | 12          |
| 5.2.4                                                                                                                                                               | Submittal Review                                                         | 6                         | 16                 | 24                 |                                                 |                           |                           | 46          |
| 5.2.5                                                                                                                                                               | Assist with Contract Change Orders                                       | 2                         | 4                  |                    |                                                 |                           |                           | 6           |
| 5.2.6                                                                                                                                                               | Weekly Meeting Attendance (20)                                           | 8                         | 40                 |                    |                                                 |                           |                           | 48          |
| 5.2.7                                                                                                                                                               | Final Walk Through and Punch List                                        | 6                         | 8                  |                    |                                                 |                           |                           | 14          |
| 5.2.8                                                                                                                                                               | Record Drawings                                                          | 4                         |                    | 12                 |                                                 |                           |                           | 16          |
|                                                                                                                                                                     | <b>TOTAL DESIGN, BID AND CONSTRUCTION TASKS</b>                          | 247                       | 416                | 660                | 123                                             | 256                       | 48                        | 1,750       |



## 4. Project Schedule

| ID | Task Name                                                          | Duration | Start        | Finish       | 2020<br>May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|----|--------------------------------------------------------------------|----------|--------------|--------------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1  | Project Kickoff Meeting                                            | 0 days   | Mon 6/29/20  | Mon 6/29/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 2  | Task 1: Project Management and Coordination                        | 350 days | Mon 6/29/20  | Fri 10/29/21 |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 3  | Task 2: Analysis of CCTV Files                                     | 50 days  | Mon 6/29/20  | Fri 9/4/20   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 4  | 2.1: Review Inspection Videos                                      | 15 days  | Mon 6/29/20  | Fri 7/17/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 5  | 2.2: Develop Capital Improvement Project List                      | 10 days  | Mon 7/20/20  | Fri 7/31/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 6  | 2.3: Draft and Final Report                                        | 10 days  | Mon 8/3/20   | Fri 8/14/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 7  | District Review Draft Report                                       | 10 days  | Mon 8/17/20  | Fri 8/28/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 8  | District Review Meeting                                            | 0 days   | Fri 8/28/20  | Fri 8/28/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 9  | Prepare Final Report                                               | 5 days   | Mon 8/31/20  | Fri 9/4/20   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 10 | Submit Final Report                                                | 0 days   | Fri 9/4/20   | Fri 9/4/20   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 11 | Task 3: Design                                                     | 145 days | Mon 8/31/20  | Fri 3/19/21  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 12 | 3.1: Utility Investigation, Topographic Surveying, and Basemapping | 30 days  | Mon 8/31/20  | Fri 10/9/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 13 | 3.2: Geotechnical Investigations and Design Memorandum             | 60 days  | Mon 8/31/20  | Fri 11/20/20 |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 14 | 3.3: Utility Locating                                              | 20 days  | Mon 11/9/20  | Fri 12/4/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 15 | 3.4: 35% Design Submittal                                          | 40 days  | Mon 8/31/20  | Fri 10/23/20 |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 16 | District Review 35% Submittal                                      | 10 days  | Mon 10/26/20 | Fri 11/6/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 17 | 35% Design Review Meeting                                          | 0 days   | Fri 11/6/20  | Fri 11/6/20  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 18 | 3.5: 65% Design Submittal                                          | 30 days  | Mon 11/9/20  | Fri 12/18/20 |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 19 | District Review 65% Submittal                                      | 10 days  | Mon 12/21/20 | Fri 1/1/21   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 20 | 65% Design Review Meeting                                          | 0 days   | Fri 1/1/21   | Fri 1/1/21   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 21 | 3.6: 95% Design Submittal                                          | 25 days  | Mon 1/4/21   | Fri 2/5/21   |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 22 | District Review 95% Submittal                                      | 10 days  | Mon 2/8/21   | Fri 2/19/21  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 23 | 95% Design Review Meeting                                          | 0 days   | Fri 2/19/21  | Fri 2/19/21  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 24 | 3.7: Final Design Documents                                        | 20 days  | Mon 2/22/21  | Fri 3/19/21  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 25 | Submit Final Design Documents                                      | 0 days   | Fri 3/19/21  | Fri 3/19/21  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 26 | Bid and Design Support During Construction                         | 160 days | Mon 3/22/21  | Fri 10/29/21 |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |





## 5. Statement of Qualifications

### About Schaaf & Wheeler

|                                             |                                                                                          |
|---------------------------------------------|------------------------------------------------------------------------------------------|
| Firm Name                                   | <b>Schaaf &amp; Wheeler</b><br>CONSULTING CIVIL ENGINEERS                                |
| Project Manager/Main Contact                | Benjamin L. Shick, PE<br>Phone: (707) 528-4848; Email: bshick@swsv.com                   |
| Year of Establishment and Years in Business | 1985 – 35 Years in Civil Engineering Design                                              |
| Type of Organization                        | Corporation, Incorporated in California                                                  |
| Number of Permanent Employees               | 35                                                                                       |
| Company Certifications                      | State of California Certified Small Business Enterprise (SBE)<br>Certification No. 40527 |

Schaaf & Wheeler is a civil engineering firm focused in water resources. With over thirty years of commitment to solving flood control, stormwater, wastewater, potable water, and recycled water problems; Schaaf & Wheeler is recognized by public and private sector clients for its value-adding engineering. Certified as a small business enterprise by the State of California, Schaaf & Wheeler engineers operate from four locations: Santa Clara, San Francisco, Santa Rosa, and Salinas.



### Our Areas of Focus: Schaaf & Wheeler has ten areas of focus:

- **Waste water** system master planning, engineering, and design of conveyance systems, including lift stations and pump stations;
- **Stormwater** management and drainage services, including master planning, engineering, and design of urban storm drain systems and pump stations;
- **Potable water** system master planning, modeling, engineering; and design of supply, storage, distribution systems, including tanks and booster stations;
- **Recycled water** systems planning, engineering, and design; including reclamation feasibility studies and customer retrofits;
- **Hydrology and hydraulics** analyses, including site evaluations and modeling;
- **Flood control analyses**, including floodplain studies and channel design, filing of letters of map revision, and FEMA coordination;
- **Watershed assessments**, erosion and sediment control, and bioengineered channel stabilization;
- **Water quality**, including design or review of best management practices (BMPs) for storm water treatment and hydromodification flow control facilities;
- **Construction management**, construction site observation, construction inspection services, value engineering, construction cost analysis, and constructability reviews;
- **Program management**, including management of subconsultants, containment of schedule and cost, and communications with client and stakeholders.

- ✓ Recently completed Sewer Design Projects for:
  - Town of Corte Madera
  - City of Milly Valley
  - City of Belmont
  - City of San Mateo
- ✓ Proficient in CIP Design Bid and Construction Support



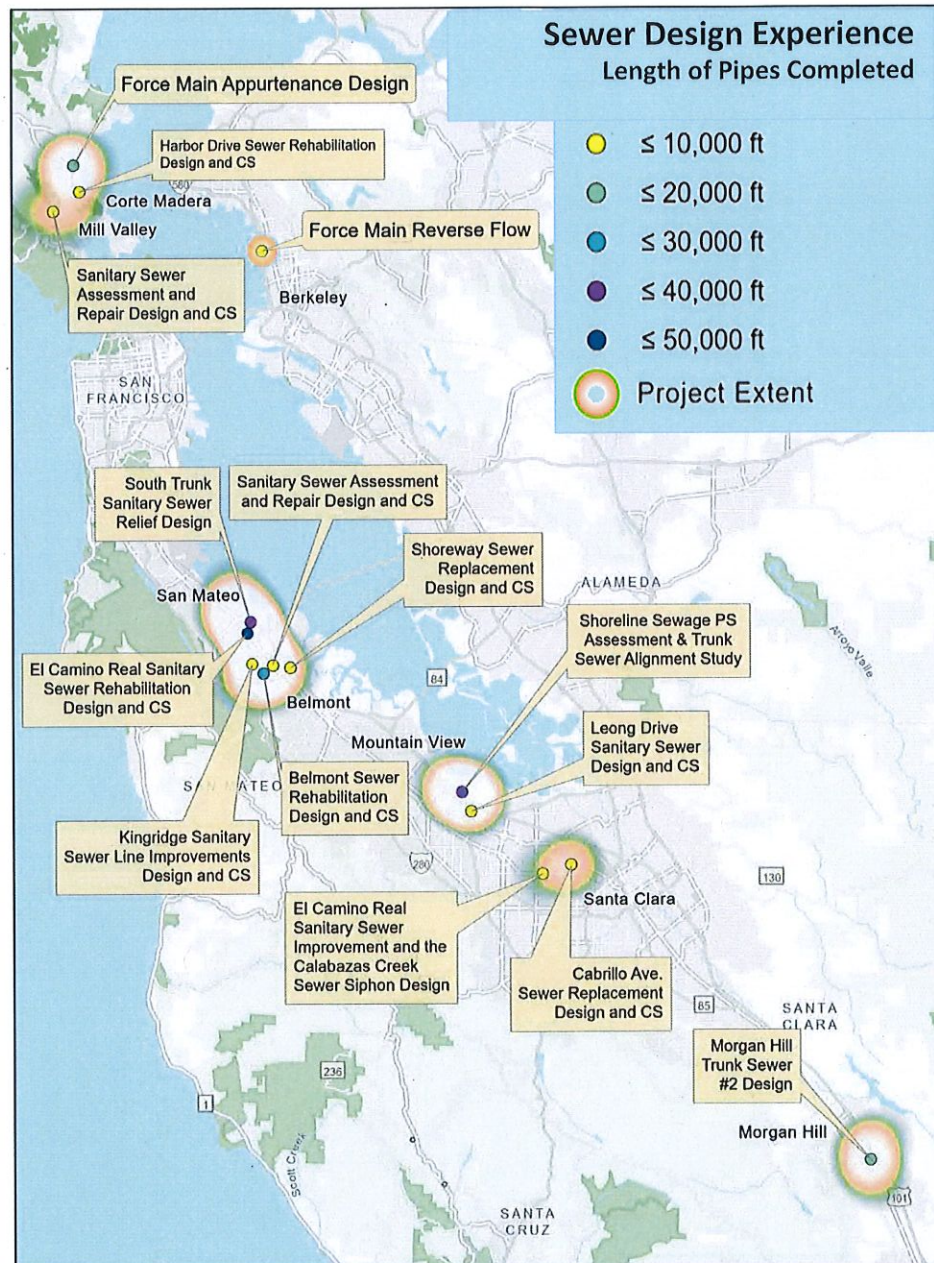
## A. Experience

### Schaaf & Wheeler's Experience in Wastewater Infrastructure Planning, Design and Construction Support

**Wastewater – Sewer Design** - The following table and map present Schaaf & Wheeler's experience in sanitary sewer replacement/rehabilitation, trunk alignment study and design.

The represented projects include:

- inspection,
- trenchless technology,
- CIPP,
- pipe reaming,
- pipe bursting,
- horizontal directional drilling (HDD)
- siphon design
- condition assessment,
- surveying and mapping,
- constructability review, and
- construction support





### Schaaf & Wheeler Experience in Design of Wastewater Infrastructure

| Project                                                                                | Client                                           | Services Provided   |                 |                        |                   |      |                    |                       |             |                      |
|----------------------------------------------------------------------------------------|--------------------------------------------------|---------------------|-----------------|------------------------|-------------------|------|--------------------|-----------------------|-------------|----------------------|
|                                                                                        |                                                  | Detailed Assessment | Detailed Design | Project Prioritization | Trenchless Design | CIPP | Construction Plans | Engineering Estimates | Bid Support | Construction Support |
| Sanitary Sewer Improvement Project                                                     | City of Morgan Hill                              | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Sanitary Sewer Assessment and Repair Design and CS                                     | City of Mill Valley                              | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Woodland Sewer Improvement Project                                                     | San Rafael Sanitation District                   | •                   | •               | •                      |                   |      | •                  | •                     | •           | •                    |
| Harbor Drive Sewer Rehabilitation Design and CS, CIP Project #18-201                   | Sanitary District No. 2 of Marin County          | •                   | •               | •                      |                   |      | •                  | •                     | •           | •                    |
| El Camino Real Sanitary Sewer Rehabilitation Design and CS                             | City of San Mateo                                | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Leong Drive Sanitary Sewer Design and CS                                               | City of Mountain View                            | •                   | •               | •                      |                   | •    | •                  | •                     | •           | •                    |
| Pump Station Q Force Main Reverse Flow Project                                         | East Bay Municipal Utility District              |                     | •               | •                      |                   |      | •                  | •                     | •           | •                    |
| Force Main Appurtenance Projects                                                       | Ross Valley Sanitary District                    | •                   | •               | •                      |                   |      | •                  | •                     | •           | •                    |
| Sewer and Water Replacement Design and CS                                              | City of Belmont and Mid-Peninsula Water District | •                   | •               | •                      |                   | •    | •                  | •                     | •           | •                    |
| Shoreway Sewer Replacement Design and CS                                               | City of Belmont                                  | •                   | •               | •                      |                   |      | •                  | •                     | •           | •                    |
| 2018 Sanitary Sewer Rehabilitation Project – Various Locations                         | City of San Mateo                                | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Force Main Appurtenance Design                                                         | Ross Valley Sanitary District                    | •                   | •               |                        |                   |      | •                  | •                     | •           | •                    |
| Shoreline Sewage PS Assessment & Trunk Sewer Alignment Study                           | City of Mountain View                            | •                   |                 | •                      | •                 |      |                    | •                     |             |                      |
| El Camino Real Sanitary Sewer Improvement, and the Calabazas Creek Sewer Siphon Design | BRE Properties & City of Santa Clara             | •                   | •               |                        | •                 | •    | •                  | •                     | •           | •                    |
| Cabrillo Ave. Sewer Replacement Design and CS                                          | City of Santa Clara                              | •                   | •               |                        |                   |      | •                  | •                     | •           | •                    |
| Belmont Sewer Rehabilitation Design and CS                                             | City of Belmont                                  | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Kingridge Sanitary Sewer Line Improvements Design and CS                               | City of San Mateo                                | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| South Trunk Sanitary Sewer Relief Design                                               | City of San Mateo                                | •                   | •               | •                      | •                 | •    | •                  | •                     | •           |                      |
| Sewer Infrastructure Evaluation and Design                                             | City of Morgan Hill                              | •                   | •               | •                      | •                 | •    | •                  | •                     | •           | •                    |
| Morgan Hill Trunk Sewer #2 Design                                                      | City of Morgan Hill                              | •                   | •               | •                      | •                 |      | •                  | •                     | •           | •                    |



## B. Relevant Project Experience

### Woodland Sewer Improvement Project, San Rafael Sanitation District (2019 – 2020)

**Client and Contact:**  
Karen Chew  
Senior Civil Engineer  
San Rafael Sanitation District  
111 Morphew Street  
San Rafael, CA 94915  
Ph: 415.458.5369  
Karen.Chew@cityofsanrafael.org

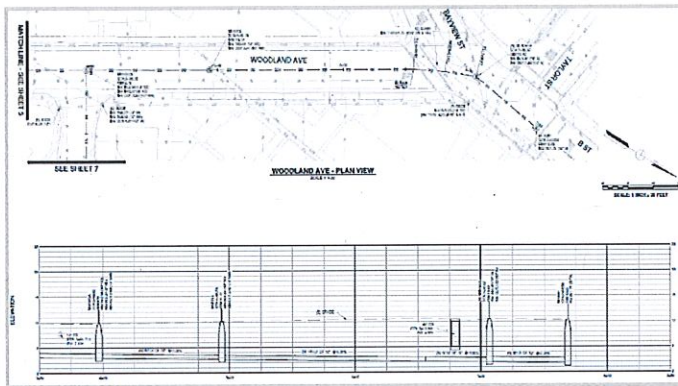
**Contract Value:**  
\$237,213

**Construction Cost:** \$1,424,00  
(estimate)

**The design was completed in  
time and budget.**

**Team Members:**  
Benjamin L. Shick, PE  
Curran L. Price, PE  
Charles D. Anderson, PE  
Jonathan Ondracek

**Subconsultants:**  
Kier & Wright  
Bess Testlab



#### Key Elements:

- ✓ Sanitary sewer replacement
- ✓ Hydraulic Analysis
- ✓ Geotechnical investigations and evaluation
- ✓ Utility investigation, potholing, utility relocation, etc.
- ✓ Lateral Re-routing
- ✓ Public Outreach
- ✓ Bid and construction support services

The Woodland Avenue Sewer Improvement Project includes pipe replacement, rehabilitation, adjusting pipe slope, and re-routing laterals. The project is located along B Street, Woodland Avenue, Warner Court, Woodland Place, and Octavia Street. The existing sewer infrastructure is in poor condition, has flat slopes, and requires significant maintenance. The goal of the project is to:

- Redirect flows from Warner Court towards B Street,
- Eliminate backyard sewer mains along Woodland Place,
- Improve the pipe slopes to meet minimum velocity requirements,
- Improve the condition of the sewer infrastructure,

Schaaf & Wheeler coordinated topographic surveying, utility investigations and geotechnical investigation. Our engineers conducted condition assessment and developed alternatives. Currently, our engineers are preparing design documents for the project.



