



# STAFF REPORT

---

**Meeting Type:** Operations Committee/Board of Directors  
**Title:** Professional Services Agreement with Stantec Consulting Services, Inc. for Engineering Design Services  
**From:** Alex Anaya, Director of Engineering  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** April 05, 2024

*BH*      *AA*

---

**TYPE OF ACTION:**                      Action                      Information                      X                      Review and Refer

**RECOMMENDATION:** Review and refer to a future regularly scheduled Board meeting for the award of professional services agreement to Stantec Consulting Services, Inc. for design engineering services

**SUMMARY:** Stantec Consulting Services, Inc. will be providing engineering design on three projects; Manuel T. Freitas SCADA controlled valve, San Clemente SCADA controlled valve, and San Geronimo Treatment Plant – Filter Rate Control Valve replacement project. All three projects will make use of Stantec’s electrical engineering and systems control knowledge to provide plans, technical specifications and bid packages. Staff will make a recommendation for award of a professional services agreement with Stantec Consulting Services, Inc. at future regularly scheduled Board meeting.

**DISCUSSION:** Stantec will be providing engineering design on three projects; Manuel T. Freitas SCADA controlled valve, San Clemente SCADA controlled valve, and San Geronimo Treatment Plant – Filter Rate Control Valve replacement project. All three projects will make use of Stantec’s electrical engineering and systems control expertise. Stantec will provide plans, technical specifications and PG&E interfacing on the projects.

The projects will utilize the \$200,000 of in-kind work that was negotiated as an outcome of San Geronimo Clarifier upgrade project. Once the in-kind service balance of \$200,000 has been exhausted, the District will continue payment through contract completion from existing capital funds identified for the respective projects. Staff anticipates the electrical and control system design work to be completed by Stantec by fall of 2024.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** The requested engineering design services for the three projects are funded in the Fiscal Year 2024/2025 and 2025/2026 capital budget and the \$200,000 in-kind service balance from

Stantec. As shown in the table below, the total cost for the contract with Stantec is \$248,602 with a staff requested contingency of \$25,000, for a total not to exceed amount of \$273,602.

District staff requests that this item be referred to a future regular Board meeting for the Board to consider authorizing the General Manager to execute a professional services agreement with Stantec Consulting Services for design engineering services in the amount of \$248,602 with a staff requested contingency of \$25,000, for a total not to exceed amount of \$273,602, which will utilize the available \$200,000 of in-kind services.

**ATTACHMENT(S):** None.