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October 21, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute a Scope of Service with the City Engineer GHD to Complete Design and Issue Bids for Infiltration Gallery Damage Repair Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the attached scope; or,

Take no action.

BACKGROUND AND DISCUSSION

On August 19, 2025 the City Council approved four scopes of work from GHD that outlined the costs associated with final development of those earthquake repair projects. The below costs represent final design and bidding services only and do not represent actual construction costs.

GHD Work to Bring Projects to Bid Early 2026	
Painter Street Tank Damage Repair Project	\$264,151
Metropolitan Wells Damage Repair Project	\$174,000
Fern Street Lift Station Damage Repair Project	\$364,518
Chlorine Contact Tank Damage Repair Project	\$127,193
TOTAL	\$929,862

In August of 2025, one project (Infiltration Gallery Repair) was left out of this package due to ongoing revisions. The attached scope covers this project at a cost of \$215,609.

Attachments:

- Infiltration Gallery Damage Repair Project Scope

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Eureka, California 95501
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Our ref: 12638449

October 15, 2025

Kyle Knopp
General Manager
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Scope of Services for City of Rio Dell Infiltration Gallery Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell infiltration Gallery Damage Repair Project. This scope of services covers the final design, and construction observation and management for the Project and is based on the concept project and budget developed for and approved by Cal OES.

Regards

A handwritten signature in black ink that reads "Ann Bechtel".

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A handwritten signature in black ink that reads "Rebecca Crow".

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Michelle Davidson
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Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services City of Rio Dell Infiltration Gallery Damage Repairs

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated February 14, 2025. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

On December 20, 2022, the City experienced a 6.4 magnitude earthquake and on January 1, 2023, the City experienced a 5.4 magnitude earthquake. These earthquakes caused extended periods of severe ground motion and resulted in significant damage to housing and infrastructure throughout the City. One of the public infrastructure facilities that was significantly damaged by the earthquake is the City's Infiltration Gallery for the raw water intake and pumping systems. The concrete caisson was damaged by the earthquake as was visible from an accessible portion of the interior of the pumping chamber. Additional buried piping was damaged as evidenced by leaking water and air bubbles being entrained in the raw water that is pumped to the clarifiers at the treatment plant.

Under this scope of services, the design of the repair of the concrete caisson will be completed because the nature of the damage is visible, and an appropriate repair strategy can be designed to address it. The air entrainment that appears to be due to damaged piping will require additional investigation during the design phase. GHD's subcontractor will complete CCTV and pressure testing assessments of the damaged piping to determine the extent of repairs required. GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services.

Based on GHD's understanding of the project and the typical project execution approach, GHD has developed this scope of services based on the following major design items:

- Task 1: Project Management and Coordination During Design
- Task 2: Engineering Design and Bid Package Development
- Task 3: Environmental Support
- Task 4: Bid Period Services

These items will be completed as further described below.

Task 1 - Project Management and Coordination During Design

This task consists of the project management performed by the GHD team and coordination of the technical and managerial aspects of the design phase of the project with the City. This includes conducting a hybrid project kickoff meeting with GHD staff in person at the City concurrently with Microsoft Teams attendance, regular project updates to City staff, responses to requests from the City, and periodic project updates to City Council and staff.

Deliverables:

- Project Kick off meeting minutes
- Periodic email correspondence

- Up to two council presentations
- Monthly GHD invoices

Assumptions:

- This task covers the project management and coordination during the design phase of the project that is anticipated to last approximately three months. Extending the project design phase will increase associated project management and coordination costs.