## Shoreway Sanitary Sewer Rehabilitation, City of Belmont, 2017 - 2019

**Client and Contact:**  
Bozhena Palatnik  
Associate Civil Engineer  
Department of Public Works  
City of Belmont  
1 Twin Pines Lane  
Belmont, CA 94002  
Ph: 650.595.7463  
bpalatnik@belmont.gov

**Contract Value:**  
\$129,000  
**Construction Cost (2018):**  
\$1,857,000

**The design was completed in time and budget.**

**Team Members:**  
Benjamin L. Shick, PE  
Curran L. Price, PE  
Jonathan F. Ondracek

**Subconsultants:**  
Kier & Wright  
Bess Testlab



### Key Elements:

- ✓ Sanitary sewer rehabilitation and replacement, 8" to 18"
- ✓ CCTV data review, evaluation, and prioritization to identify project
- ✓ Hydraulic Analysis and Modeling of sewer system
- ✓ Utility investigation, potholing, utility relocation, etc.
- ✓ Easement evaluation and relinquishment
- ✓ Deep linear excavations within poor soils (Bay Mud) and high ground water
- ✓ Construction support services

Schaaf & Wheeler assisted the City of Belmont with the assessment of the feasibility of eliminating the existing sanitary sewer pump station along Shoreway Drive by installing a new deeper gravity sewer main. The feasibility analysis included detailed topographic surveying, geotechnical investigations, detailed utility investigations, sewer system modeling, and alternative evaluation.

The alternative of constructing a new 13 foot deep 18" PVC sewer main, demolishing and removing the existing sewer pump station, and re-routing all sewer laterals was selected as the most feasible and economical solution. Subsequently Schaaf & Wheeler developed detailed construction documents for the design and provided bid and construction support services.

Shoreway Drive is located in an area of shallow Bay Mud, high ground water, congested utilities, heavy traffic, and it parallels U.S. 101. Schaaf & Wheeler developed detailed construction documents identifying the existing conditions and requirements for excavation, trenching, shoring, dewatering, and backfilling.

The Shoreway sewer project was successfully designed and constructed within budget and schedule. The project resulted in significant long-term savings by eliminating an existing sewer pump station and reducing the operation and maintenance of the previously undersized flat sloped sewer mains (two sewer mains were replaced with one larger and deeper sewer main).

**City of Belmont Sanitary Sewer Rehabilitation Projects, 2014, 2015, 2016 and 2017.** Contract Value: 2014 - \$98,840; 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000; Construction Cost: \$1,530,000 (2015 Project). Construction Dates: 2015 - Current.

The City of Belmont selected Schaaf & Wheeler to evaluate, prioritize, and design the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. Construction methods include pipe



bursting, pipe reaming, horizontal directional drilling (HDD), open trench excavation, and CIPP lining. Schaaf & Wheeler has completed the rehabilitation and replacement design and construction support for:

| Linear Feet of Sewer                                          | Year |
|---------------------------------------------------------------|------|
| 2.5 miles of City sewer gravity lines and associated manholes | 2014 |
| 2 miles of gravity sewer lines and associated manholes        | 2015 |
| 5 miles of gravity sewer lines and associated manholes        | 2016 |
| 2.5 miles of sewer rehabilitation                             | 2017 |



These sewer lines (some of them, gravity sewer lines) are located throughout the City in back yard easements and in City streets. Schaaf & Wheeler also applied for and obtained two separate Caltrans Encroachment Permits for sewer main and manhole work within El Camino Real.

As part of the Belmont sewer rehabilitation projects, Schaaf & Wheeler worked with Bess Testlabs for potholing and CCTV inspection.

### El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo (2017 – 2020)

**Client and Contact:**

Jimmy Vo  
City of San Mateo  
330 W. 20th Avenue  
San Mateo, CA 94403  
Ph: 650.522.7300  
jvo@cityofsanmateo.org

**Contract Value:**

\$500,000

**Construction Cost (2020):**

\$3,100,000

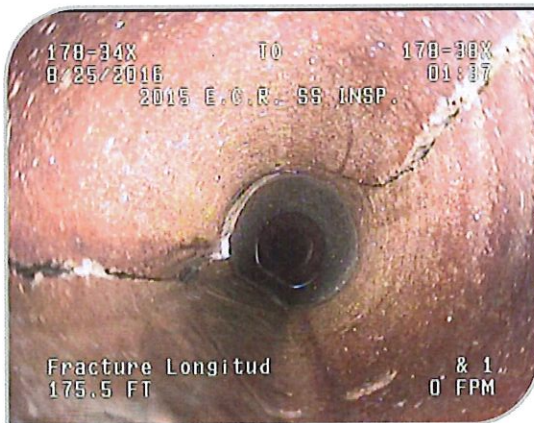
**The design was completed in time and budget.**

**Team Members:**

Benjamin L. Shick, PE  
Glen M. Anderson, PE  
Curran L. Price, PE  
Larry D. Johnson, PE  
Jonathan F. Ondracek

**Subconsultants:**

Kier & Wright  
Bess Testlab



**Key Elements:**

- ✓ 9,500+ LF of sanitary sewer rehabilitation, 6" to 18"
- ✓ CCTV data review and evaluation for all sewer infrastructure within and connected to El Camino Real.
- ✓ Manhole inspections and rehabilitation design
- ✓ Evaluation of condition related deficiencies
- ✓ Rehabilitation with cured-in-place pipe (CIPP), pipe bursting, open-trench, and spot repairs
- ✓ Utility investigation

The project includes addressing all of the City's condition related deficiencies along the El Camino Real corridor. Schaaf & Wheeler reviewed and evaluated the condition of all the City's sanitary sewer pipes and manholes within and adjacent to El Camino Real and developed a recommended improvement project to address all significant condition related issues. Subsequently Schaaf & Wheeler designed the rehabilitation and replacement of 9,050 LF of pipe and the rehabilitation and replacement of 110+ manholes.





Rehabilitation methods were primarily cured-in-place pipe (CIPP) and spot repairs; however, pipe bursting and open trench replacement methods were also used.

**Tasks included:**

- Review and evaluation of CCTV data
- Manhole inspections and rehabilitation
- Develop and design recommended improvements
- Replacement of sewer lines in easements with tight access
- Sewer line rehabilitation with cured-in-place pipe (CIPP)
- Sewer main replacement

The work included geotechnical investigations, easement research, Utility investigations, and Caltrans Encroachment Permit.

The project required close coordination with the City and the City's consultants working on additional sewer improvement projects in the area to ensure there weren't conflicts and overlap between projects. The project also required a detailed Caltrans Encroachment Permit application which was successfully handled and obtained by Schaaf & Wheeler.

**Sanitary Sewer Repair Project, City of Mill Valley (2019 – 2020)**

**Client and Contact:**  
Ahmed Aly  
Public Works  
City of Mill Valley  
26 Corte Madera Avenue  
Mill Valley, CA 94941  
Ph: 415-384-4755  
AAly@ci.alameda.ca.us

**Contract Value:** \$129,495  
**Construction Cost:** \$912,478

**Key Personnel:**  
Benjamin L. Shick, PE  
Curran L. Price, PE  
Jonathan F. Ondracek



**Key Elements:**

- ✓ 6,700+ LF of sanitary sewer rehabilitation within busy downtown streets and backyard easements
- ✓ Sanitary sewer infrastructure evaluations
- ✓ Utility Investigation and CCTV
- ✓ Sanitary sewer design and CS
- ✓ Open trench replacement
- ✓ Pipe bursting

The City identified multiple "Hot Spot" locations where there are considerable maintenance and condition related issues throughout the City. Most of the "Hot Spot" sewer lines are located on steep hillsides and backyard easements where access is limited and difficult. Schaaf & Wheeler assessed each location to determine the cause of the issues, assessed the condition of the pipe and connecting manholes, and provided capital improvement recommendations along with estimates of probable construction costs.

Subsequently, Schaaf & Wheeler conducted additional surveys, investigations, and inspections at each project location to develop detailed bid documents for the recommended improvements.



The proposed construction methods include open trench replacement, spot repairs, pipe bursting, and cured-in-place pipe rehabilitation. The bid documents included detailed plan and profiles of pipes to be rehabilitated and replaced, construction details, photographs and descriptions of existing site improvements, details and descriptions for construction site access issues and restrictions, and technical specifications. The project is currently under construction.

## Harbor Drive Sewer Rehabilitation, Town of Corte Madera, Sanitary District No. 2 of Marin County (2019 – 2020)

### Client and Contact:

Fernanda Stefakick  
Project Manager  
Town of Corte Madera  
300 Tamalpais Drive  
Corte Madera, CA 94925  
Ph: 415.927.5057  
fstefanick@tcmmail.org

**Contract Value:** \$234,060

**Construction Cost:** \$3,000,000  
(estimate, bidding in summer of 2020)

### Key Personnel:

Benjamin L. Shick, PE  
Curran L. Price, PE  
Jonathan F. Ondracek



### Key Elements:

- ✓ 7,100+ LF of sanitary sewer replacement
- ✓ Sanitary sewer infrastructure evaluations
- ✓ Utility Investigation and CCTV
- ✓ Condition assessment
- ✓ Sanitary sewer design and CS
- ✓ CIPP
- ✓ Open trench replacement
- ✓ Pipe bursting

Schaaf & Wheeler recently completed the design of the District's CIP Project #18-201 – Harbor Drive Sewer Rehabilitation project to replace existing sewer mains within the Harbor Drive, Seawolf Passage, and Madera Del Presidio areas. The project included:

- CCTV inspection, evaluation, and prioritization of existing sewer mains,
- Development of project alternatives to address condition and slope related issues
- Bid documents for sewer main, laterals, and manhole replacement.
- Following the construction of the sewer project Schaaf & Wheeler will be developing bid documents for storm drain improvements and pavement replacement along the same streets.

The project includes a total of 7,100+ LF of existing 6" and 8" VCP pipes that were installed between 1962 and 1976. The project area is located within a fill zone with poor soils and sagging pipes.

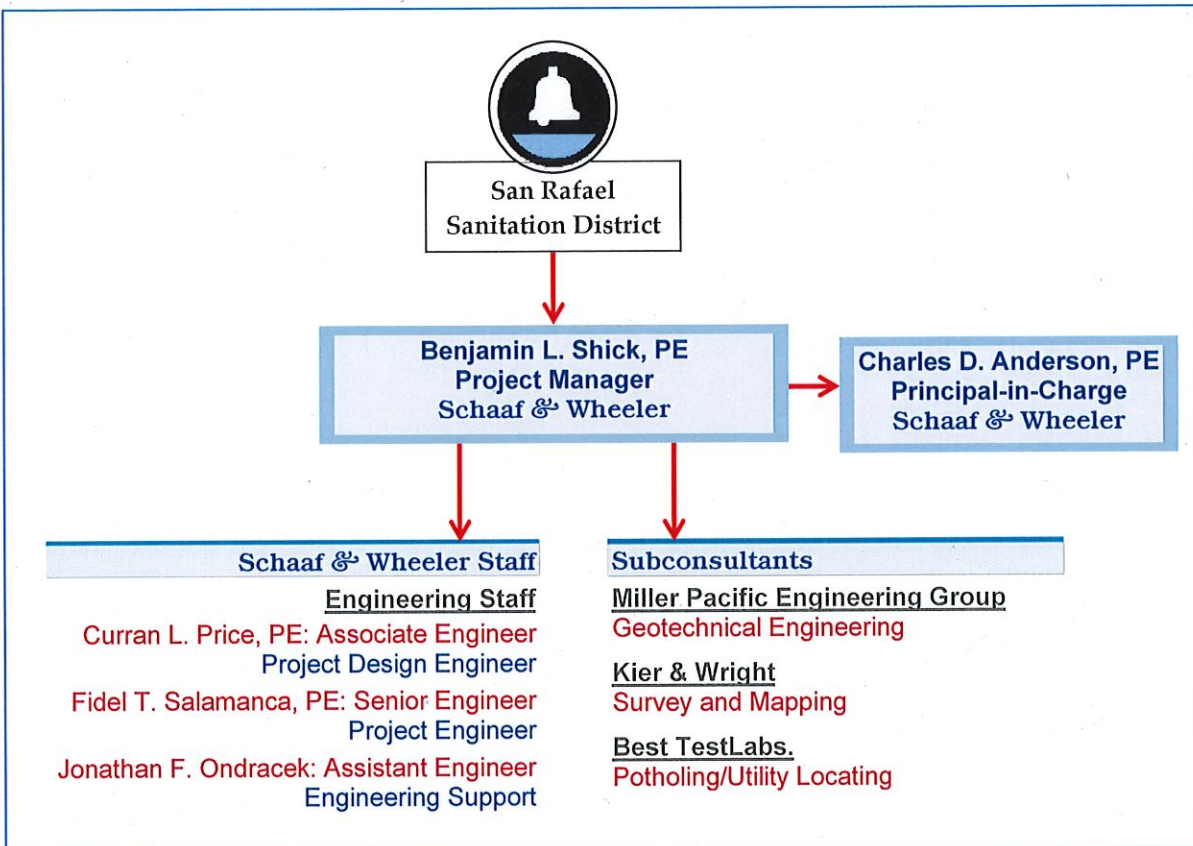


### C. Team Organization

We have put together a dedicated team for the San Rafael Sanitation District (SRSD). The team will be led by Ben Shick, PE, who has successfully completed multiple sewer assessment and repair projects for municipalities throughout the Bay Area. Ben is currently working with SRSD on the Woodland Avenue Sewer Improvement Project.

*Detailed resumes of the entire team are attached as Appendix.*

#### Organization Chart





## D. Our Team

Schaaf & Wheeler engineers bring extensive experience in design and construction support of wastewater infrastructure. Our team is familiar with the District's procedures, standards, and regulations. Our approach, qualifications, and experience with the District will result in an efficient and constructible project that meet the your budget and goals.

### Benjamin L. Shick, PE - Project Manager

Our results-oriented team for the San Rafael Sanitation District is under the strong leadership of **Benjamin L. Shick, P.E. Ben has more than 17 years of experience** in infrastructure planning and design of waste water and stormwater conveyance systems, pump stations and water supply and distribution systems. These projects have involved construction methods including pipe bursting, horizontal directional drilling, open trench excavation, and CIPP lining.

