

April 7, 2025

Coachella Sanitary District
Attn: Castulo Estrada
87075 Avenue 54
Coachella, California 92236

Subject: Proposal for 2025 Sanitary Sewer Management Plan (SSMP) Update

Dear Mr. Estrada:

Dudek appreciates the opportunity to provide the following proposal to the Coachella Sanitary District (District) for the above referenced project. The following sections of this proposal outline Dudek's understanding, approach and scope of services, experience in completing SSMPs, proposed team, fee estimate, and schedule for this project.

Project Understanding and Approach

As a requirement of the reissued State Water Resource Control Board (State Water Board) Waste Discharge Requirements (WDR Order WQ 2022-0103-DWQ), which became effective on June 5, 2023, each public agency that owns or operates a sanitary sewer system must maintain an up-to-date SSMP and auditing program and report all spills to the State Water Board online database, also known as the California Integrated Water Quality System (CIWQS). The goal of this program is to provide a consistent statewide requirement for notification and reporting of spills and sewer system management in an effort to reduce both the number of spills and the volume of wastewater spilled in the State. As a requirement of the State Water Board, the SSMP must undergo an internal audit every three (3) years and must be updated every six (6) years to include any significant program changes. The dates for each audit and update are specified by the State and can be looked up for your particular agency here: https://www.waterboards.ca.gov/water_issues/programs/ssw/lookup/.

Following State Board guidelines, the SSMP is intended to be a parent document, documenting the protocol or standard operating procedure for various services and programs required to establish, operate, and maintain a sanitary sewer system. Internal audits are used to assess an agency's implementation of their SSMP, as well as the effectiveness of the SSMP itself. Dudek is currently completing the District's most recent audit. The results of the 2024 audits will inform the changes to be made to the District's SSMP Update, in addition to the new WDR changes, in Tasks 2 and 3. Note: this proposal does not include updating the District's Water Quality Monitoring Plan, which would require specialized efforts from Dudek's stormwater group.

Table 1 below identifies the State required sections of the SSMP needing updates, a brief discussion of each of the sections, and the anticipated level of effort required to update the District's existing SSMP to meet the baseline levels of the State's new WDR requirements.

TABLE 1. SSMP COMPONENTS

Section	Description	Anticipated Effort	Level of Effort
Goals	Narrative section that discusses the regulatory context, update schedule and the system asset overview.	Minor review and edits to regularly perform CCTV inspections and increase staffing level to align to meet goal of preventing spills.	Medium
Organization	Identifies organizational staffing responsible for implementing the SSMP through an organizational chart and/or narrative.	Requires updating position titles, telephone numbers and email addresses, updating emergency contact numbers & chain of communication for reporting spills.	Low
Legal Authority	Demonstration of legal authority to prevent illicit discharge, collaborate with storm water agencies, enforce proper design and construction methods, ensure access for maintenance, obtain easement accessibility agreements and enforce violations.	Cursory review indicates the District's legal authority may not yet include ordinances specifying roots and easement accessibility agreements.	Medium
Operation and Maintenance Program	Identification of the District's facilities and a description of the operation, maintenance and rehabilitation of these facilities. Also includes a description of training and equipment required to maintain and operate District facilities.	Update required to identify the District's current operation and maintenance procedures to give sewer staff direct access to storm drain maps, perform regular CCTV, and implement training on the SSMP.	High
Design and Performance Provisions	Identification of District design and construction standards ensures new facilities are developed with a performance standard.	Review agency standards and provide recommendations, if needed.	Low
Spill Emergency Response Plan	Procedure for responding to spills including prompt response, containment, notification, cleanup and reporting. The state required this to be updated by December 2023.	Review and update to include latest State required procedures as well as any updates to the District's existing Spill Emergency Response Plan. <u>Will not include significant revisions to the existing Water Quality Monitoring & Reporting Plan.</u>	High
Sewer Pipe Blockage Control Program	Identification of the District's blockage control program identifying outreach, implementation, legal authority (Ordinance), requirements, identification of collection system areas prone to blockages and development of a source control measures.	The District's FOG Control Program will be updated to comply with the latest requirements.	High

