

ALAMEDA COUNTY WATER DISTRICT

MEMORANDUM

DATE: August 30, 2011
TO: Board of Directors
FROM: Robert Shaver
SUBJECT: STAFF REPORT, ACTION CALENDAR ITEMS FOR September 8, 2011

5.1* RESOLUTION SETTING AMOUNT TO BE COLLECTED FOR CERTAIN FISCAL YEAR 2011/12 PROPERTY TAXES

SUMMARY: Beginning in Fiscal Year 1978/79 and each year thereafter, the Board of Directors has levied a tax for payment of the groundwater portion of the District's State Water Contract Costs.

RECOMMENDATION: By motion, adopt a resolution setting the amount of taxes to be collected for FY 2011/12 to pay the State Water Contract costs at \$3,009,600.

DISCUSSION: The amount of funding required this fiscal year to fund the groundwater portion of the State Water Contract cost is \$3,009,600. This amount must be reported to the Alameda County Auditor so that it can be collected on the FY 2011/12 property tax rolls. The amount required is based upon cost projections provided by the State of California Department of Water Resources and is less than the \$3,359,300 amount estimated in the FY 2011/12 budget due to adjustments for actual tax collections during FY 2010/11 and the actual State Water Contract cost payments in FY 2010/11.

5.2* AUTHORIZATION OF PURCHASE ORDER FOR CONSULTING SERVICES TO PREPARE A SCADA MASTER PLAN

SUMMARY: The District's Supervisory Control and Data Acquisition (SCADA) system performs a variety of functions including water treatment process monitoring and control, operation of the distribution system, alarm notification, data gathering, and regulatory reporting. A master plan for the SCADA system is now needed to schedule and develop budgets for replacing existing obsolete control and radio equipment with new equipment and software to meet the future control and data management needs. District staff has determined that EMA, Inc. is the consultant best suited to assist the District in developing a SCADA master plan. Because a proposal from EMA, Inc. was the only proposal solicited, Board approval is needed to waive the District's Procurement Policy No. 1. The scope of work and cost for the consulting services was reviewed with the Operations and Water Quality Committee on August 17, 2011. Adequate funds are available in the budget for this work.

RECOMMENDATION: By motion, 1) waive the requirement in Procurement Policy No. 1 that requests for proposals be solicited; 2) authorize a purchase order to EMA, Inc. in an amount not to exceed \$140,500 to provide consulting services to prepare a SCADA master plan; and 3) authorize the General Manager to enter into a services agreement.

DISCUSSION: The District began installing its SCADA system in the early 1980's and has implemented upgrades over time as the technology changed and additional facilities were added. Going forward however, a SCADA master plan is needed that will coordinate and align future SCADA upgrades with the District's Information Technology Master Plan (ITMP). The scope of the SCADA master plan includes the preparation of schedules and budgets for replacing obsolete control and radio equipment with new equipment and software to meet the future needs associated with database management, operational and regulatory reports, reliability (e.g., improved emergency response capabilities), security, communication bandwidth and speed, and staff training. Development of the SCADA master plan will involve stakeholders from different departments and will have a planning horizon of ten years.

At the District's request, EMA, Inc. (EMA) submitted a proposal for the services to prepare the District's SCADA master plan. EMA has been the consultant working with the District on the ITMP for the last two years. Based on the firm's familiarity with the District and the recent satisfactory completion of the ITMP, EMA was determined as being the firm best suited to perform the consulting work. EMA's estimate for this work is \$140,500 and includes a 10% contingency. The consultant's services will be performed on a time-and-materials basis as directed by the District. The proposal from EMA has been reviewed by staff and the scope of work, approach, schedule and level of effort are reasonable.

5.3 AUTHORIZATION OF PURCHASE ORDER AMENDMENT FOR ENGINEERING SERVICES FOR THE APPIAN TANK SEISMIC UPGRADE PROJECT

SUMMARY: The Board previously authorized a purchase order to Carollo Engineers (Carollo) to evaluate design options to seismically upgrade the tank and pipeline, improve roadway drainage along the access road, establish electrical service at the tank site, and install temporary improvements at the Seven Hills Booster Station to accommodate project construction. The scope of services also includes preparation of preliminary design drawings and environmental (CEQA) documentation for the Appian Tank Seismic Upgrade Project. The design study and preliminary design drawings are complete and the preparation of an administrative and public draft of an Initial Study/Mitigated Negative Declaration is in progress. Board authorization is required to complete the final design and construction bid documents. There is adequate funding in the budget for this expenditure.