**Is an accomplished Project Manager** – Benjamin L. Shick, PE is a vice president and an owner at Schaaf & Wheeler. He will be the **Project Manager** and provide his expertise in alternative analyses, design and construction support for the sanitary and storm sewer rehabilitation projects. Ben has served as project manager and project engineer of gravity sewers, storm drains, forcemains, sewage lift stations, stormwater pumping stations, floodplain investigation, shoreline protection studies, drainage studies, channel design and modeling, water rights permitting, wetland analysis and design, small bridge design for public agencies throughout the Bay Area. His management skills in every phase of the project - from feasibility study to construction documentation and construction support – help complete the project within schedule and budget.

Ben's sewer rehabilitation/replacement projects generally include siphon rehabilitation and replacement, manhole rehabilitation and replacement, pipe replacement, pipe rehabilitation, pipe placed on structural supports, etc.

He has extensive experience obtaining Encroachment Permits from Caltrans. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS 9.0. Some of his recent relevant projects are:

- Woodland Avenue Sewer Improvement Project, San Rafael Sanitation District
- Harbor Drive Sewer Rehabilitation Project, Town of Corte Madera
- Sanitary Sewer Rehabilitation and Replacement Projects – City of Belmont
- Sanitary Sewer Repair Project, City of Mill Valley
- El Camino Real Sanitary Sewer Rehabilitation - City of San Mateo



#### Education

BSCE, Montana State University-Bozeman

MSCE, Montana State University-Bozeman

#### Licenses/ Registrations

Registered Civil Engineer  
California C68813

#### Affiliations

American Society of Civil Engineers

Floodplain Management Association

**Years with Firm:**  
16+

#### Qualification Highlights:

- *Knowledge and Experience in Open Cut and Trenchless Technologies*
- *Currently working on the Woodland Avenue Sewer Project for SRSD.*

#### Award-Winning Projects

- ✓ *Water/ Sewer Main Replacement Project Completed for Mid-Peninsula Water District/ City of Belmont, APWA Honor Award for 2019*
- ✓ *Shoreway Sewer Replacement Project Completed for City of Belmont, Project of the Year Award for 2019*



- North Road Pump Station Rehabilitation Project – City of Belmont
- Belmont Sewer and Water Main Replacement – City of Belmont and Mid-Peninsula Water District
- Sanitary Sewer Rehabilitation Projects 2015 - Ongoing – City of San Mateo
- Force Main Appurtenance Projects – Ross Valley Sanitary District
- El Camino Real Sanitary Sewer/Water Improvement Project – BRE Properties/City of Santa Clara
- Storm Drain Improvement, Phase 1 and 2 – Town of Woodside
- Ageno-Brisa Storm Drain Design – City of Livermore
- Cabrillo Avenue Sewer Main Abandonment and Replacement – City of Santa Clara
- Kingridge Sanitary Sewer and Storm Drain Improvement Project – City of San Mateo
- Sanitary Sewer Pump Station Evaluation and Design – Town of Hillsborough
- Rehabilitation and Replacement Design of 32 Sanitary Sewer Pump Station – City of Alameda

**Project Role:** Ben has in-depth experience in cost control and optimizing resources to complete projects within schedule and budget. He will be responsible for day-to-day project management and design oversight for the entire length of the project. Ben will hold regular team meetings to make sure issues are resolved effectively and to allocate resources to critical tasks. He will work closely with the District staff to make sure contractual and procedural issues are identified and resolved.

### Other Key Team Members

#### **Charles D. Anderson, P.E. – Principal-in-Charge and Quality Control and Quality Assurance**

Chuck is the president and an owner of Schaaf & Wheeler. He will provide expert peer review and QA/QC for the project. He brings 30 years of experience encompassing the areas of wastewater conveyance and pumping, stormwater collection and pumping, water supply and distribution, flood mapping and protection design, tide gate structures, FEMA requirements, sea level rise assessment, and groundwater and surface water hydrology. Chuck has led numerous multidisciplinary project teams to deliver responsively and responsibly from concept verification to design and construction. He has managed two large award winning levee projects for the City of Foster City and San Mateo. He has interacted often with FEMA, having completed numerous flood insurance studies (FIS) and letters of map revision (LOMRs) on behalf of public and private clients. His management skills in every phase of the project - from feasibility studies to construction document preparation and construction support - help complete projects within schedule and budget.

#### **Experience Highlights:**

- Completed Design and CS for CIP Projects since 1998
- Proficient at Providing QA/QC for Infrastructure Projects, especially Storm and Sewer Design
- Completed Award Winning Projects
- Completed Design of more than 40 Stormwater and Wastewater Pump Stations.

**Years of Experience: 30**

**Project Role:** Chuck will ensure quality control and quality assurance for all deliverables of the project. He will perform quality control several times throughout the project to minimize the need to fix problems further along in the project. Chuck will work with the Project Manager at Schaaf & Wheeler to provide critical reviews of alternatives and design methods. He will also scrutinize improvements for constructability and cost.

**Curran L. Price, PE - Project Design Engineer.** Our proposed project design engineer – Curran Price brings forth 12 years of in-depth experience in infrastructure design including sewer rehabilitation, wastewater facilities, flood protection, water pipelines, shoring systems, bridges, buildings, transportation, and slope stabilization projects. Curran has been involved with all phases from project conception to document preparation and construction support. He has completed the design of over 50 constructed projects. Curran is adept at preparing plans and specifications, performing calculations, cost estimates, and site inspections.

#### **Qualification Highlights:**

Curran is NASSCO PACP, MACP and LACP certified, Certificate #U-815-07000537.

Project Engineer for Annual Rehabilitation Projects for:

- Woodland Avenue Sewer Improvement Project, SRSD
- Harbor Drive Sewer Rehabilitation Project,



He has been the Design Manager for the City of Belmont Annual Sewer Rehabilitation Projects, and was Project Engineer for the 2018 sewer rehabilitation projects for City of San Mateo. Currently, Curran Price is working on the design of sewer main rehabilitation for the City of Mill Valley and Town of Corte Madera and sanitary sewer pump station upgrades for the City Alameda.

**Project Role:** Curran will be the lead design engineer for the project, taking the lead on performing field work and detailed design documents.

- Town of Corte Madera
- Sewer Rehabilitations - City of Mill Valley
- Sewer Rehabilitations - City of Belmont
- Sewer Rehabilitations - City of San Mateo

**Years of Experience: 12**

**Fidel T. Salamanca, P.E. - Project Engineer** – Fidel Salamanca is a senior engineer at Schaaf & Wheeler with more than 7 years of experience in designing water mains, pump stations for sanitary sewer and stormwater systems, open channels, culverts, and stormwater networks. He is currently managing the design and construction support for five (5) water mains for Contra Costa Water District. He has completed the campus-wide Water System Pipe Replacement preliminary design for seven (7) water mains for Sandia National Laboratories. He has valuable experience in storm drain master planning, modeling, analyzing and planning urban stormwater systems. He has completed Storm Drain Master Plans for the Cities of Alameda, El Cerrito, East Palo Alto, Palo Alto, Orinda, Mountain View, North San Jose, the Town of Moraga and County of Santa Cruz, Zone 5 & 6. Fidel has been involved in water quality related projects and has assisted trash capture feasibility studies for Bay Area cities. He assisted with the design of the trash capture devices for the City of Mountain View and San Jose. Fidel is also proficient in modeling software including ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1.

**Qualifications Highlights:**

- Currently working on design-build water pipe design for Contra Costa Water District
- Water Mains Design for Sandia National Laboratories
- Assessed and designed wastewater and stormwater pump stations
- NPDES Compliance

**Years of Experience: 7+**

**Project Role:** Fidel will be the project engineer and assist with the alternatives, design and construction support.

**Jonathan Ondracek – Project Engineer** - Jonathan is an assistant engineer at Schaaf & Wheeler. He has experience in modeling and design for wastewater and stormwater infrastructure projects. He is proficient in running hydraulic models to solve drainage issues and conduct level surveys for small design projects. Jonathan is currently working with Ben and Curran on the Belmont sewer and storm drain rehabilitation projects and San Mateo sewer rehabilitation projects. He is experienced at developing wastewater and stormwater projects from conception to completion. His previous projects have included design of bioretention systems and design of new storm sewer to alleviate drainage concerns. He has experience managing consultants for large-scale multidisciplinary projects during the design and construction phases. His modeling and design software skills include AutoCAD Civil3d, AutoCAD LT, EPASWMM 5, Mike Urban, and ArcGIS.

**Experience Highlights:**

- Modeling and Design for CIP Projects
- Woodland Avenue Sewer Improvement Project, SRSD
- Town of Corte Madera
- Sewer Rehabilitations - City of Mill Valley
- Working on City-Wide Storm and Sewer Rehabilitation Projects for Belmont

**Project Role:** Jonathan will be the engineering assistant and assist with the field investigations, design and construction support.



## Subconsultant Key Personnel



**Scott Stephens, PE, GE – Geotechnical Engineering** – Scott Stephens of Miller Pacific Engineering Group (MPEG) is the Senior Project Manager and Reviewer for Geotechnical and Geo-Civil projects at MPEG. He has prepared numerous geotechnical investigations, geotechnical planning reports, geo-civil designs, environmental impact studies, and serves as a Peer Reviewer for several local governmental agencies. Scott has worked on hundreds of sanitary district and water district projects throughout Marin County. These geologic and geotechnical projects have been performed for: San Rafael Sanitary District, Central Marin Sanitary District, North Marin Water District, Novato Sanitary District, Marin Municipal Water District, Sewer Agency of Southern Marin, Sanitary Districts No. 2 & 5, and Sausalito Marin City Sanitary District. The services have included geologic and geotechnical investigations for new underground utilities, treatment plant improvements and retaining structure in a varied of geologic conditions varying from soft compressible marsh deposits (bay mud) to hard Franciscan bedrock.



**Joseph Bohorquez – Potholing/Utility Locating** - Joseph of Bess TestLabs, Inc. has managed numerous utility locating projects over the past 14 years for various DOT's, municipalities, public and private sector clients. He is generally responsible for the management and coordination of utility services such as Ground Penetrating Radar (GPR) utility locating, Radio Frequency (RF) utility locating, CCTV pipe inspections, Survey and Mapping, and Vacuum Excavation (potholing) services. He maintains multiple department services schedules throughout the duration of the several projects. Joseph prepares staff hours and fee estimates for the combined project teams. He reviews progress of services to ensure that the standards, time goals and budget requirements are met. His experience combined with his education brings an in-depth understanding of utility locating services and the needs/expectations of utility locating projects.



**Ryan Amaya, PLS – Survey and Mapping** - Ryan Amaya of Kier & Wright has over 20 years of land surveying experience, including construction surveying, boundary surveying, mapping, and subdivision work related to land development. Specific survey experience includes construction staking, topographic surveys, benchmark-level circuits, elevation monitoring surveys, tentative maps, parcel maps, final maps, condominium plans, plats and legal descriptions, lot line adjustments, lot combinations, reversion to acreage maps and ALTA/NSPS Land Title Surveys. Mr. Amaya has been at Kier & Wright since February of 1999. As a working principal, he currently manages and oversees all land surveying services provided out of Kier & Wright's Santa Clara office. His relevant projects are:

- Woodland Ave Sewer Improvement Project, San Rafael Sanitation District
- North Road Pump Station Rehabilitation Project, City of Belmont
- 2015-18 Sewer Rehabilitation Project, City of San Mateo
- City of San Mateo South Trunk Sanitary Sewer Relief Line
- City of San Mateo 42nd Avenue Sanitary Sewer Pump Station
- City of Half Moon Bay Bell Moon Sanitary Sewer Pump Station



The table below presents our entire team's role, experience and qualifications.

**Schaaf & Wheeler Team Experience, Qualifications and Role**

| <b>Name</b>                                                | <b>Role</b>                    | <b>Years of Exp.</b> | <b>Licenses, Certifications and Education</b>                                                                                                                                                                                               |
|------------------------------------------------------------|--------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benjamin L. Shick, PE                                      | Project Manager                | 17                   | Registered Civil Engineer California C68813<br>MSCE, Montana State University-Bozeman<br>BSCE, Montana State University-Bozeman                                                                                                             |
| Charles D. Anderson, PE                                    | Principal-in-Charge            | 30                   | Registered Civil Engineer California C43776<br>Hawaii 15647; Nevada 11518; Washington 39715<br>MSCE (Water Resources Engineering), Stanford University, California<br>BCE, Georgia Institute of Technology                                  |
| Curran L. Price, PE                                        | Project Engineer               | 12                   | Registered Civil Engineer California C74913<br>NASSCO PACP, MACP and LACP Certified # 7000537<br>CSI Construction Documents Technologist (CDT)<br>Bachelor of Science in Civil Engineering, California State Polytechnic University, Pomona |
| Fidel T. Salamanca, PE                                     | Project Engineer               | 7                    | Registered Civil Engineer, California C84851<br>BSCE, Civil Engineering, California Polytechnic State University, San Luis Obispo                                                                                                           |
| Jonathan F. Ondracek                                       | Project Assistant              | 6                    | Registered EIT<br>BS, Civil Engineering, Purdue University, Indiana                                                                                                                                                                         |
| <b>Subconsultants</b>                                      |                                |                      |                                                                                                                                                                                                                                             |
| Scott Stephens, PE, GE<br>Miller Pacific Engineering Group | Geotechnical Investigations    | 20                   | Geotechnical Engineer No. 2398, CA, 1998<br>Civil Engineer No. 50482, CA, 1993<br>MSCE, Geotechnical Engineering, U.C. Berkeley<br>BSCE, Civil Engineering, U.C. Berkeley                                                                   |
| Ryan Amaya, PLS<br>Kier & Wright                           | Survey & Mapping               | 20                   | Professional Land Surveyor State of California L8134                                                                                                                                                                                        |
| Joseph Bohorquez<br>BESS Testlab Inc.                      | Potholing/<br>Utility Locating | 14                   | Licensed Contractor California No. 817532<br>BA Business Administration 2010, MBA Saint Mary's College of California 2016                                                                                                                   |





## E. Our Subconsultants

### Firm Qualifications and Experience



**Miller Pacific Engineering Group – Geotechnical engineering.** Miller Pacific Engineering Group (MPEG) is a California corporation that has been providing professional geologic, geotechnical, and geo-civil engineering, geotechnical construction inspection, and geotechnical material testing services in the North Bay

Counties and greater San Francisco Bay Area since 1988. With a total staff of 20, including 8 professional licensees and 4 staff engineers and geologists, Miller Pacific serves a wide variety of clients, both public and private, from offices in Novato, Petaluma, and Napa.

MPEG is familiar with local conditions, having completed dozens of public works projects within the City of San Rafael, including dozens of sewer rehabilitation projects for the San Rafael Sanitation District, roadway and slope stabilization projects, and other capital infrastructure improvements. They have also worked on dozens of private projects throughout the City, and our familiarity with widely-variable local geologic conditions within the City allows for efficient planning and performance of geologic and geotechnical investigations.

MPEG has several registered geologists, civil and geotechnical engineers that are experienced with evaluation and rehabilitation of distressed pavements, including design of new pavements in accordance with Caltrans' Flexible Pavement Design Manual, Caltrans' Maintenance Technical Advisory Guide for Flexible Pavement Preservation, NAVFAC, AASHTO, and other common standards.