Section	Description	Anticipated Effort	Level of Effort
System Evaluation and Capacity Assurance & Capital Improvements	Record potential hydraulic deficiencies of the collection system (capacity and condition) and reference any planning studies used to identify deficiencies, any capacity or condition enhancement measures and a completion schedule for capital projects to increase capacity and rehabilitate or replace poor condition pipelines.	This section will be updated with the latest planning studies, any upcoming planning and capacity studies as well as the CIP for the District.	Medium
Monitoring, Measurement and Program Modifications	Discussion of how the District maintains relevant information in the SSMP and how performance of the SSMP is gauged.	Updates based on past performance of the SSMP and any audit results. Will require development of program tracking to assess effectiveness of each SSMP Element.	Medium
Internal Program Audits	Description of the SSMP audit process and timeline.	Minor updates anticipated	Low
Communication Program	Description of both the public communication and outreach program	Anticipate minor updates to include adding the SSMP to the City's website and implement regular communication with the Public regarding spills.	Low

The Updated SSMP must be approved by the agencies' governing body. We typically recommend a Receive and File governing body approval. Completion of the SSMP Update must be posted to the CIWQS website.

As mentioned, the SSMP is intended to be a parent document. As such, the SSMP will reference the sub-documents, instead of including them, facilitating updates to the sub-documents while maintaining the integrity of the SSMP between updates. For example, the SSMP is not required to include an agency's Sewer Pipe Blockage Control Program documentation, it simply references the existence and location while providing a narrative of how the blockage control program reduces the potential for spills. While the SSMP should describe an agency's maintenance procedures accurately, we recommend it not be overly prescriptive or ambitious as to set up the agency for exposure due to not meeting numerical goals stated in the SSMP.

Experience

Dudek has been on the forefront of WDR compliance and SSMP preparation since before the final WDR was even promulgated. Dudek sat on the steering committee that assisted the State Water Board with drafting the original order into something that the regulated community could comply with. We assisted agencies with preparation of the first SSMPs and first SSMP audits. As such, engineers at Dudek have completed numerous updates to, and audits of our clients SSMPs since inception of the SSMP.

Proposed Project Team

Dudek proposes to utilize the following personnel for the Sanitary Sewer Management Plan Update project. This team has the expertise and technical resources necessary to provide the required services. **Table 2** highlights this experience. All staff are fully available and are committed to the extent of this project.

TABLE 2. PROJECT TEAM AND EXPERIENCE

Team Member Role Availability	Years of Experience Education License	Familiarity with Project Work
Servando Diaz, PE Project Manager <i>Availability: 50%</i>	15 years of experience California Polytechnic State University, San Luis Obispo BS, Bioresource and Agricultural Engineering Professional Civil Engineer (PE), CA No. 90015	<ul style="list-style-type: none"> City of Pasadena SSMP Update Victor Valley Wastewater Reclamation Authority SSMP Update Santa Ana Watershed Project District SSMP Audit City of El Centro SSMP Audit & Update Recent 2022 WDR Online Trainings
Elizabeth Caliva, PE Principal in Charge, QA/QC <i>Availability: 20%</i>	21 years of experience University of California, Berkeley MS, Water Resources and Water Quality Engineering BS, Environmental Engineering Professional Civil Engineer (PE), CA No. 64331	<ul style="list-style-type: none"> City of Compton SSMP Audit & Update Santa Ana Watershed Project District SSMP Audit Victor Valley Wastewater Reclamation District SSMP Audits (2022 and 2024) City of El Centro SSMP Audit & Update City of Pasadena SSMP Audit City of Placentia SSMP Audit & Update WMWD and WRCRWA SSMP Audits and Updates
Julia Arvizu, EIT Project Engineer <i>Availability: 65%</i>	2 years of experience San Diego State University BS, Civil Engineering EIT, NCEES No. 178986 Issued May 2023	<ul style="list-style-type: none"> City of Pasadena SSMP Audit and Update City of Compton SSMP Audit & Update Victor Valley Wastewater Reclamation District SSMP Audit (2024) and 2025 SSMP Update City of Compton SSMP Audit & Update City of San Marino Spill Emergency Response Plan (SERP) Update City of El Centro SSMP Audit & Update

Approach to the Scope of Work

TASK 1. DATA COLLECTION AND REVIEW

Dudek proposes a comprehensive review of the District's current SSMP, past SSMP audits, historical spill reports, system performance metrics, O&M accomplishments, current CIP, current budgets (FOG, O&M), training records, updated enhanced maintenance area list, legal authority and organizational structure and other relevant documents and data to support the audit of the current SSMP and conformance to the WDR.