Task 2 - Engineering Design

The engineering design under this scope builds off the analyses completed as part of the process of the City pursuing disaster response funds through CalOES and consists of engineering work necessary to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

GHD will review historical design drawings and will conduct a field investigation with City staff to evaluate the infiltration gallery caisson and piping system, that was damaged in the disaster event. City staff will need to provide access to the caisson so that the damage can be quantified and an appropriate repair strategy developed. The air entrainment issue upon pump startup will also be reviewed with City staff and visible portions of the piping will be reviewed with staff along with the historical design plans. GHD's subcontractor will complete CCTV and pressure testing inspections on accessible finished water (10"), recycled water (8"), and settlement discharge pipelines (6"). CCTV and pressure testing inspections will require assistance from City staff for access, as well as removal of certain pipelines, plugs, and tees. GHD will prepare a brief technical memorandum (TM) summarizing the result of the condition assessment and providing recommendations for repair and/or replacement. For design deliverables, technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction Cost will be submitted with each design package submittal.

Deliverables:

The project deliverables shall be as follows:

Condition Assessment:

- Condition Assessment TM

30% Design Package:

- 30% Design Plans
- Opinion of Probable Construction Cost

60% Design Package:

- 60% Design Plans
- 60% Technical Specifications Table of Contents
- Opinion of Probable Construction Cost

100% Final Design Package:

- 100% Design Plans
- 100% Technical Specifications
- Opinion of Probable Construction Cost

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or other applicable details will be utilized as applicable.
- City shall provide any specific provisions to be incorporated into the design documents such as any funding related requirements.
- One online meeting per submittal to review the 30% and 60% submittals
- City will provide one compiled set of comments for the 30% and 60% submittal
- Plans will be provided in electronic format (PDF) with page size 22x34
- Specifications will be in electronic (PDF) format

Task 3 - Environmental Support

Task 3.1 - CEQA ISMND Administrative Draft

GHD will prepare a CEQA ISMND for the project using the most current version of the Initial Study Checklist (Appendix G of the CEQA Guidelines). Impact analysis will be based on the project's 30% designs (at minimum) and rely on completed technical studies. The ISMND will also include analysis specific to biological resources, given the potential presence of ESA-listed species and the potential to temporarily or permanently impact riparian zones or other sensitive vegetation. Air quality modelling will be completed using the most current version of CalEEMod. The CEQA ISMND will include:

- Project description and GIS figures showing the project location and key elements
- Administrative review draft ISMND
- Preparation of AB52 letters to local tribes
- Draft Mitigation, Monitoring and Reporting Program (MMRP)

Assumptions

- City of Rio Dell will be the CEQA lead agency
- The proposed Project will not result in unmitigable significant environmental impacts; therefore, a Mitigated Negative Declaration is the appropriate level of CEQA compliance documentation.
- City of Rio Dell will be responsible for AB 52 consultation with tribes

Deliverables

- Administrative draft ISMND

Task 3.2 - CEQA ISMND Public Circulation Draft

GHD will prepare and submit the Final Draft of the ISMND ready for public circulation based on one round of comments received on the Administrative Draft ISMND.

Assumptions

- One round of comments is anticipated from the City
- City of Rio Dell will pay for and publish Notice of Availability of ISMND

Deliverables

- Public Circulation Draft ISMND

Task 3.3 - Noticing and Public Meeting

GHD will prepare and submit the CEQA noticing and filing at OPR and the County (Notice of Circulation, Notice of Intent to Adopt, Notice of Determination). GHD will also attend the City Council meeting to adopt/approve the ISMND

Assumptions

- City of Rio Dell will pay for and publish notice of availability of ISMND

Deliverables

- Submittal of Notice of Circulation, Notice of Intent to Adopt, Notice of Determination to OPR and the County as applicable
- Attendance at one City Council meeting to adopt/approve the ISMND
- Resolution and Findings

Task 3.4 - Final ISMND and Response to Comments

GHD will prepare a response to comments to the ISMND and prepare the final MMRP. The ISMND will be referenced and not updated in the response to comments.

Assumptions

- Up to 10 individual comments will be received on the ISMND
- The ISMND will not be updated as part of the response to comment
- Project is assumed to be non-controversial and there will be no significant public concern over project and no significant comments from the public requiring response
- Following GHD's preparation of the response to comments, the City of Rio Dell will Adopt the ISMND along with the Response to Comment Memo at a regular public meeting
- Environmental resource permitting will not be required.