Their engineers have extensive experience in planning and executing subsurface exploration in challenging urban environments and are able to utilize a wide array of exploration subcontractors and equipment to collect the required data and keep project schedules on track in consideration of site-specific constraints, such as where utility conflicts, concrete or other unusual pavements, difficult traffic control situations, and other conditions exist.

Miller Pacific Engineering Group has completed Caltrans' Training and Certifying of Independent Assurance Samplers and Testers, and our in-house soils laboratory participates in and is currently accredited by the AASHTO Accreditation Program, maintains current Caltrans materials testing licensure, and is certified by the Division of the State Architect (DSA) as a Laboratory Evaluation and Acceptance (LEA laboratory) facility.

Previous project experience includes geologic and geotechnical evaluations and investigations, construction observation and testing, geo-civil design, expert witness services, and other tasks. Many projects have been completed under on-call or project specific contracts with the City and/or SRSD, while many others have been performed under subcontract to a Prime contractor or design team member.

*Miller Pacific has performed hundreds of projects similar to those described in the RFP, including several dozen on behalf of the City of San Rafael and the San Rafael Sanitation District:*

- ✓ SRSD 2018 Sewer Rehabilitation Project (2018)
- ✓ SRSD 2017 Sewer Rehabilitation Project (2017)
- ✓ SRSD Albert Park Pavement Rehabilitation (2017)
- ✓ SRSD 2016 Pipebursting (2016)
- ✓ Whistlestop Mixed-Use Development (2015)
- ✓ Biomarin Lincoln Parking Garage (2014)
- ✓ Biomarin Lab Building (2014)
- ✓ SRSD H Street Sewer Improvements (2014)
- ✓ SRSD Shaver Street Sewer Improvements (2014)
- ✓ SRSD Andersen Drive Easement Sewer Improvements (2012)
- ✓ SRSD Irwin Street (2012)
- ✓ SRSD Lincoln Avenue Sewer Improvements (2012)
- ✓ SRSD G Street Sewer Improvements (2012)
- ✓ SRSD Sun Valley Sewer Improvements (2012, 2015, 2016, 2017)
- ✓ SRSD 5th Street Sewer Improvements (2010)
- ✓ SRSD Magnolia & Acacia Sewer Rehabilitation (2010)
- ✓ SRSD Point San Pedro Sewer Rehabilitation (2010)
- ✓ SRSD Canal and E. Francisco Sewer Rehabilitation (2009)



**Kier & Wright – Survey and Mapping.** Kier & Wright Civil Engineers & Surveyors, Inc. (K&W) has been providing both public and private sector clients with land surveying and civil engineering services since 1972. Kier & Wright maintains a large-scale field survey, survey scheduling, and survey drafting operation and is resourced to efficiently produce a high volume of topographic surveys concurrently. Related services include:

- Topographic & Utility Surveys
- Right-of-Way Surveying
- Field Cross-Section Surveys
- Horizontal & Vertical Control Surveys
- ADA Surveys
- Topographic Boundary Surveys
- GPS Surveys
- As-Built Surveys
- Surveying for Due Diligence
- 3-D Laser Scanning

Kier & Wright's field survey operation is one of the largest in the Northern California. Their surveyors successfully prepare and process parcel maps, records of survey, lot line adjustments, and other survey documents involved in establishing and recording the precise locations of property lines.

Kier & Wright's ALTA surveys conform to the Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys and include additional details, such as land use zoning classifications and FEMA flood zone designations. Kier & Wright has prepared ALTA surveys for large real estate portfolios comprised of as many as 104 separate properties. With over 70,000 field survey hours logged in 2015, Kier & Wright's field survey operation is the largest in the Northern California.

**Bess Testlab, Inc. – Potholing/Utility Location.** Bess Testlab, Inc.

(BTL), is a CPUC certified MBE/DBE company that provides solutions to mitigate the underground utility related risks associated with the design and construction of civil infrastructure projects. These solutions include: Ground Penetrating Radar (GPR)/concrete scanning, underground utility location, and vacuum excavation. Their utility locating services are performed by certified professional technicians, utilizing state-of-the-art cable and pipe locators, pipeline current mappers, Ground Penetrating Radar (GPR) systems as well as 3-D mobile scanning (LiDAR) to designate and map underground utilities. In addition, a fleet of vacuum excavation (potholing) trucks are also used to locate and determine the actual depth of underground utilities visually. They have been providing a complete range of services in California, Arizona and Nevada. Their clientele includes Utility Companies, Cities, Counties, Municipalities and Military Installations, Contractors, Consulting and Engineering firms.

BTL's typical services include: Utility Locating – electromagnetic pipe locators designate and mark out utilities; Ground Penetrating Radar – Latest techniques utilized in location of subsurface metallic and non-metallic objects; and Potholing – Non-destructive air-vacuum excavation exposing utilities being surveyed to determine their exact depth and location.

*Kier & Wright has been working with Schaaf & Wheeler engineers for more than 15 years to provide storm water, wastewater and potable water services for Bay Area municipalities. K&W provided survey and mapping services for the:*

- ✓ San Rafael Sanitation District, Woodland Ave Sewer
- ✓ City of Belmont, North Road Pump Station and Force Main Project
- ✓ City of Belmont Sewer and Water Main Replacement Project

*Bess TestLabs provided potholing and utility locating services to Schaaf & Wheeler for:*

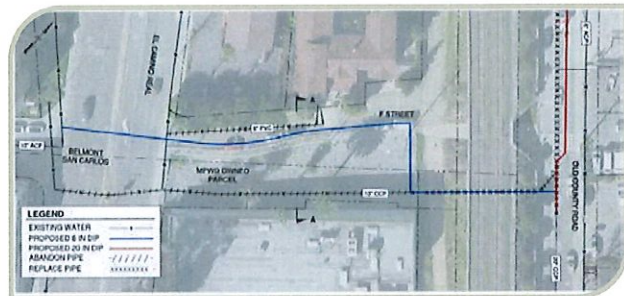
- ✓ Belmont North Road Pump Station and Force Main Project
- ✓ Belmont Sewer and Water Main Replacement Project
- ✓ East San Mateo Lift Station Project
- ✓ Mountain View Leong Drive Sewer and Water Main Project
- ✓ Ross Valley Sanitary District, Force Main Appurtenance Project.



## What does the Schaaf & Wheeler Team Bring?

Schaaf & Wheeler team brings a number of assets that benefit the San Rafael Sanitation District:

- Schaaf & Wheeler is a small, local firm, responsive towards clients, specializing in wastewater and stormwater systems design and engineering. *The work will be conducted from our Santa Rosa Office and San Francisco Office.*
- Our engineers provide cost-effective, implementable solutions and designs that expedite the project completion with *minimal change orders during the construction phase.*
- Our proposed team is proficient at *assessing existing condition and recommending pipe repairs* for optimal performance.
- Our engineers specialize in various technologies including *open-cut, trenchless technologies, CIPPs, pipe reaming, pipe bursting, etc.*
- Schaaf & Wheeler has extensive experience with designing and permitting *sewer* and *storm water* infrastructure within *multiple jurisdictions.*
- Our engineers have extensive experience developing *traffic control plans and requirements in busy downtown corridors* to minimize impacts during construction.
- We are *familiar with the issues and conditions specific to the District* and have identified a number of specific issues and solutions for this project in our proposal.
- Schaaf & Wheeler is currently working on the design of the District's Woodland Avenue Sewer Improvement project. Our engineers are familiar with the District's standards, procedures and regulations.
- We bring a strong team under the leadership of a detailed-oriented, experienced, and skillful *Project Manager – Benjamin Shick, PE*, who has successfully completed several similar project through construction.
- *Curran Price, PE is the Project Design Engineer*, he is the design engineer along with Ben for sewer rehabilitation and replacement projects for SRSD, Mill Valley, Corte Madera, Belmont, Morgan Hill and San Mateo.
- Our *subconsultants* – Pacific Miller has completed several projects for SRSD. Kier & Wright and Bess TestLabs, Inc. have been *working with Schaaf & Wheeler to complete similar projects.*
- We have more than *30 years of experience* providing engineering services for large infrastructure projects in busy urban corridors and rural settings and understand the challenges involved with these settings and the methods to resolve them.



**Old County Road Water Main Replacement Project  
Completed for Mid-Peninsula Water District  
in City of Belmont Required Caltrans Permit at  
El Camino Real**





## Appendix: Resumes

### Benjamin L. Shick, P.E. – Project Manager – Schaaf & Wheeler

#### Education

BSCE, Montana State University-Bozeman

MSCE, Montana State University-Bozeman

**Licenses:** Registered Civil Engineer  
California C68813

**Affiliations:** American Society of Civil Engineers;  
Floodplain Management Association



*Years of Experience: 17+*

*Completed Design & Construction of 50,000 LF of Sewer*

*Project Management Experience: 13+ years*

*Knowledge and Experience in Sewer Rehabilitation Trenchless*

*Technologies: CIPP, Pipe Bursting, Pipe Reaming, etc.*

Benjamin L. Shick, P.E., has more than 17 years of experience in water resources infrastructure planning and design of wastewater conveyance systems, water supply and distribution systems, stormwater systems, and pump stations. Ben has completed the design of 50,000+ LF of sewer main rehabilitation and replacement projects in the recent past. Ben has conducted floodplain investigation, shoreline protection studies, drainage studies, channel design and modeling, water rights permitting, wetland analysis and design, small bridge design, infrastructure design, surveying, construction management, and construction quality control testing. He has been involved with all project phases from project initiation to construction document preparation and construction support. Ben is proficient in water resources modeling tools: AutoCAD, WaterCAD, HEC-RAS, HEC-HMS, GeoRAS, MOUSE, and ArcGIS.

#### Relevant Projects

**Woodland Sewer Improvement Project, San Rafael Sanitation District, 2019 – 2020, Contract Value: \$237,213.** This project includes pipe replacement, rehabilitation, adjusting pipe slope, and re-routing laterals along B Street, Woodland Avenue, Warner Court, Woodland Place, and Octavia Street. As Project Manager, Ben Shick coordinated topographic surveying, utility investigations and geotechnical investigation. Tasks included condition assessment and development of alternatives. Subsequently detailed design and bid documents are being prepared.

**Harbor Drive Sewer Rehabilitation, Town of Corte Madera Sanitary District No. 2, 2019 – 2020, Contract Value: \$234,060.** This project includes rehabilitation/replacement of 7,100+ LF of existing 6" and 8" VCP pipes - existing sewer mains within the Harbor Drive area. As Project Manager, Ben Shick coordinated CCTV inspection, conducted assessments and identified rehabilitation and replacement alternatives and methods. Subsequently the improvements were designed; currently our team is providing support services during construction.

**Shoreway Sanitary Sewer Rehabilitation Design, City of Belmont, 2017 - 2019, Contract Value: \$129,000.** As Project Manager, Ben Shick led the assessment of the feasibility of eliminating the existing pump station along Shoreway Drive by installing a new deeper gravity sewer main. The feasibility analysis included detailed topographic surveying, geotechnical investigations, detailed utility investigations, sewer system modeling, and alternative evaluation. Subsequently Schaaf & Wheeler developed detailed construction documents and provided bid and construction support services. The Shoreway sewer project was successfully designed and constructed within budget and schedule.

**Mill Valley Sewer Repair Project, City of Mill Valley, 2019 – 2020, Contract Value: \$131,000.** As Project Manager, Ben Shick provided evaluation, assessment, and design services for the City of Mill Valley's sanitary sewer system. This project prioritizes and develops a strategic plan to address the most critical infrastructure needs for future repairs to be constructed under the 2020 budget. Project tasks include surveys, investigations, and inspections for each project location to identify proposed improvements. 75% and 100% design documents along with construction support were provided for this project.

**Sanitary Sewer Rehabilitation Projects, City of Belmont 2015, 2016 and 2017, Contract Value: 2015 - \$567,000; 2016 - \$456,961; 2017 - \$194,000.** As Project Manager, Ben Shick led the evaluation, prioritization, and design of the rehabilitation and replacement of their high priority gravity sewer lines throughout the City. The 2015 Sewer Rehabilitation project consisted of the replacement and rehabilitation of approximately 2 miles of gravity sewer lines and associated manholes. Under Ben's supervision, Schaaf & Wheeler team provided detailed utility investigations, potholing, and sewer modeling services. The 2016 sewer rehabilitation project consisted of evaluating and preparing design documents for approximately 5 miles of gravity sewer lines located throughout the City in back yard easements and in City streets. Construction methods include pipe bursting, open trench excavation, and CIPP lining. A large portion of the sewer mains included within the City of Belmont sewer rehabilitation projects are located within backyard and side yard easements with difficult access and easement issues.

**El Camino Real Sanitary Sewer Rehabilitation, City of San Mateo, 2017 – 2018, Contract Value: \$500,000.** As Project Manager, Ben Shick reviewed and evaluated the condition of all of the City's sanitary sewer pipes within and adjacent to El Camino Real and developed a recommended improvement project to address all significant condition related issues. Subsequently the rehabilitation and replacement design of 10,050 LF of pipe and the rehabilitation and replacement design of 110 manholes were also prepared. Rehabilitation methods were primarily cured-in-place pipe (CIPP), pipe bursting and open trench replacement methods were also used.

**Sanitary Sewer Rehabilitation Projects for City of Morgan Hill, 2019 – Present, Contract Value: \$162,285.** Project Manager for 47 pipe segments. Evaluated and assessed the existing sewer infrastructure. Reviewed the existing sewer model to evaluate the pipe sizes and recommend the rehabilitation/replacement method. Visited each site to collect additional field data to properly assess the pipes and make recommendations. Prepared a TM summarizing the assessments, capital improvement recommendations and construction cost estimates. Subsequently designed the recommended improvements that include project basemapping, detailed utility investigations, evaluations to re-route



## Benjamin L. Shick, P.E. – Project Manager – Schaaf & Wheeler

sewer mains and laterals from backyard easements, plan and profiles of sewer lines, construction details, technical specifications, and cost estimates. The proposed construction methods were tailored to minimize impacts and costs at each location. Construction methods include pipe bursting, open trench, spot repairs, and CIPP rehabilitation.

**Belmont Water/Sewer Main Replacement, Mid-Peninsula Water District, 2017, Contract Value: \$87,610.** As Project Manager, Ben Shick prepared engineering design for this joint CIP project for the water and sewer mains. The project consists of replacing the water mains, service lines and meters per the District's identified capital improvement projects and rehabilitating and replacing the sewer mains to address condition issues with the sewer mains. The project also includes additional street improvements. This project required close coordination and approval with multiple agencies including the City of Belmont, the Mid-Peninsula Water District, the Fire Marshal, Caltrans, and private developers. A Caltrans Encroachment Permit for the work along El Camino Real was prepared, submitted, and obtained.

**North Road Sanitary Sewer Pump Station Design - City of Belmont (2017 – 2018), Contract Value: \$284,815.** The project involves the engineering design, bid and construction support services for the rehabilitation of the pump station. As Project Manager, Ben Shick led the design for installation of a new wetwell, pumps, and associated equipment. He explored the option of obtaining a new easement to provide adequate space to operate and maintain the pump station. Schaaf & Wheeler design meets all local, state, and federal requirements for this pump station and the force main.

**San Mateo Sanitary Sewer Rehabilitation Projects, City of San Mateo, 2014 – 2017, Contract Value: 2015 - \$191,000; 2017 – 2018 - \$500,000.** As Project Manager, Ben Shick led and completed site investigations, inspections, researched existing data, and developed recommended alternatives for various sewer rehabilitation projects within the City of San Mateo. Provided detailed design of the recommended alternatives which consisted of: replacement of sewer lines across drainage channels (both above ground on piers, and below ground); replacement of sewer lines in back yard easements with tight access; replacement of sewer lines through large drainage box culverts; sewer line rehabilitation with cured-in-place pipe (CIPP); sewer main replacement and realignment; manhole rehabilitation and replacement; the work included geotechnical investigations, easement research, topographical surveying, environmental permitting, and Caltrans Encroachment Permit.