RECOMMENDATION: By motion, authorize a purchase order amendment to Carollo Engineers for final design engineering services in an amount not to exceed \$509,151 for the Appian Tank Seismic Upgrade Project, Jobs 6435 and 6436.

DISCUSSION: On October 14, 2010, the Board authorized a purchase order to Carollo Engineers in the amount of \$195,662 to complete a design study, preliminary design drawings, and CEQA documentation. One purchase order amendment in the amount of \$53,200, for additional CEQA effort and assistance with environmental permitting, has been issued to date.

On July 14, 2011, the Board authorized a separate purchase order, in the amount of \$43,700 to Overland, Pacific and Cutler, Inc. for right of way acquisition services to resolve easement-related issues. It was discovered, during preliminary design that easements of record did not exist for the 16-inch tank inlet/outlet pipeline that traverses across five (5) adjoining private

parcels.

At staff's request, Carollo submitted a cost proposal in the amount of \$509,151 for final design services. The scope of Carollo's work includes final design drawings and specifications, geotechnical work, legal descriptions and plats for temporary construction and permanent easements, project management, meetings, environmental permit/design coordination, preparation of an engineer's estimate, and bid support services which include responding to contractor questions and addendum preparation during bidding. Staff has reviewed the costs for the additional work and has determined they are fair and reasonable.

5.4 AUTHORIZATION OF THE DEMOLITION OF EXISTING STRUCTURES AND INSTALLATION OF A RETAINING WALL ON THE MISSION SAN JOSE WATER TREATMENT PLANT PROPERTY

SUMMARY: In accordance with the Settlement Agreement and Stipulation for Entry of Judgment entered into on March 2, 2011, the residents that previously occupied the District-owned property located adjacent to the Mission San Jose Water Treatment Plant (MSJWTP) vacated the premises at the end of June, 2011.

It is now necessary to expedite the removal of the existing unpermitted structures on the property to ensure that the site does not become an attractive nuisance and to construct a retaining wall to stabilize the existing hillside before the upcoming rainy season. Accordingly, an out of scope change order to D.W. Nicholson Corporation, the contractor that is currently performing work for the District at the Seven Hills Booster Station, has been prepared to 1) demolish, remove, and legally dispose of the existing abandoned modular home and associated structures; and 2) construct a gabion-style retaining wall. A reserve appropriation and a time extension are required to complete the work.

RECOMMENDATION: By motion, 1) authorize a reserve appropriation in the amount of \$94,000; 2) approve Change Order No. 1 in the amount of \$185,000; and 3) grant a time extension of 30 calendar days to D. W. Nicholson Corporation, Jobs 6476 and 6512 in order to complete the work set forth in Change Order No. 1.

DISCUSSION: On June 9, 2011, the Board awarded a contract to D. W. Nicholson Corporation in the amount of \$123,200 to construct the Seven Hills Booster Pump No. 3 Installation Project. Construction is approximately 10% complete.

After gaining access to the District's property adjacent to the MSJWTP, District staff discovered that the existing modular home, associated structures and retaining wall were all in an acute state of substantial disrepair and/or partially dismantled and removed. Additionally, testing services were procured by District staff and it was determined that the existing floor tiles within the modular home contain asbestos. Lastly, engineering staff determined that the retaining wall requires immediate replacement to ensure that erosion control is in place and that the hillside is stabilized before the upcoming rainy season. Due to the limited available time to perform this work, staff expedited the design of a new wall and negotiated a potential change order with the only contractor currently performing work for the District and deemed qualified to perform the demolition and retaining wall installation work.

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Change Order No. 1, in the amount of \$185,000, has been prepared for the following work items requested by the District: 1) demolition and legal disposal of a 2,400 square foot modular home (\$64,000); and 2) installation of a new 220-foot long, 12-foot high gabion-style retaining wall (\$121,000). A time extension of 30 calendar days is required to complete the work. Staff has reviewed the costs associated with the additional work, including the time required, and has determined they are fair and reasonable.

Funds were included in this year's budget to remove debris left on site by the former occupants living on the property; however, a reserve appropriation in the amount of \$94,000 is required for costs associated with the unanticipated additional work, including the design and construction of the retaining wall.

Attachments

cc: Executive Staff