Deliverables

- Final ISMND

Task 4 - Bid Period Services

The project will be publicly let out for bid, and the contractor with the lowest responsive and responsible bid will be recommended for award in conformance with applicable requirements.

GHD will provide the following bid period services:

- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct one pre-bid site meeting
- Plan and participate in bid opening to be conducted virtually
- Review Contractor bids

- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the City on preparing the contract documents for Council approval and execution

Deliverables:

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

Assumptions:

- Does not include redesign of project elements during bidding
- City to post and pay for advertisement for bid in local publication
- All fees to be paid directly by the City
- GHD will not produce nor distribute plans to contractors
- Legal review and support, if needed, by others

Optional Construction Support Services

Once the project is put out to bid and the bids received, the City may elect to continue to work with GHD during the construction management phase of the work. A separate scope and fee would be provided to the City. The tasks included in the construction management phase would be as follows:

- Pre-Construction Assistance
- Construction Management
- Periodic On-Site Construction Observation
- Construction Project Closeout

These services are further described in the following sections. A separate scope and budget would be prepared once the design is complete.

Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD would provide the following pre-construction services:

- Review Contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review Contractor's breakdown of lump sum cost items.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the City at pre-construction meeting including contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor's sole responsibility for project safety, coordination with utilities, materials testing, labor and employment compliance.

Construction Management

GHD would provide overall coordination of communication between the Contractor, the City, and other parties throughout the course of the project's construction. Many of the items below would involve the input and feedback of the City and others.

- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City.
- Maintain project records and files as needed for general compliance with contract requirements.
- Review and respond to Contractor submittals, based upon the plans and specifications
- Review Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs).
- Attend weekly virtual progress meetings for construction coordination with City and Contractor.
- Coordinate with various businesses and residences adjacent to the project.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Periodic On-site Construction Observation

GHD would provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.
- Monitor Contractor compliance in maintaining construction record drawings in coordination with the progress pay request.

Construction Project Closeout

GHD would complete the project closeout activities as follows:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the field observers and Contractor
- Compile and provide to the City in electronic format:
 - Project photographs
 - Submittals
 - Inspection and observation reports
 - Materials testing and inspection records and final reports
 - Meeting records

- Record Drawings
- Other relevant project information

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This scope is based on the following assumptions:

- This scope does not include anything not specifically described above.
- This scope does not include surveying or easement coordination with any landowners.
- The project design will be finalized based on the concepts previously developed.
- GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents as appropriate. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD and the City's control.
- The scope does not include any material testing, surveying, geotechnical, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete their review of the plans and prepare any comments in a timely manner and will deliver one set of rectified comments to GHD following each review.

PROPOSED SCHEDULE

GHD will commence work on the project following receipt of an executed agreement. It is anticipated that the field visit can be completed within two weeks of the execution of the agreement, but the actual timing will depend on the availability of City staff. The 30% design package can be completed within two months of the field visit, the 60% package can be completed within an additional two months after receiving City comments and completing a review meeting of the 30%, and the 100% final design package can be completed within an additional three weeks after receiving City comments and completing a review meeting of the 60% package. This schedule is dependent on City's timeliness of document review. If new information or additional damages are discovered during the design process additional time may be required to complete the bid package.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$225,426 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$8,992
Task 2 - Engineering Design and Bid Package Development	\$129,707
Task 3 – Environmental Support	\$70,730
Task 4 - Bid Period Services	\$6,180
Total	\$215,609

Payment to GHD is not contingent upon the City receiving funds from outside sources. All invoices are due and payable within 30 days of the date of the invoice.

GHD will not begin the optional services until the City authorizes GHD to proceed on those tasks.

GHD will use the attached rates by class for this work, including annual increases. GHD reserves the right to move budget between tasks.

AGREED

City of Rio Dell

GHD



Kyle Knopp, City Manager Date

Ann Bechtel, Business Group Leader Date