**Kingridge Sanitary Sewer Improvements (6" and 8"; 3,100 LF), City of San Mateo, 2010 – 2015; Contract Value: \$927,673.** As Project Manager, Ben Shick led and directed the team for system evaluation, hydraulic analysis of the existing Kingridge canyon sewer and storm drain system, development of improvement alternatives for the sewer main, and development and production of construction documents for the selected alternative of the project to replace and rehabilitate the 6-inch sanitary sewer main. Some of the key features were: Alternative evaluation for alignment and construction methods; Emergency repairs to mitigate active land movement; Capacity evaluation; Open cut pipe replacement, CIPP rehabilitation, pipe on piers, retaining walls, etc.; Securing right-of-access to project location including permanent sewer easements; Environmental permitting, mitigation, and monitoring; Construction support, special inspection, and material testing services.

**El Camino Real Sanitary Sewer Improvement Project and the Calabazas Creek Sewer Siphon Design Projects, City of Santa Clara, 2006 – 2009; Contract Value: \$480,520.** As Project Manager, Ben Shick led the design of 2,600 feet of parallel sewer line in El Camino Real from Flora Vista Avenue to Calabazas Boulevard. The project also included a separate design plan set for a replacement sewer siphon with dual pipes under Calabazas Creek as part of a Santa Clara Valley Water District channel improvement project. Existing lateral connections were improved through cured-in-place pipe (CIPP) lining of 2,600 feet of parallel collector sewer and reconstruction. Tasks included the design of relocation of existing water mains, storm drains, sewer laterals, and traffic signals.

**Cabrillo Avenue Sewer Replacement Project, City of Santa Clara, 2013 – 2014; Contract Value: \$104,793.** As Project Manager, Ben Shick led the installation of a new 12-inch sewer line in Cabrillo Ave to replace the existing sewer line that ran in a utility easement through residential parcels. Design included plan and profile of a new 12-inch PVC sewer main, associated manholes, and lateral connections. This project also included the design for replacement of several smaller sewer and storm drain lines necessary to facilitate the installation of the new sewer mainline.



## Charles D. Anderson, P.E., President – Schaaf & Wheeler

### Education

BCE, Georgia Institute of Technology

MSCE (Water Resources Engineering), Stanford University, California

### Licenses

Registered Civil Engineer  
California C43776 Hawaii  
15647

Nevada 11518  
Washington 39715

### Affiliations

FMA, ASCE



Charles D. Anderson, P.E. has 30+ years of experience in the areas of wastewater and stormwater collection and pumping, water supply and distribution, flood control and drainage, surface water hydrology and groundwater. As a project manager he is involved in all phases of project management and implementation from project feasibility to construction document preparation and construction support for a wide range of public and private clients. He has completed numerous flood insurance studies (FIS) and letters of map revision (LOMRs) for FEMA. Chuck's projects generally have multidisciplinary teams that help policy makers to arrive at reliable decisions that protect

communities from flood risk and the threat of climate change, most particularly sea level rise. His San Mateo Bayfront Levee Improvement project has won several state and regional awards. Chuck has demonstrated expertise in watershed and stochastic hydrology, open channel hydraulics, closed conduit hydraulics, pump station design, and storm drainage as well. His background also includes pipeline design, storage tank design, pump station design, hydraulic network modeling, wastewater collection includes septic systems, sanitary sewer design, pump station design, sanitary sewer modeling, and master planning.

### Relevant Projects

#### Wastewater System Planning and Design

Rehabilitation of So. San Francisco Industrial Sewage Pump Stations 1, 2, 3, 4, 6, 7 and 8 (2010-19)

Sierra Point Sewage Pump Station – City of Brisbane/Wilsey Ham (2019)

Sanitary Sewer Pump Station Assessments - Cities of Alameda and San Mateo (2010)

South Trunk Relief Line - City of San Mateo (2010)

Sanitary Sewer Disposal System and Leachfields for Coyote Creek Golf Club – Castle & Cooke (1998)

Purissima Sanitary Pumping Station - Los Altos Hills (2000)

O'Keefe Road Sanitary Pump Station Relocation, Los Altos Hills - Biggs Cardosa Inc. (2003)

Mariner's Island No. 2 Sanitary Sewer Pump Station Rehabilitation - City of San Mateo (2004)

#### Stormwater System Planning and Design

Diridon Station Area Infrastructure Analysis – HMH Engineers (2016)

Warren Avenue Storm Drain Assessment – City of San Mateo (2016)

Storm Drain Master Plans - Half Moon Bay (2017), Santa Clara (2015), Milpitas (2012), Alameda (2008), Livermore (2006), and San Mateo (2004)

Laguna Area Storm Drain Analysis - City of Burlingame (2012)

Esplanade Storm Drain Outfall Replacement - Cotton Shires/City of Pacifica (2010)

Storm Drain Infrastructure PM and E. Laurel Creek Culvert Repair and Erosion Control - City of Belmont (2006)

Greenwood Avenue and Barroihlet Avenue Storm Drain Improvements - City of San Mateo (2006)

Soscol Area Residual Drainage Master Plan - City of Napa (2005)

Interior Drainage Analysis/LOMR for Lower Guadalupe River Project - CH2M-Hill and SCVWD (2005)

#### Stormwater Pump Stations

Chrysler Drive Pump Station Rehabilitation (230 cfs) – City of Menlo Park (2017)

Coyote Point and Poplar Avenue Pump Station Rehabilitation (250 cfs each) - City of San Mateo (2017)

Matadero Creek Storm Water Pump Station (390 cfs) - City of Palo Alto (2017)

PLC Programming Upgrades to 11 Stormwater Handling Sites – City of Palo Alto (2015 – 2017)

Design of Gippetti Pump Stations, Stormwater and Sewer Pump Stations – RJA & Assoc. (2015-2016)

City of Sunnyvale WPCP Master Plan and Primary Treatment Design – HDR, Inc. (2015)

Northside Pump Station Upgrades (180 cfs) - City of Alameda (2010)

San Francisquito Creek Storm Water Pump Station (300 cfs) - City of Palo Alto (2009)

Baylands Storm Water Pump Station No. 1 - City of Sunnyvale (2006)

Railroad Avenue OC Pumping Plant for Route 4 in Pittsburg - Mark Thomas & Company/Caltrans (2003)

Freedom Circle Stormwater Pump Station (70 cfs) - City of Santa Clara (2003)

Nelo-Victor Stormwater Pump Station Rehabilitation (200 cfs) - City of Santa Clara (2003)

Rambo Pump Station (150 cfs) - City of Santa Clara (2000)

#### Water Supply, Storage, and Distribution

Anderson Dam Seismic Retrofit Project - Santa Clara Valley Water District (ongoing)

San Jose General Plan Update, Water Supply Summary – David J. Powers & Assoc. (2015)

Kahakuloa Acres Private Water System Evaluation and Two Storage Tanks - Maui, Hawaii (2014)



## Charles D. Anderson, P.E., President – Schaaf & Wheeler

Upper Miocene Canal, Paradise - Cotton Shires and Associates (2012)  
Vista Pump Station and Water Tank Improvement - Town of Hillsborough/CSG Consultants (2010)  
Kern River Raw Water Pumping Plant Forensic Investigation- Noriega and Bradshaw, LLP (2008)  
Konocli Harbor Water Treatment, Storage, and Distribution Evaluation - Page Mill Properties (2007)  
Potable wells, storage tanks, and water mains for Coyote Valley Specific Plan - City of San Jose (2006)  
Waimanalo Reservoir Assessment, Martin v. State of Hawaii - State of Hawaii (2003)  
Carmel Development Company Water System Mediation, Monterey - Harry & Linker, LLP (2000)  
Highlands Booster Pump Station and Water Storage Tanks - Great Oaks Water Company (1998)  
Well Nos. C-20, C-21, C-22, and C-23 - City of San Jose (2002)  
Potable and Irrigation Water Supply, Storage & Distribution Systems for Coyote Creek Golf Club (1998)  
Water System Network Modeling, Flow Testing, & Fire Flow Calculations - City of San Jose (2006)

### Floodplain Management and Infrastructure

West Channel Enhancement – Google, Inc. (2018-2019)  
San Francisquito-Adobe Creek Flood Study - Wood Rogers/ SCVWD (2016 – 2017)  
Deer Island Flood Detention Basin – Marin County (2016-2017)  
Drainage Review of Emergency Stabilization for Bear Gulch Road – Foundation Technologies, Inc. (2017)  
Foster City Levee Improvements - City of Foster City (2016 – 2020)  
Climate Change Impact Analyses - Alameda, Foster City, Menlo Park, Newark, San Jose, San Mateo (ongoing)  
Berryessa/Penitencia Watershed Flood Study - Wood Rogers/SCVWD (2016)  
Palo Alto Flood Basin Sea Level Rise Impact Study - SCVWD (2016)  
Lower Penitencia Creek Improvements - Wood Rogers/SCVWD (2016)  
Annual Levee Inspection - City of San Mateo (2016)  
Colma Creek Floodplain Analysis – City of South San Francisco (2016)  
Guadalupe River Bridge Hydraulics at Railyard Place - Biggs Cardosa Associates (2016)  
Upper Llagas Creek Flood Protection Project - RMC Water & Environment/SCVWD (2016)  
Permanente Creek Flood Protection Project - Hatch Mott MacDonald/SCVWD (2016)  
Storm Water Detention Basins at Truckee River Floodwall - Reno-Sparks Indian Colony (2016)  
San Francisquito Creek Hydrology Study Peer Review – SCVWD (2015)  
Christopher Ranch Flood Study (2015)  
Bayfront Canal Redwood City Flooding Issues – Stanford Real Estate (2015)  
Old Mountain View Alviso Rd. Bridge Replacement Hydraulic Study - Biggs Cardosa Associates (2015)  
Highway 101 Pedestrian/Bicycle Overcrossing at Adobe Creek – Biggs Cardosa Associates (2015)  
Wrigley-Ford Creek Long Term Monitoring – HT Harvey & Associates (2015)  
North Gilroy Neighborhood District Urban Services Area Amendment – EMC Planning Group (2014-2015)  
Silicon Valley BART Extension Floodplain Analysis - Santa Clara Valley Transportation Authority (2013)  
Bayfront Levee Improvement Project - City of San Mateo (2012)  
San Tomas Aquino Creek Flood Study - Santa Clara Valley Water District (2012)  
Recertification of Uvas, Stevens and Lower Penitencia Creek Levees – SCVWD (2009)  
Truckee River Levee and Floodwall System - CFA Engineers (Sparks, NV) (2008)  
O'Neill Slough Tide Gate Structure - City of San Mateo (2007)  
Julian Street and William Street Bridge Retrofits at Coyote Creek - Biggs Cardosa Associates (2007)  
S. Sutter County Flood Control Alternatives - Sacramento Area Flood Control Agency (2004)  
SW Lemmon Valley Flood Control Master Plan/Channel Improvements - CFA, Inc. (Reno, NV) (2003)  
Wooster Avenue Bridge Replacement - Advanced Engineering Design (San Jose) (2001)



## Curran L. Price, P.E. – Associate Engineer - Schaaf & Wheeler

### Education

Bachelors of Science in Civil  
Engineering, California State Polytechnic  
University, Pomona

### Licenses

Registered Professional Engineer,  
California C74913

NASSCO PACP, MACP and LACP  
Certified 7000537

### Affiliations

Redwood Empire ASCE



Curran Price, P.E., has over 12 years of experience in infrastructure design including wastewater facilities, water pipelines, shoring systems, bridges, buildings, transportation, and slope stabilization projects. Curran has been involved with all phases from project conception to document preparation and construction support. Curran is adept at preparing plans and specifications, performing calculations, cost estimates, and site inspections. He has completed the design of over 100 constructed projects. Curran has provided engineering services for the replacement of sewer mains and water pipelines using trenchless construction methods in Caltrans right of way.

### Relevant Projects

#### Wastewater Systems

Woodland Sewer Improvement Project - San Rafael Sanitation District (2019 – 2020)  
Harbor Drive Sewer Rehabilitation - Town of Corte Madera Sanitary District No. 2 (2019 – 2020)  
Mill Valley Sewer Repair Project - City of Mill Valley (2019 – 2020)  
Sanitary Sewer Rehabilitation Projects - City of Belmont (2015 - 2019)  
Shoreway Road Sanitary Sewer Replacement - City of Belmont (2017 - 2018)  
North Road Pump Station Rehabilitation - City of Belmont (2017 - 2018)  
Sanitary Sewer and Manhole Rehabilitation Project - City of San Mateo (2015 - 2018)  
Sewer Pump Station Improvements Project - Town of Hillsborough (2016 - 2018)  
Ocean Colony Sanitary Sewer and Force Main Rehabilitation Project - City of Half Moon Bay (2016 - 2018)  
Sanitary Sewer Pump Station Rehabilitation Project - City of Oakland (2016 - 2018)  
Sanitary Sewer Main Emergency Repair - City of Half Moon Bay (2017)  
Pump Station Rehabilitation - City of Alameda (2016 - 2017)  
Mechanical Engineering Services - Bayfair Hall Pumps, Paru Pump Station - City of Alameda (2015 - 2016)  
Force Main Appurtenance Project - Ross Valley Sanitary District (2015 - 2016)  
Sanitary Sewer Pump Station Evaluation - City of Half Moon Bay (2015)  
Trunk Main Replacement Phase 4 - Sonoma (2014)  
Agua Caliente Creek Trenchless Replacement of Sewer Trunk Main with Double Barrel Siphon - Sonoma (2014)  
Sanitation Local Hazard Mitigation Plan - Sonoma & Guerneville (2014)  
Lateral Sewer Replacement Program - Occidental (2014)  
Gloria Meekland Sewer and Water Replacement - Santa Rosa (2013)

#### Water Delivery Systems

Sanitary Sewer and Water Rehabilitation Project - City of Belmont & Mid-Peninsula Water District (2017 - 2018)  
McGill Road Recycled Water Pipeline - Sonoma (2014)  
Fifth Street East Recycled Water Pipeline - Sonoma (2014)  
Sesimic Hazards Mitigation for 48-inch Pipeline at Russian River Crossing - Forestville (2014)  
Alternative Pipe Material for Corrosion Resistance, Collector 6 Chlorine Lines - Forestville (2013)

#### Storm Water, Hydrology and Hydraulics, and Floodplain Management

Storm Drain Master Plan - City of Alameda (2016 - 2017)  
Storm Drain Rehabilitations for Detriorated Culverts - Town of Woodside (2015 - 2017)  
Cove Stormwater Pump Station Evaluation - Marin County (2016)  
Flood Study Green Valley Creek Crossing - Graton (2014)

#### Other Projects

Shoring Systems Design for Water Pipelines at 405 Freeway - Los Angeles (2011)  
Soil Nail Wall Design for Hyrum Water Tanks - Provo, Utah (2011)  
Excavation Design for Transbay Transit Center - San Francisco (2012)  
Project Management of Soil Nail, MSE, and Soldier Pile Walls Rambla Vista Dr. - Malibu (2011)  
Perimeter Wall Deisgn for Protection from Liqueifiable Soils - Kaiser Hospital, Redwood City (2011)





## Fidel T. Salamanca, P.E. – Senior Engineer - Schaaf & Wheeler

### Education

BSCE, Civil Engineering,  
California Polytechnic State  
University, San Luis Obispo

### License

Registered Civil Engineer  
California C84851

### Professional Membership

Society of Civil Engineers,  
Floodplain Management  
Association,  
ASCE Young Member Forum



Fidel T. Salamanca, PE, has more than six years of experience in planning and design of urban water and stormwater systems, open channels and pump stations. Fidel is proficient at hydraulic modeling for water system planning, pumps, reservoirs, and large watersheds. He has been involved in water quality related projects and has assisted trash capture feasibility studies for several cities. He has significant design experience in water, sanitary and stormwater pump stations, pipelines, and trash capture devices throughout the Bay Area. He has conducted several third-party reviews to ensure NPDES compliance. He is also proficient in ArcGIS, AutoCAD, EPA SWMM5, HY8, MIKE URBAN, MIKE 21, MIKE ZERO, MIKE 11, BAHM, HAMMER, Microstation, HEC-RAS, geo-RAS, HEC-HMS, geo-HMS, and HEC-1, InfoSWMM, and InfoWater.

