



STAFF REPORT

Meeting Type: Board of Directors
Title: Professional Services Agreement with Hazen and Sawyer for Engineering Services for design of the Phoenix-Bon Tempe Pump Station Design Project
From: Alex Anaya, Acting Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: December 19, 2023

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Authorize the General Manager to execute a professional services agreement with Hazen and Sawyer in the amount of \$584,990, with a staff requested contingency of \$88,000, for a total not exceed amount of \$672,990, for the Phoenix-Bon Tempe Pump Station Design Project

SUMMARY: The Phoenix-Bon Tempe Pump Station Design Project design scope includes the design of a new pump station to transfer untreated water from Phoenix Reservoir to Bon Tempe Reservoir.

DISCUSSION: The project is located southwest of the Town of San Anselmo in unincorporated Marin County within Marin Water’s watershed lands. The Project’s goal is to convey 3 million gallons-per-day (MGD) of untreated water from Phoenix Reservoir to the Bon Tempe Reservoir.

Phoenix Reservoir is one of the smallest reservoirs in the Marin Water system with a capacity 411 acre-feet (AF) of water storage. This Project would establish a permanent pump station connection between Phoenix Reservoir and Bon-Tempe Reservoir to capture the excess inflows to Phoenix Reservoir that would be otherwise spilled. This project is anticipated to yield approximately 260 acre feet per year of additional water supply and is identified as one of the Districts “No Regrets Project”.

On October 12, 2023, District staff issued a Request for Proposal (RFP). On November 17, 2023, District staff received three proposals that were evaluated by a District Review Committee according to criteria outlined in the RFP.

The Review Committee consisting of District Staff compared and evaluated the proposals submitted by each firm. The proposals were evaluated using the following criteria: Project Understanding, Project Team, Project Approach, Schedule, Qualifications, Experience, and Budget.

After reviewing and evaluating the three proposals, the Review Committee unanimously concluded that the proposal submitted by Hazen and Sawyer provided the best comprehensive approach based on their expertise in new pump station design projects, project understanding, preliminary hydraulic

analysis, strong technical skills, and project manager experience. District staff recommends the District select Hazen and Sawyer to proceed with the design on the Phoenix-Bon Tempe Pump Station Design Project.

Budget:

Professional Service Agreement Fees: \$584,990
 Contingency (15%): \$88,000
 Total Budget: \$672,990
 Budget Category: A1A07

Project Implementation:

Execute Professional Services Agreement: December 19, 2023
 Design Phase: December 19, 2023– January 2025
 Construction Phase*: August 2025 – January 2027
 *No construction between February 1 – July 31 due to the Northern Spotted Owl Nesting Season

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: The Phoenix- Pump Station is funded in the Fiscal Year 2023/2024 and 2024/2025 Adopted Capital Budget. As shown in the table below, the total cost for the contract with Hazen and Sawyer is \$584,990 with a Staff requested contingency of \$88,000, for a total not to exceed amount of \$672,990.

Task Description	Budget
Task 1 – Project Management and Coordination: This task includes project management activities including day-to-day administration, progress meetings, and technical reviews throughout the duration of the contract.	\$43,590
Task 2 – Site Investigation, Data Collection, Record Research: This task includes reviewing existing records and available information as well as conducting field investigations.	\$53,540
Task 3 – Project Development and 30% Design: This task includes creating a preliminary design report, condition assessment including pump testing, electrical design criteria and equipment list, 30% construction plans, specifications, and cost estimate.	\$146,380
Task 4 – 60% Design Submittal: This task includes creating 60% construction plans, specifications, cost estimate and design check-in meeting.	\$107,240
Task 5 – 90% Design Submittal: This task includes creating 90% construction plans, specifications, cost estimate and design check-in meeting.	\$107,240
Task 6 – 100% Design Submittal: This task includes creating 100% construction plans, specifications, and cost estimate.	\$39,840
Task 7 – Bidding and Construction Report: This task item includes responding to questions from potential bidders, attending the pre-bid conference and job walk, assisting with preparation of addenda, and reviewing the submitted bids.	\$10,400

Task 8 – Construction Support: This task item includes site visits, submittal review, shop drawing review, responding to request for information, providing a pump station functional test plan, and record drawings.	\$76,760
TOTAL	\$584,990
Contingency	\$88,000
Total Authorized Amount	\$672,990

District Staff recommends the Board authorize the General Manager to execute a professional services agreement with Hazen and Sawyer for the Phoenix-Bon Tempe Pump Station Design Project in the amount of \$584,990 with a staff requested contingency of \$88,000, for a total not to exceed amount of \$672,990.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 <hr/> Alex Anaya Engineering Director	 <hr/> Ben Horenstein General Manager