

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** MARCH 13 & 17, 2025

**FROM:** ERIC WECK, P.E., ENGINEERING MANAGER

**FOR:** ACTION  X  DIRECTION   INFORMATION



## AWARD OF TASK ORDER TO TKE ENGINEERING TO PROVIDE PROFESSIONAL SURVEYING SERVICE FOR THE WELL BENCHMARK SURVEY

### STAFF RECOMMENDATION

Authorize the General Manager to negotiate and execute a contract task order with TKE Engineering in the amount of \$12,940.00 to perform a well benchmark survey with a 10% contingency in the amount of \$1,294 for a not to exceed contract total amount of \$14,234.00.

### SUMMARY

A well benchmark survey is necessary to survey the elevation of the well heads which will establish accurate groundwater elevations that will aid in ongoing the groundwater monitoring and analysis. Performing this work will make sure that the well coordinates and elevations are aligned with the current North American Vertical Datum (NAVD 88) system.

**ANALYSIS** On December 2, 2024 Mission Springs Water District (MSWD) solicited proposals from the District's three 'on call' general engineering consultants to provide a scope of work and proposal to provide a benchmark well survey for eight of the District's wells. After staff reviewed the proposals, TKE Engineering was selected as the most qualified due to their relevant experience. Once the project is complete, the survey information will be used and incorporated in the Mission Creek Sub-Basin Alternative Plan. This plan identifies the need for the District to complete the benchmark survey for eight District water production wells that are used to monitor groundwater elevations and management efforts. Work is scheduled to be completed within 45 calendar days of the Notice to Proceed work.

FINANCIAL DATA		
Cost Associated with this action:	\$14,234.00	
Current FY cost:	\$14,234.00	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	FY24/25	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Water Fund - 201	
BID/Job#	11880	
Current BID/Job balance	\$21,000.00	
Balance remaining if approved:	\$6,766.00	

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

During the mid-year budget adjustment in January 2025, the Well Benchmark survey project was added to the District's budget to be completed by the end of this current fiscal year (June 30, 2025). This action is consistent with Strategic Plan Goal 2.1, Ensure excellence in regulatory compliance by delivering services in accordance with standards set by regulatory agencies.

### ATTACHMENTS

Contract Amendment #2 – TKE Engineering  
Proposal Analysis  
Task Order with TKE Engineering  
Proposals from: MSA Consulting and Provost and Pritchard  
Request for Letter Proposal-Benchmark Survey  
TKE Payment Tracking Sheet