### Relevant Projects

**On-Call Engineering Services - Port of Oakland, 2016 – Present, Contract Value: \$113,697.** Schaaf & Wheeler prepared rehabilitation/replacement plans for the two lift stations. The two pumps convey flow through a common force main through the airport terminal. Fidel Salamanca is the design engineer. These plans will be used to rehabilitate the pump stations and eliminate failures associated with the existing ejector pumps. The design includes replacing the ejector pumps with rail mounted submersible pumps, integrating the pump controls to the existing SCADA system, installing a new valve vault, and adding check valves on the discharge piping to prevent backflows. Tasks included identification of necessary and desired improvements to each of the pump stations, pump station capacities, available power sources, station limitations, and other constraints or requirements influencing pump station design.

**Pump Stations Improvements, City of Oakland, 2014 – 2015, Contract Value: \$411,000.** Schaaf & Wheeler designed a new pump station as well as pump station improvements for 5 sanitary sewer pump stations operated by the City of Oakland. Fidel Salamanca was the project associate. Designs included upsizing pumps to meet sanitary sewer flow requirements, rehabilitating pump stations based on existing conditions and applicable code requirements, including O&M staff input during the design process, and adhering to permit requirements from following agencies: East Bay Regional Parks, Port of Oakland, Bay Area Rapid Transit System, and the Oakland International Airport.

**Design for Relocation of Industrial Sewage Pump Station No. 1 - South San Francisco, 2017 – 2018, Contract Value: \$431,902.** This pump station receives sewage from the Oyster Point commercial area and discharges sewage through a force main to a gravity sanitary sewer manhole. Schaaf & Wheeler developed a Basis of Design report including alternative pump station configurations (e.g. wet well / dry pit; variable speed and constant speed). Fidel Salamanca is the project associate. Our engineers have prepared the 90% level drawing submittal along with detailed structural design. The pump station design includes the force main design up to the discharge manhole, the valve vault configuration, and an on-site standby backup generator.

**Water Main Design (Design Build) with ConQuest – Contra Costa Water District (2018-2019), Contract Value: \$234,040.** As Project Manager, Fidel Salamanca provided engineering design and construction support services for phase 1 of the project. It includes five projects (5) with varying replacement lengths, multiple agency involvement, and permitting at each site. The water main sizes vary in diameter from 4 to 8 inches. Two of the five projects have been constructed, two of the five are under construction, and one of the five is being finalized in design.

**Sandia National Lab Water System Master Plan and Design – Sandia National Lab (2018), Contract Value: \$149,925.** Schaaf & Wheeler assisted Sandia National Lab (SNL) conduct a study of the potable and underground fire water system to improve the reliability and redundancy of the water distribution infrastructure. As Project Engineer, Fidel assisted the in developing a hydraulic model of the system and determining the performance of the existing system. The model is utilized to determine necessary improvements to meet use demands and fire flow requirements and thereby develop Water System Master Plan. Additionally, Schaaf & Wheeler assisted SNL with the preparation of 30% design drawings for seven (7) water main replacement projects. Fidel is reviewing pipe alignments to identify locations for additional fire hydrants, isolation valves, water meters, potential utility conflicts, and California Plumbing Code compliance.

**Utility Impact Study Confirmation for Gateway Master Plan, Mountain View – Raimi and Associates (2019), Contract Value: \$90,000.** This project includes the utility planning and modeling for the Master plan for North Bayshore Gateway area (Shoreline). Utility studies include water, sewer, recycled water and stormdrain. As Project Engineer, Fidel is building a model for all the four utilities to provide technical engineering support to the CEQA consultant for the City of Mountain View's CEQA documentation process. Project tasks entail confirmation of previous technical studies include the proposed development in Project Area; identification of available capacity and determination of needed revisions to previous study findings; and determine impacts of the development on planned capital improvement projects to assist City staff in planning future infrastructure improvement implementation.



## Jonathan F. Ondracek – Assistant Engineer - Schaaf & Wheeler

### Education

BS, Civil Engineering, Purdue University, Indiana

### License

Registered EIT Indiana

### Certifications

Dale Carnegie Management Training



Jonathan Ondracek has experience in modeling and design for stormwater and wastewater infrastructure projects. He is proficient in running hydraulic models to solve drainage issues and conduct level surveys for small design projects. As the Engineering Associate with the City of Fort Wayne, Indiana, Jonathan designed and managed over 20 stormwater projects from conception to completion. The projects varied from the design of bioretention systems, to the design of new storm sewer to alleviate drainage concerns. He has experience managing consultants for large-scale multidisciplinary projects during the design and construction phases. Jonathan managed and designed

15 Long Term Control Plan projects as well. His modeling and design software skills include AutoCAD Civil3d, AutoCAD LT, EPASWMM 5, Mike Urban, and ArcGIS.

### Relevant Projects

#### Wastewater System Planning and Design

Woodland Sewer Improvement Project - San Rafael Sanitation District (2019 – 2020)  
Harbor Drive Sewer Rehabilitation - Town of Corte Madera Sanitary District No. 2 (2019 – 2020)  
Mill Valley Sewer Repair Project - City of Mill Valley (2019 – 2020)  
North Road Pump Station Rehabilitation Project – City of Belmont (2018 – 2019)  
Shoreway Sewer Replacement Project – City of Belmont (2017 – 2019)  
El Camino Real Sanitary Sewer Rehabilitation Project – City of San Mateo (2017 – 2019)  
East San Mateo Sanitary Sewer Lift Station Rehabilitation Project – City of San Mateo (2017 – on-going)  
Building M101 Sanitary Sewer Lateral Repair – Port of Oakland (2018)  
Tamarind Sanitary Sewer Pump Station Odor Control Improvements – City of Fontana (2018)  
Industry and Tamarind Pump Station Improvement – City of Fontana (2017 – on-going)  
Bypass Pumping Connections at Northside and Rabello Pump Stations – City of Santa Clara (2017)  
2017 Sanitary Sewer Rehabilitation Project – City of Belmont (2017)  
Delta Diablo Pump Station Improvements – County of Contra Costa (2017 - on-going)  
Glasgow Regulator Modifications – City of Fort Wayne (2016)  
Gathings Lift Station Rehabilitation – City of Fort Wayne (2016)  
St. Joe Combined Sewer Overflow Relief Connections – City of Fort Wayne (2014 - 2015)

#### Stormwater Systems Planning and Design

2018 Storm Drain Improvement Project – City of Belmont (2018 – on-going)  
Athlone Pump Station Upgrade – City of Atherton (2018 – on-going)  
Little Wolf Creek Sinkhole Stabilization Project – City of Grass Valley (2017)  
Huffman Putnam Sewer Separation – City of Fort Wayne (2015 - 2018)  
Lakeside Sewer Separation – City of Fort Wayne (2015 - 2017)  
200 E. Berry Pervious Pavement Improvements – City of Fort Wayne (2015 - 2016)  
Reed Road Storm Drainage Improvement – City of Fort Wayne (2015 - 2016)  
Engle Road Sewer Separation – City of Fort Wayne (2014 - 2016)  
Taylor Hale Sewer Separation Phase I – City of Fort Wayne (2013 - 2015)  
Ewing Street East/West Phase II Sewer Separation – City of Fort Wayne (2013 - 2014)  
Maplecrest Road Storm Drainage Improvement – City of Fort Wayne (2013)  
Becky Lane Storm Drainage Improvement – City of Fort Wayne (2012)  
Karpeles Museum Rain Garden – City of Fort Wayne (2012)  
Imagine Schools/Science Central Rain Gardens – City of Fort Wayne (2012)  
Hazelett Road Storm Drainage Improvement – City of Fort Wayne (2011)  
Balmoral and Hadley Storm Drainage Improvement – City of Fort Wayne (2010)

#### Hydrology & Hydraulics

Los Gamos and Oleander Drainage Study – City of San Rafael (2018)  
Schick Storm Sewer Capacity Analysis – City of Fort Wayne (2012)



**M P E G**



## Miller Pacific Engineering Group

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## CURRICULUM VITAE

## SCOTT STEPHENS, PE, GE



### Registration

Geotechnical Engineer  
No. 2398, CA, 1998  
Civil Engineer  
No. 50482, CA, 1993

### Education

MSCE, Geotechnical  
Engineering  
U.C. Berkeley  
Berkeley, CA, 1991

BSCE, Civil  
Engineering  
U.C. Berkeley  
Berkeley, CA, 1988

### Memberships

ASCE, American  
Society of Civil  
Engineers

GBA, Professional  
Firms Practicing in the  
Geosciences

ACEC of California,  
American Council of  
Engineering  
Companies.  
(Past Chapter  
President)

### Experience Summary

Scott Stephens is President of Miller Pacific Engineering Group and is responsible for the overall business management of the firm. He is also the Senior Project Manager and Reviewer for Geotechnical and Geo-Civil projects. He has prepared numerous geotechnical investigations, geotechnical planning reports, geo-civil designs, environmental impact studies, and serves as a *Peer Reviewer* for several local governmental agencies. He has conducted many forensic geotechnical investigations and has provided expert testimony on geotechnical issues including slope instability, retaining wall failure, foundation distress and groundwater seepage.

Scott has worked on hundreds of water district and sanitary district projects throughout Marin County. These geologic and geotechnical projects have been performed for; Central Marin Sanitary District, North Marin Water District, Novato Sanitary District, Marin Municipal Water District, Sewer Agency of Southern Marin, Sanitary Districts No. 2 & 5, San Rafael Sanitary District, and Sausalito Marin City Sanitary District. Our services have included geologic and geotechnical investigations for new underground utilities, treatment plant improvements and retaining structure in a varied of geologic conditions varying from soft compressible marsh deposits (bay mud) to hard Franciscan bedrock.

The geologic and geotechnical investigations typically include exploration of subsurface conditions, evaluation of geologic hazards, geotechnical design criteria for the recommended foundation system. During construction, Scott provides geotechnical consultation, and directs geotechnical observation and testing for site grading, foundation and keyway excavations, subsurface drainage, soil nails / tiebacks, pavement construction and other geotechnical construction items. He has provided complete Geo-Civil services including plans, details, specifications and contract document for retaining walls, landslide repairs and pedestrian bridges constructed for water and sanitary district projects. A few examples of his water or sanitary district projects include:

### Novato Sanitary District (NSD) Treatment Plant Improvements, Novato CA

- Mr. Stephens conducted a geotechnical investigation, prepared the geotechnical report and provided geo-civil design for treatment plant improvements that included heavy structures supported on auger cast piles, site grading, wick drainage and surcharge fill to consolidate underlying bay mud, conveyance pipe line that connect two treatment plants and included directional drilling under Novato Creek and Highway 37 and a soil nail and shotcrete retaining wall to stabilize and old cut slope. Mr. Stephens reviewed plans and submittals and provided consultation. During construction he supervised the field and laboratory QA/QC soil and concrete testing for the retaining wall soil nails and shotcrete, settlement monitoring of surcharge fill, auger cast piles and tradition shallow foundations, subsurface drainage, and compacted structural fills.



## SCOTT STEPHENS



**Marin Municipal Water District (MMWD) Inkwells Bridge, Lagunitas CA** – Mr. Stephens provided the geologic and geotechnical investigation for the Inkwells Bridge. The environmentally sensitive location required small footprint foundations to avoid environmentally sensitive areas and “holes” in the creek bed. Geotechnical recommendation and criteria were provided for shallow foundations that bear on hard bedrock areas with rock anchors to provide supplemental uplift resistances against over-turning moments. The foundations provided both vertical and lateral support for twin 36-inch water transmission lines as well as a 170 foot long pedestrian/equestrian bridge. Geotechnical observation and testing services were provided during construction.



**North Marin Water District (NMWD) Palmer Tank, Novato CA** - a new 3,500,000 gallon water tank, pipeline and access road was construction in undeveloped hillside terrain. Mr. Stephens performed geologic and geotechnical studies with a focus to limit grading and minimize environmental impacts. He designed a cost-effective, reinforced shotcrete retaining wall with soil nails that supports a vertical cut behind the tank and creates the tank pad and surrounding service road. His Geo-Civil design of the shotcrete wall included plans and technical specifications that were incorporated into the contract documents. During the construction, we provided consultation, inspection and testing that included submittal review, proof and performance load testing on the soil nails, shotcrete and concrete compression tests, inspection of subsurface drainage, foundation subgrade conditions, field density testing of compacted fill for new fill slopes, and trench backfill and pavement sections. We summarized our inspection and testing in a letter report with as-built plans



**RYAN AMAYA, PLS**  
**PRINCIPAL, SURVEY PROJECT MANAGER**

**Registration:** Professional Land Surveying License (PLS) State of California L 8134

**Professional Affiliations:** California Land Surveyors Association (CLSA)

**Role & Responsibilities:** Mr. Amaya will manage all schedules, manage all office surveying personnel, coordinate with field crews, meet all deadlines and ensure quality control for all surveying services provided throughout the duration of this project. He will serve as the project manager and primary point of contact for all project surveying services.



**Background:** Mr. Amaya has 20 years of experience in the surveying field. His experience includes construction surveying, boundary surveying, mapping, and subdivision work related to land development. Specific survey experience includes construction staking, topographic surveys, benchmark-level circuits, elevation monitoring surveys, tentative maps, parcel maps, final maps, condominium plans, plats and legal descriptions, lot line adjustments, lot combinations, reversion to acreage maps and ALTA/ACSM Land Title Surveys.

**Representative Project Experience:**

**CITY OF SAN MATEO, SOUTH TRUNK SANITARY SEWER RELIEF LINE**

This project included 8,000 linear feet of sewer improvements in the City's sanitary sewer improvement scope. Kier & Wright managed and coordinated the entire survey scope including aerial photogrammetry, field survey, traffic control and coordination with State, County and local agencies for permits. Kier & Wright was contracted under Schaaf & Wheeler to provide complete topographic survey and right-of-way mapping to Schaaf & Wheeler for sanitary sewer design.

**CITY OF SUNNYVALE, WATER LINE REPLACEMENT**

This project included 5,360 linear feet of water line replacement. Kier & Wright managed and coordinated the entire survey scope, including aerial photogrammetry, field survey, drafting and traffic control. Kier & Wright was contracted under Carollo Engineers to provide complete topographic survey and right-of-way mapping to Carollo Engineers for water line design over Bartlett Avenue, California Avenue, Acacia Avenue, Birch Avenue, Cedar Avenue and Dwight Avenue.

**CITY OF HALF MOON BAY, KEHOE DITCH IMPROVEMENTS**

This project included surveying of a 3,000-linear-foot ditch for a feasibility study to improve the flow of water into Pilarcitos Creek. Kier & Wright managed and coordinated the entire survey scope, including field survey and drafting. Kier & Wright was contracted by Schaaf & Wheeler to provide the topographic survey for their hydrologic/hydraulic analysis.