Dudek will interview key District staff to solicit their assessment of the performance of the program and recommendations they may have for improvement. Dudek finds these interviews most valuable when done in a group setting, as this often instigates meaningful conversations between staff members and upper management that may not happen otherwise.

Assumptions: *Data is readily available and provided in a timely matter to aid in meeting project deliverable timelines. All interviews will occur virtually via Zoom or similar.*

Deliverables: *Ongoing and updated data request list to track data requests. Results of interviews will inform the SSMP Update document.*

TASK 2. SSMP SECTION REVIEW AND UPDATES

Dudek proposes a thorough section-by-section review of the District's existing SSMP against the reissued WDR to confirm the updated SSMP meets the new State requirements. Each section, and relevant supporting documentation, will be reviewed, evaluated and updated individually. Recommended revisions will be compiled and discussed with District staff prior to inclusion in the Update report. The District's 2024 SSMP Audit findings will also be incorporated.

Assumptions: *Assumes all appendices for the District's existing SSMP are readily available, if not already provided. The updated SERP developed in this contract will not include significant changes to the District's existing Water Quality Monitoring Plan requirement, which would require specialized assistance from experts in water quality monitoring; if deemed necessary, Dudek has staff that can perform this water quality monitoring task and can provide a separate proposal upon the District's request.*

Deliverables: *Recommended SSMP Update verbiage by section.*

TASK 3. SSMP UPDATE REPORT

Dudek proposes updating the existing SSMP, revising and reformatting the provided information as needed, to complete each of the required sections. Dudek will address any new or existing State Water Board mandates in the update. Public documents will be referenced in the update, reducing the size of the overall report while allowing updates to the referenced documents without affecting the SSMP.

A draft of the report will be submitted to the District for review and comment. A consolidated set of comments will be given to Dudek by the District. These comments will be addressed and incorporated into the final draft which will be submitted to the District for Board approval and subsequent uploading to the CIWQS per the State's requirements.

Assumptions: Report will reuse the relevant and useful parts of the District's existing SSMP. District to upload final SSMP to CIWQS website once approved by the Board. Word document of District's existing SSMP & associated documents/appendices are available. One set of consolidated comments provided by the District on the Draft Update report.

Deliverables: Draft and Final SSMP reports in electronic format.

TASK 4. SERVICE AREA BOUNDARY MAP

Dudek will develop an up-to-date electronic spatial map of the District's sewer system service area, in compliance with the reissued WDR. Using ArcGIS software, Dudek will delineate the District's service area boundary and identify the location of any wastewater treatment facilities that process sewer system waste, provided they are within the same service boundary.

Assumptions: Assumes all necessary GIS data, sewer system maps, and relevant engineering records are current, accurate, and readily available.

Deliverables: Draft and Final Boundary Map in electronic format.

TASK 5. PROJECT MANAGEMENT AND MEETINGS

In addition to general project budget and schedule controls, Dudek assumes one kick-off meeting and two (2) status meetings for this project.

Assumptions: Fee assumes one kick-off meeting and two (2) status meetings. All meetings are assumed to be virtual via Zoom or similar.

Deliverables: Meeting agendas, meeting minutes, updated schedules and monthly progress reports.

Estimated Level of Effort and Fee

Dudek's estimate level of effort and associated fee is presented in Attachment A.

