



STAFF REPORT

Meeting Type: Board of Directors
Title: Professional Services Agreement with Hazen and Sawyer for Engineering Services for Design of the Tocaloma Pump Station Rehabilitation 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 \$628,890 with a staff requested contingency of \$75,000, for a total not exceed amount of \$703,890, for the Tocaloma Pump Station Rehabilitation Project.

SUMMARY: The Tocaloma Pump Station Rehabilitation Project design scope includes a new electrical motor control center, new fire-hardened roof on the existing electrical control building, and the replacement of select pumps and motors.

DISCUSSION: The Tocaloma Pump Station was built in 1970 and is located in Tocaloma, California. The pump station is a critical pumping facility consisting of a steel pump building and a separate concrete electrical control building. The pump station supplies untreated water from Nicasio Reservoir to San Geronimo Treatment Plant using one 200 HP and five 400 HP vertical turbine pumps. It is estimated that San Geronimo Treatment Plant receives up to 50% of its water supply annually from the Tocaloma Pump Station.

The electrical control building houses a switchboard, six full voltage non-reversing motor starters, programmable logic controller, fuses and appurtenances. The motor starters for all six motors are original to the pump station and service parts are no longer manufactured. Staff has identified that all six pumps have a moderate likelihood of failure because the motor starters no longer have service repair parts available and are obsolete.

The Tocaloma Pump Station Rehabilitation Project will focus on ensuring seamless pump station operation that will be achieved by replacing the aging mechanical equipment, electrical equipment and motor starters currently powering the pump station. The pump station's new motor control center will feature both soft starters and variable frequency drives, which will allow District flexibility in regulating the desired flow rates through the pump station to San Geronimo Treatment Plant and reduce Pacific

Gas & Electric electrical start-up costs. The project will also replace the electrical control building’s roof with a new fire-harden roof structure.

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

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 pump station rehabilitation 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 Tocaloma Pump Station Rehabilitation Project.

Budget:

Professional Service Agreement Fees: \$628,890
 Contingency (15%): \$75,000
 Total Budget: \$703,890
 Budget Category: A1A07

Project Implementation:

Execute Professional Services Agreement: December 19, 2023
 Design Phase: December 19, 2023 – January 31, 2025
 Construction Phase: February 1, 2025 – May 29, 2026

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: The Tocaloma Booster Pump Station is funded for rehabilitation 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 \$628,890 with a Staff requested contingency of \$75,000, for a total not to exceed amount of \$703,890.

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.	\$77,200
Task 3 – Project Development and 30% Design: This task includes creating a preliminary design report, condition assessment including pump testing, electrical and mechanical design criteria, equipment lists, 30% construction plans, specifications, and cost estimate.	\$164,790

Task 4 – 60% Design Submittal: This task includes creating 60% construction plans, specifications, cost estimate and design check-in meeting.	\$111,560
Task 5 – 90% Design Submittal: This task includes creating 90% construction plans, specifications, cost estimate and design check-in meeting.	\$110,560
Task 6 – 100% Design Submittal: This task includes creating 100% construction plans, specifications, and cost estimate.	\$37,800
Task 7 – Bidding Support: This task 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.	\$9,260
Task 8 – Construction Support: This task includes site visits, submittal review, shop drawing review, responding to request for information, providing a pump station functional test plan, and record drawings.	\$74,130
Professional Service Agreement Total	\$628,890
Contingency	\$75,000
Total Authorized Amount	\$703,890

District Staff recommends the Board authorize the General Manager to execute a professional services agreement with Hazen and Sawyer for the Tocaloma Pump Station Rehabilitation Project in the amount of \$628,890 with a staff requested contingency of \$75,000, for a total not to exceed amount of \$703,890.

ATTACHMENT(S): None.

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