**CITY OF SANTA CLARA, EL CAMINO SANITARY SEWER IMPROVEMENTS,**

This project included 2,600 linear feet of sewer improvements in the City's sanitary sewer improvement scope. Kier & Wright managed and coordinated the entire survey scope including aerial photogrammetry, field survey, traffic control and coordination with State, County and local agencies for permits. Kier & Wright was contracted under Schaaf & Wheeler to provide complete topographic survey and right-of-way mapping to Schaaf & Wheeler for sanitary sewer design.



KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.

3350 Scott Boulevard, Bldg. 22 • Santa Clara, California 95054 • 408-727-6665 • 408-727-5641 • kierwright.com



## Joseph Bohorquez General Manager

**BESS**  
TESTLAB, INC.



Joseph has managed numerous utility locating projects over the past 14 years for various DOT's, municipalities, public and private sector clients. He will be responsible for the management and coordination of utility services. He will develop multiple department services schedules and maintain those schedules throughout the duration of the project. He will prepare staff hours and fee estimates for the combined project teams. He will review the progress of services to ensure that the standards, time goals and budget requirements are met.

### Professional Experience

**2010 – Present**                      **Bess Testlab, Inc. - General Manager**  
Responsible for project planning and progress, budgets, large capital expenditure recommendations, department coordination and integration, strategic planning, customer relationships, safety, quality control, and senior management functions.

**2008 – 2011**                      **Bess Testlab, Inc. - Project Manager**  
Responsible for customer request and preparing proposals. Facilitated securing subcontracts for work requested. Managed labor efficiencies and project budgets for several projects simultaneously. Developed and implemented training, and operations materials and procedures. Prepared deliverables to clients. Approved final billing statements.

**2003– 2010**                      **Geovac, a division of Bess Testlab Inc.**  
Laboratory Assistant/ Field Technician  
Field operations including: Utility Locating, Potholing, and Ground Penetrating Radar. Collected samples for metallographic analysis.

### Related Experience

**PG&E Gas Transmission and Distribution, California**  
Locating Master Service Agreements – Managed day to day operations of a \$3.9M utility locating project and a staff of 13 utility locators in multiple locations. Project tracked the centerline of multiple transmission lines from Antioch – Gilroy California. Responsible for production, field trouble shooting, and cost controls.

**AECOM (URS) - Northern & Central, California**  
Supervised department operations and budgeting for Locating & Potholing Services – Sonoma US 101 Central A HOV Lanes, Cotati and Rohnert Park CA – US 101 Auxiliary Lanes, Santa Clara County – Sonoma US 101 Central B HOV Lanes, Petaluma CA – Sonoma US 101 Petaluma River Bridge & HOV Lanes, Petaluma CA – I-80 San Pablo Dam Road Interchange, San Pablo CA – US 101 Broadway Interchange Replacement Project, Burlingame CA, SR 25 Safety Project, Santa Clara and San Benito Counties, Caltrans On-Call 03A1103, 06A1146 & 04A4320 .

**ARB Inc., - Northern & Southern, California**  
Perform utility investigation services using industry acceptable methods (i.e., electronic pipe and cable locating equipment, Ground Penetrating Radar (GPR), Pipeline Current Mapper (PCM), etc.) to determine the approximate horizontal position and count of existing utilities within the areas designated by ARB throughout Northern and Central California.

### Education

Saint Marys College,  
Masters of Business  
Administration

California State  
University San Jose, BA  
Business Administration

### Skills

Operations  
Management Project  
Management Service  
Operations  
Management

Applied Organizational  
Behavior

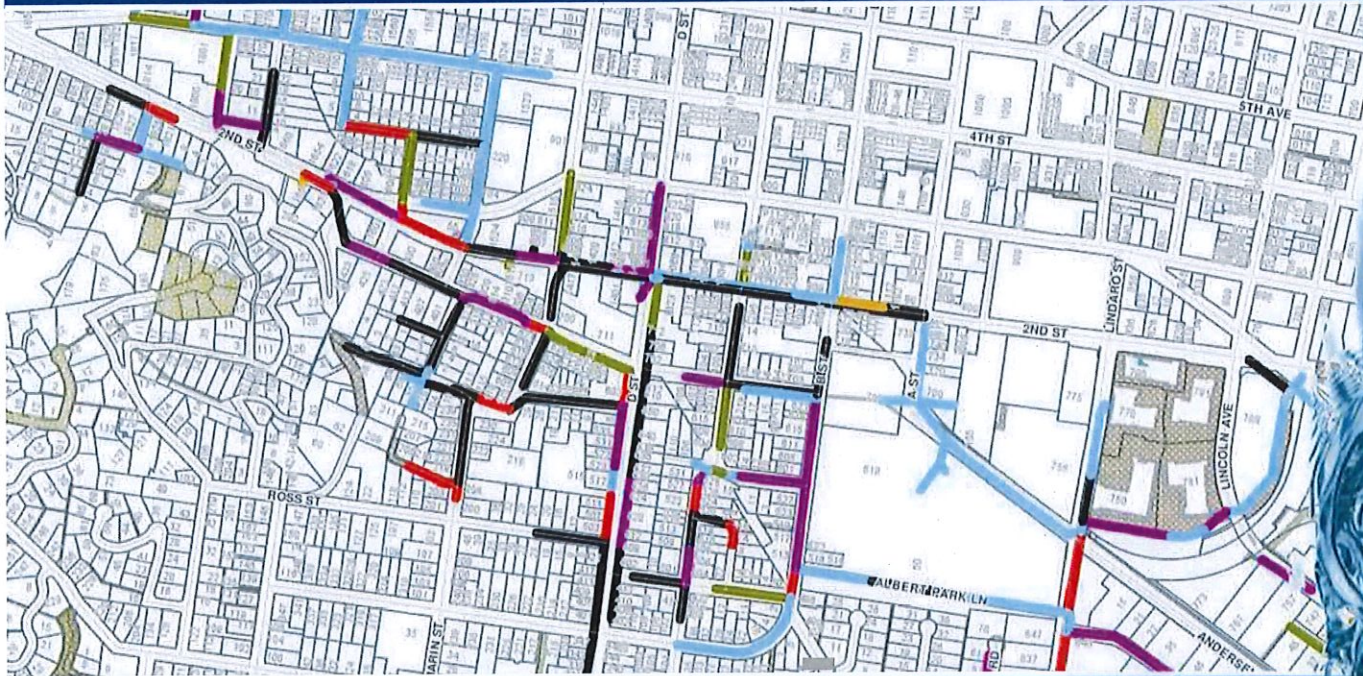
Strategic Management.

Utility Locating GPR



# Fee Proposal for San Rafael Sanitation District

## Engineering Design Services for 2020 SEWER PIPE REPAIR AND REPLACEMENT PROJECT



June 19, 2020

**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS



| <b>Schaaf &amp; Wheeler</b><br><b>San Rafael Sanitation</b><br><b>District</b><br><b>2020 Sewer Pipe Repair and</b><br><b>Replacement Project</b><br><b>Fee Proposal</b><br><b>June 19, 2020</b> |                                                                   | Principal Project Manager | Associate Engineer | Assistant Engineer | Schaaf & Wheeler Subtotal | Miller Pacific Engineering Group - Geotechnical | Kier & Wright - Surveying | Bess Testlabs - Potholing | Project Expenses | Subconsultant and Expenses Markup (10%) | Total            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------|--------------------|--------------------|---------------------------|-------------------------------------------------|---------------------------|---------------------------|------------------|-----------------------------------------|------------------|
|                                                                                                                                                                                                  |                                                                   | Hourly Rate               | \$240              | \$190              | \$175                     |                                                 |                           |                           |                  |                                         |                  |
| Task 1                                                                                                                                                                                           | Project Management & Coordination                                 | 50                        | 20                 | 0                  | \$ 15,800                 | \$ -                                            | \$ -                      | \$ -                      | \$ -             | \$ -                                    | \$15,800         |
| 1.1                                                                                                                                                                                              | Project Management & QA/QC Reviews                                | 40                        |                    |                    | \$ 9,600                  |                                                 |                           |                           |                  | \$ -                                    | \$ 9,600         |
| 1.2                                                                                                                                                                                              | Kickoff Meeting                                                   | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| 1.3                                                                                                                                                                                              | Design Review Meetings (4 Meetings)                               | 8                         | 16                 |                    | \$ 4,960                  |                                                 |                           |                           |                  | \$ -                                    | \$ 4,960         |
| Task 2                                                                                                                                                                                           | Analysis of CCTV files for existing sewers                        | 16                        | 30                 | 116                | \$ 29,840                 | \$ -                                            | \$ -                      | \$ -                      | \$ -             | \$ -                                    | \$29,840         |
| 2.1                                                                                                                                                                                              | Review Inspection Videos                                          | 4                         | 10                 | 80                 | \$ 16,860                 |                                                 |                           |                           |                  | \$ -                                    | \$16,860         |
| 2.2                                                                                                                                                                                              | Develop Capital Improvement Project List                          | 4                         | 8                  | 16                 | \$ 5,280                  |                                                 |                           |                           |                  | \$ -                                    | \$ 5,280         |
| 2.3                                                                                                                                                                                              | Draft and Final Report                                            | 8                         | 12                 | 20                 | \$ 7,700                  |                                                 |                           |                           |                  | \$ -                                    | \$ 7,700         |
| Task 3                                                                                                                                                                                           | Design                                                            | 89                        | 182                | 460                | \$ 136,440                | \$30,180                                        | \$52,402                  | \$22,620                  | \$1,600          | \$10,680                                | \$253,922        |
| 3.1                                                                                                                                                                                              | Utility Investigation, Topographic Surveying & Basemapping        | 4                         | 16                 | 40                 | \$ 11,000                 |                                                 | \$52,402                  |                           |                  | \$5,240                                 | \$ 68,642        |
| 3.2                                                                                                                                                                                              | Geotechnical Investigations, Evaluations, and Report              | 2                         | 6                  |                    | \$ 1,620                  | \$28,500                                        |                           |                           |                  | \$2,850                                 | \$ 32,970        |
| 3.3                                                                                                                                                                                              | Utility Locating                                                  | 4                         |                    | 8                  | \$ 2,360                  |                                                 |                           | \$22,620                  |                  | \$2,262                                 | \$ 27,242        |
| 3.4                                                                                                                                                                                              | 35% Design Submittal                                              | 15                        | 40                 | 120                | \$ 32,200                 |                                                 |                           |                           | \$ 400           | \$ 40                                   | \$ 32,640        |
| 3.5                                                                                                                                                                                              | 65% Design Submittal                                              | 32                        | 60                 | 160                | \$ 47,080                 | \$ 1,680                                        |                           |                           | \$ 400           | \$ 208                                  | \$ 49,368        |
| 3.6                                                                                                                                                                                              | 95% Design Submittal                                              | 24                        | 40                 | 100                | \$ 30,860                 |                                                 |                           |                           | \$ 400           | \$ 40                                   | \$ 31,300        |
| 3.7                                                                                                                                                                                              | Final Bid Documents                                               | 8                         | 20                 | 32                 | \$ 11,320                 |                                                 |                           |                           | \$ 400           | \$ 40                                   | \$ 11,760        |
| Task 4.1                                                                                                                                                                                         | Final Bid Phase and Bid Phase Support (1st Construction Contract) | 8                         | 6                  | 6                  | \$ 4,110                  | \$ -                                            | \$ -                      | \$ -                      | \$ -             | \$ -                                    | \$ 4,110         |
| 4.1.1                                                                                                                                                                                            | Bid Phase Support                                                 | 4                         | 2                  |                    | \$ 1,340                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,340         |
| 4.1.2                                                                                                                                                                                            | Post Bid Package                                                  | 2                         |                    | 6                  | \$ 1,530                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,530         |
| 4.1.3                                                                                                                                                                                            | Review Bids                                                       | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| Task 4.2                                                                                                                                                                                         | Final Bid Phase and Bid Phase Support (2nd Construction Contract) | 8                         | 6                  | 6                  | \$ 4,110                  | \$ -                                            | \$ -                      | \$ -                      | \$ -             | \$ -                                    | \$ 4,110         |
| 4.2.1                                                                                                                                                                                            | Bid Phase Support                                                 | 4                         | 2                  |                    | \$ 1,340                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,340         |
| 4.2.2                                                                                                                                                                                            | Post Bid Package                                                  | 2                         |                    | 6                  | \$ 1,530                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,530         |
| 4.2.3                                                                                                                                                                                            | Review Bids                                                       | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
|                                                                                                                                                                                                  | <b>TOTAL DESIGN AND BID PHASE</b>                                 | <b>171</b>                | <b>244</b>         | <b>588</b>         | <b>\$ 190,300</b>         | <b>\$30,180</b>                                 | <b>\$52,402</b>           | <b>\$22,620</b>           | <b>\$1,600</b>   | <b>\$10,680</b>                         | <b>\$307,782</b> |
| Task 5.1                                                                                                                                                                                         | Design Support during Construction (1st Construction Contract)    | 38                        | 86                 | 36                 | \$ 31,760                 | \$ -                                            | \$ -                      | \$ -                      | \$ 400           | \$ 40                                   | \$ 32,200        |
| 5.1.1                                                                                                                                                                                            | Preconstruction conference                                        | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| 5.1.2                                                                                                                                                                                            | Site Visits During Construction (3)                               | 6                         | 6                  |                    | \$ 2,580                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,580         |
| 5.1.3                                                                                                                                                                                            | Respond to RFIs                                                   | 4                         | 8                  |                    | \$ 2,480                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,480         |
| 5.1.4                                                                                                                                                                                            | Submittal Review                                                  | 6                         | 16                 | 24                 | \$ 8,680                  |                                                 |                           |                           |                  | \$ -                                    | \$ 8,680         |
| 5.1.5                                                                                                                                                                                            | Assist with Contract Change Orders                                | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| 5.1.6                                                                                                                                                                                            | Weekly Meeting Attendance (20)                                    | 8                         | 40                 |                    | \$ 9,520                  |                                                 |                           |                           |                  | \$ -                                    | \$ 9,520         |
| 5.1.7                                                                                                                                                                                            | Final Walk Through and Punch List                                 | 6                         | 8                  |                    | \$ 2,960                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,960         |
| 5.1.8                                                                                                                                                                                            | Record Drawings                                                   | 4                         |                    | 12                 | \$ 3,060                  |                                                 |                           |                           | \$ 400           | \$ 40                                   | \$ 3,500         |
| Task 5.2                                                                                                                                                                                         | Design Support during Construction (2nd Construction Contract)    | 38                        | 86                 | 36                 | \$ 31,760                 | \$ -                                            | \$ -                      | \$ -                      | \$ 400           | \$ 40                                   | \$32,200         |
| 5.2.1                                                                                                                                                                                            | Preconstruction conference                                        | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| 5.2.2                                                                                                                                                                                            | Site Visits During Construction (3)                               | 6                         | 6                  |                    | \$ 2,580                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,580         |
| 5.2.3                                                                                                                                                                                            | Respond to RFIs                                                   | 4                         | 8                  |                    | \$ 2,480                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,480         |
| 5.2.4                                                                                                                                                                                            | Submittal Review                                                  | 6                         | 16                 | 24                 | \$ 8,680                  |                                                 |                           |                           |                  | \$ -                                    | \$ 8,680         |
| 5.2.5                                                                                                                                                                                            | Assist with Contract Change Orders                                | 2                         | 4                  |                    | \$ 1,240                  |                                                 |                           |                           |                  | \$ -                                    | \$ 1,240         |
| 5.2.6                                                                                                                                                                                            | Weekly Meeting Attendance (20)                                    | 8                         | 40                 |                    | \$ 9,520                  |                                                 |                           |                           |                  | \$ -                                    | \$ 9,520         |
| 5.2.7                                                                                                                                                                                            | Final Walk Through and Punch List                                 | 6                         | 8                  |                    | \$ 2,960                  |                                                 |                           |                           |                  | \$ -                                    | \$ 2,960         |
| 5.2.8                                                                                                                                                                                            | Record Drawings                                                   | 4                         |                    | 12                 | \$ 3,060                  |                                                 |                           |                           | \$ 400           | \$ 40                                   | \$ 3,500         |
|                                                                                                                                                                                                  | <b>TOTAL DESIGN, BID AND CONSTRUCTION TASKS</b>                   | <b>247</b>                | <b>416</b>         | <b>660</b>         | <b>\$ 253,820</b>         | <b>\$30,180</b>                                 | <b>\$52,402</b>           | <b>\$11,000</b>           | <b>\$2,400</b>   | <b>\$9,598</b>                          | <b>\$372,182</b> |





**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item 5c.*

**DATE:** July 17, 2020  
**TO:** San Rafael Sanitation District Board of Directors  
**PREPARED BY:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** **Resolution of the Board of Directors of the San Rafael Sanitation District Establishing Sewer Connection Fees Effective July 1, 2020 – June 30, 2021**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors of the San Rafael Sanitation District adopt the resolution.