Project Milestones

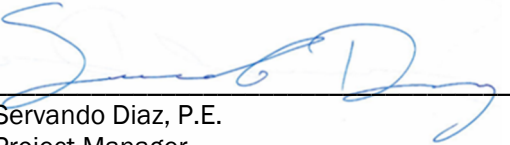
We estimate the following milestones for the work described above:

<u>Milestone</u>	<u>Tentative Date</u>
Notice to Proceed	4/17/25
Kickoff Meeting	5/01/25
Staff Interviews	5/29/25
Submit Draft SSMP Update	6/12/25
Receive District Review Comments	6/26/25
Submit Final SSMP Update	7/10/25

Closing

We appreciate the District's consideration to provide consulting services for the Sanitary Sewer Management Update. We hope that our proposed project approach, highly experienced team and relevant experience are favorable in the selection of a consultant for your project. If you have any questions or wish to discuss our qualifications, please contact Servando Diaz at 949.373.8327 or sdiaz@dudek.com.

Sincerely,



Servando Diaz, P.E.
Project Manager

4/7/2025

Dudek Labor Hours and Rates									
Project Team Role:		PIC - QA/QC	Project Manager	Project Engineer	Admin	TOTAL DUDEK HOURS	DUDEK LABOR COSTS	OTHER DIRECT COSTS	TOTAL FEE
Team Member:		E. Caliva	S. Diaz	J. Arvizu	M. Kinney				
Billable Rate :		\$290	\$265	\$190	\$160				
Task 1	Data Collection & Review								
1.1	Review of Current SSMP, Audits, SOPs, SSO Reports, Regulations, etc.		2	4		6	\$ 1,290		\$ 1,290
1.2	Data Collection including Operations Staff Interviews (in-person)		2	4		6	\$ 1,290	\$ 150	\$ 1,440
	Subtotal Task 1		4	8		12	\$ 2,580	\$ 150	\$ 2,730
Task 2	SSMP Element Review + Update Language								
2.1	Element 1 - Goals			2		2	\$ 380		\$ 380
2.2	Element 2 - Organization		1	4		5	\$ 1,025		\$ 1,025
2.3	Element 3 - Legal Authority		2	4		6	\$ 1,290		\$ 1,290
2.4	Element 4 - O&M Program		2	4		6	\$ 1,290		\$ 1,290
2.5	Element 5 - Design and Performance		1	2		3	\$ 645		\$ 645
2.6	Element 6 - New SERP	2	4	8		14	\$ 3,160		\$ 3,160
2.7	Element 7 - Sewer Pipe Blockage Control Program		2	4		6	\$ 1,290		\$ 1,290
2.8	Element 8 - SECAP & Capital Improvements		2	4		6	\$ 1,290		\$ 1,290
2.9	Element 9 - Monitoring, Measurement & Program Modifications		2	3		5	\$ 1,100		\$ 1,100
3.10	Element 10 - SSMP Audits		1	2		3	\$ 645		\$ 645
3.11	Element 11 - Communication Program		1	4		5	\$ 1,025		\$ 1,025
	Subtotal Task 2	2	18	41		61	\$ 13,140	\$ -	\$ 13,140
Task 3	SSMP Update Report								
3.1	Draft Report	2	6	12	2	22	\$ 4,770		\$ 4,770
3.2	Final Report	1	2	4	2	9	\$ 1,900		\$ 1,900
	Subtotal Task 3	3	8	16	4	31	\$ 6,670	\$ -	\$ 6,670
Task 4	Service Area Boundary Map								
4.1	Draft Boundary Map		1	3		4	\$ 835		\$ 835
4.2	Final Boundary Map			1		1	\$ 190	\$ 150	\$ 340
	Subtotal Task 4		1	4		5	\$ 1,025	\$ 150	\$ 1,175
Task 5	Project Management								
5.1	Kick Off Meeting		2	2		4	\$ 910		\$ 910
5.2	Status Meetings (2 meetings)	2	6	4		12	\$ 2,930		\$ 2,930
5.3	Project Management	2	6		2	10	\$ 2,490		\$ 2,490
	Subtotal Task 5	4	14	6	2	26	\$ 6,330	\$ -	\$ 6,330
	Total Non-Optional Hours and Fee	9	45	75	6	135	\$ 29,745	\$ 300	\$ 30,045
	Percent of Hours:	7%	33%	56%	4%	100%			