**BACKGROUND:**

Ordinance No. 56, Section 5 (Annual Connection Fee Adjustment), which was adopted March 1, 2006, states that each year, commencing on July 1, 2006, and continuing thereafter on each July 1<sup>st</sup>, the sewer connection fees shall be adjusted by an increment determined by the change in the base index as shown in the Engineering News Record Construction Cost Index (ENR Index) for San Francisco. However, the District Board may, at its discretion, postpone the adjustment for any successive year.

**ANALYSIS:**

When the sewer connection fees were increased last year, the ENR Index for May 2019 was 12,333.48. This year, the ENR Index for May 2020 is 12,819.17, which results in a 3.94% increase in the District's connection fees.

**FISCAL IMPACT:**

The following are the proposed connection fees for FY 2020-2021 with an increase of 3.94%:

| <b>Connection Fees</b>                                               | <b>FY 19-20</b> | <b>FY 20-21</b> | <b>Change</b> |
|----------------------------------------------------------------------|-----------------|-----------------|---------------|
| Administrative/Inspection                                            | \$1,520.54      | \$1,580.45      | \$59.91       |
| Single Family Residence                                              | \$3,659.80      | \$3,804.00      | \$144.20      |
| Multiple Dwelling/unit                                               | \$3,659.80      | \$3,804.00      | \$144.20      |
| Commercial for first 16 plumbing fixture units                       | \$3,659.80      | \$3,804.00      | \$144.20      |
| Each Fixture unit over 16                                            | \$228.73        | \$237.74        | \$9.01        |
| Public schools & Public agencies for first 16 plumbing fixture units | \$3,659.80      | \$3,804.00      | \$144.20      |
| Each Fixture unit over 16                                            | \$228.73        | \$237.74        | \$9.01        |

**OPTIONS:**

1. The Board may decide not to adopt the resolution. In the future when the Board does decide to increase the connection fees, it may be a larger increase.
2. Staff recommends increasing the connection fees in small increments, such as annually, and adopting the resolution to increase the sewer connection fees for FY 2020-21.

**ACTION REQUIRED:**

It is the recommendation of District staff that the Board of Directors of the San Rafael Sanitation District adopt the resolution increasing sewer connection fees in accordance with Ordinance Number 56, effective July 1, 2020 – June 30, 2021.

Attachment: Resolution

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 20-1207**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN RAFAEL SANITATION DISTRICT  
INCREASING SEWER CONNECTION FEES  
IN ACCORDANCE WITH ORDINANCE NUMBER 56  
EFFECTIVE JULY 1, 2020 - JUNE 30, 2021**

**WHEREAS**, an important element of the San Rafael Sanitation District's Financing Plan for Wastewater Transport System Improvements was the need for regular adjustments of the District's sewer connection charges; and

**WHEREAS**, said Financing Plan recommended annual adjustments to said charges to stay even with construction cost inflation; and

**WHEREAS**, the most widely accepted measure of change in construction costs is the Engineering News Record Construction Cost Index (ENR Index); and

**WHEREAS**, District Ordinance Number 56, adopted March 1, 2006, revised sewer connection fees and provided for an annual adjustment based on the change in said Construction Cost Index; and

**WHEREAS**, the ENR Index for May, 2020, would result in an increase of 3.94% in District sewer connection fees.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the San Rafael Sanitation District, County of Marin, State of California, that effective July 1, 2020 through June 30, 2021, sewer connection fees are established as follows:

**SECTION 1.** Section 4 of Ordinance Number 56 is hereby amended to read as follows:

**SECTION 4. Connection fees.** The connection fees for connecting to the District's sewer system are as follows:

(a) **Basic Connection Fee**

|                                                                                           |            |
|-------------------------------------------------------------------------------------------|------------|
| Administrative/Inspection fee                                                             | \$1,580.45 |
| Single family residence                                                                   | \$3,804.00 |
| Multiple dwelling, per unit                                                               | \$3,804.00 |
| Commercial establishments                                                                 | \$3,804.00 |
| for the first 16 plumbing fixture<br>units plus \$237.74 for each fixture<br>unit over 16 |            |
| Public schools and public agencies                                                        | \$3,804.00 |
| for the first 16 plumbing fixture<br>units plus \$237.74 for each fixture<br>unit over 16 |            |

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors held on the 17<sup>th</sup> day of July 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

**Gary O. Phillips, Chair**

**ATTEST:**

---

**Maribeth Bushey, Secretary**

5.d.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 5d.*

**DATE:** July 17, 2020  
**TO:** San Rafael Sanitation District Board of Directors  
**FROM:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** **2020-21 Appropriations Limit (Proposition 4)**

**Recommendation:**

Adopt resolution establishing the Fiscal Year 2020-21 Appropriations Limit.

**Background/Summary:**

Article XIII B of the California Constitution specifies that appropriations made by State and local governments may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or of the change in the local assessment roll due to local non-residential construction.

The Department of Finance is mandated to provide the population and California per capita personal income change data for local jurisdictions to calculate their appropriations limits. District staff has been provided with the new price and population factors for setting the Fiscal Year 2020-21 Appropriations Limit. Using the factors provided, the calculated maximum limit applicable to the Fiscal Year 2020-21 appropriations of tax proceeds is \$1,298,617.

The District receives proceeds of taxes from property taxes and ERAF revenues that may be excluded from the limit as qualified capital outlay under the rules for appropriations subject to limitation. For the Fiscal Year 2020-21, the District anticipates its proceeds of taxes to be excluded from the limit in their entirety or excluded below the limit and the amount subject to refund to be \$0. The calculation of actual proceeds of taxes received and the extent of proceeds of taxes excluded from the limit is included as part of the annual audit.

Attachments: Resolution  
2020-21 Appropriation Limit Calculation  
Department of Finance Price and Population Information

**SAN RAFAEL SANITATION DISTRICT**

**RESOLUTION NO. 20-1208**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN RAFAEL SANITATION DISTRICT  
ESTABLISHING THE 2020-21 APPROPRIATIONS LIMIT  
(PROPOSITION 4)**

**BE IT RESOLVED** by the Board of Directors of the San Rafael Sanitation District, County of Marin, State of California, that the calculated maximum limit applicable to the 2020-21 appropriation of tax proceeds is \$1,298,617 in accordance with Article XIII B of the Constitution of the State of California.

**PASSED AND ADOPTED** at a special meeting of the San Rafael Sanitation District Board of Directors on the 17<sup>th</sup> day of July 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

**SAN RAFAEL SANITATION DISTRICT**

---

**Gary O. Phillips, Chair**

**ATTEST:**

---

**Maribeth Bushey, Secretary**

SAN RAFAEL SANITATION DISTRICT  
2020-21 APPROPRIATION LIMIT CALCULATION

|                                                  |                     |             |                  |
|--------------------------------------------------|---------------------|-------------|------------------|
| Per Capita Personal Income Change For FY 2020-21 |                     |             | 3.73%            |
| <u>PCPI Ratio:</u>                               | <u>3.73+100</u>     |             | <u>1.0373</u>    |
|                                                  | 100                 |             |                  |
| Population Change For FY 2020-21                 |                     |             |                  |
| San Rafael                                       | (0.66)              |             |                  |
| Unincorporated                                   | (0.59)              |             |                  |
| Population Change Weighted Average:              | (a)                 | (b)         | (a) x (b)        |
| San Rafael                                       | (0.66)              | 0.90        | (0.5940)         |
| Unincorporated                                   | (0.59)              | 0.10        | (0.0590)         |
|                                                  |                     | <u>1.00</u> | <u>(0.6530)</u>  |
| <u>Population Ratio:</u>                         | <u>(0.6530)+100</u> |             | <u>0.9935</u>    |
|                                                  | 100                 |             |                  |
|                                                  | (a)                 | (b)         | (a) x (b)        |
| Factor for FY 2020-21                            | 1.0373              | 0.9935      | 1.0305           |
| FY 2019-20 Appropriation Limit                   |                     |             | 1,260,149        |
|                                                  | (a)                 | (b)         | (a) x (b)        |
| Calculated FY 2020-21 Appropriation Limit        | 1.0305              | 1,260,149   | <u>1,298,617</u> |



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

GAVIN NEWSOM - GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

#### **Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

#### **Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

#### **Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER  
Director

Attachment



- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

| Per Capita Personal Income |                                   |
|----------------------------|-----------------------------------|
| Fiscal Year (FY)           | Percentage change over prior year |
| 2020-21                    | 3.73                              |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

**2020-21:**

Per Capita Cost of Living Change = 3.73 percent  
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio:  $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21:  $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019**

| County<br>City | <u>Percent Change</u> | <u>--- Population Minus Exclusions ---</u> |         | <u>Total<br/>Population</u> |
|----------------|-----------------------|--------------------------------------------|---------|-----------------------------|
|                | 2019-2020             | 1-1-19                                     | 1-1-20  | 1-1-2020                    |
| Marin          |                       |                                            |         |                             |
| Belvedere      | -0.70                 | 2,139                                      | 2,124   | 2,124                       |
| Corte Madera   | -0.24                 | 10,138                                     | 10,114  | 10,114                      |
| Fairfax        | -0.59                 | 7,443                                      | 7,399   | 7,399                       |
| Larkspur       | -0.63                 | 12,331                                     | 12,253  | 12,253                      |
| Mill Valley    | -0.47                 | 14,743                                     | 14,674  | 14,674                      |
| Novato         | -0.67                 | 53,774                                     | 53,414  | 53,702                      |
| Ross           | 0.08                  | 2,548                                      | 2,550   | 2,550                       |
| San Anselmo    | -0.69                 | 12,845                                     | 12,757  | 12,757                      |
| San Rafael     | -0.66                 | 60,207                                     | 59,807  | 59,807                      |
| Sausalito      | -0.67                 | 7,301                                      | 7,252   | 7,252                       |
| Tiburon        | -0.43                 | 9,581                                      | 9,540   | 9,540                       |
| Unincorporated | -0.59                 | 64,851                                     | 64,469  | 68,659                      |
| County Total   | -0.60                 | 257,901                                    | 256,353 | 260,831                     |

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

5.e.

**SAN RAFAEL SANITATION DISTRICT**  
*Agenda Item No. 5.e.*

**DATE:** July 17, 2019  
**TO:** Board of Directors, San Rafael Sanitation District  
**FROM:** Doris Toy, District Manager/District Engineer  
**SUBJECT:** Discussion on Board Meeting Schedule

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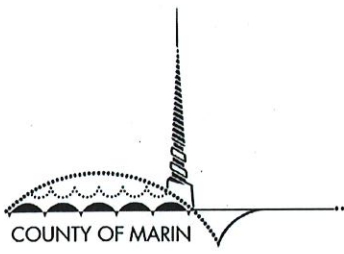
**SUMMARY**

The District's Board meetings are scheduled for the first Friday of the month at 9:30 A.M. However, Chair Phillips has other obligations on Friday mornings and has asked if the Board can reconsider changing the meeting to another day of the week.

**ACTION REQUIRED**

Board to set new meeting day and time.

8.a.



OFFICE OF THE  
COUNTY COUNSEL

July 17, 2020

Brian E. Washington  
COUNTY COUNSEL

**CONFIDENTIAL**

Renee Giacomini Brewer  
ASSISTANT COUNTY COUNSEL

Board of Directors  
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Brian C. Case  
Kerry L. Gerchow  
Tarisha K. Bal  
Deidre K. Smith  
Brandon W. Halter  
Sarah B. Anker  
Jacy C. Dardine  
Kate K. Stanford

**Re: Closed Session – Conference with Legal Counsel—Existing Litigation**

Dear Commissioners:

I request that you conduct a closed session during your special meeting on July 17, 2020, to to discuss pending litigation involving the San Rafael Sanitation District. In my opinion, public discussion of this matter would prejudice your position.

The specific reasons and the legal authority for the closed session are:

DEPUTIES

Colleen McGrath  
ADMINISTRATIVE SERVICES  
OFFICER

Government Code section 54956.9(d)(1). The title of the case or adjudicatory proceeding is *Buettner et al. v. San Rafael Sanitation District, et al.*, which is pending in the Superior Court of the State of California, in and for the County of Marin, Case No. CIV-2000520.

It should be noted that Government Code section 54954.5 requires the Board to post a Closed Session item on the Board Agenda. With respect to the above referenced matter, the agenda description should read as follows:

Marin County Civic Center  
3501 Civic Center Drive  
Suite 275  
San Rafael, CA 94903  
415 473 6117 T  
415 473 3796 F  
415 473 2226 TTY  
www.marincounty.org/cl

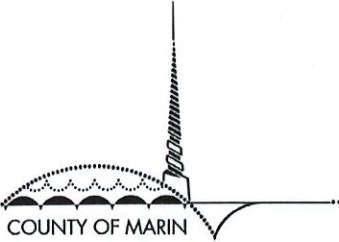
**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
**California Government Code section 54956.9(d)(1).**  
**Name of Case: *Buettner et al. v. SRSD, et al.*; Marin County Superior Court, Case No. CIV-2000520**

Should you have any further questions, please contact me.

Very truly yours,

  
Kerry L. Gerchow  
Deputy County Counsel

8.6.



OFFICE OF THE  
COUNTY COUNSEL

July 17, 2020

Brian E. Washington  
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Jacy C. Dardine  
Kate K. Stanford

**Re: Closed Session – Public Employee Performance Evaluation**

Dear Commissioners:

I request that you conduct a closed session during your special meeting on July 17, 2020, to discuss the following matter: (1) public employee performance evaluation of the District's District Manager. In my opinion, public discussion of this matter would prejudice your position.

The specific reasons and the legal authority for the closed session are:

X (1) Government Code section 54957: A legislative body of a local agency may hold closed sessions to consider the evaluation of performance of a public employee.

It should be noted that Government Code section 54954.5 requires the Board to post a Closed Session item on the Board Agenda. With respect to the above referenced matter, you should include the fact that you are conducting a public employee performance evaluation, the code section involved, and the title of the employee involved as set forth below.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
**California Government Code Section 54957**  
**Title: District Manager**

Should you have any further questions, please contact me.

Very truly yours,

Kerry L. Gerchow  
Deputy County Counsel

DEPUTIES

Colleen McGrath  
ADMINISTRATIVE SERVICES  
OFFICER

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