



*Rio Dell City Hall
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April 16, 2024

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Authorize the City Manager to Execute a Scope of Work Agreement with Engineering Firm GHD in the amount of \$210,839 for the Painter Street Wastewater Upsize Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the scope of work with GHD; or

The City Council could direct staff to wait until the expected June award date for the project. However, this likely means that construction will be delayed another winter season. This is not recommended.

BACKGROUND AND DISCUSSION

The City's wastewater treatment plant finished construction in 2013. The plant intakes wastewater through two main piping systems known as the collection system. The collection system is aged and suffers from a lack of maintenance in combination with a continued increase in regulatory requirements. Approximately half of all wastewater entering the plant through the collection system makes its final journey to treatment through what is known as the "Painter Street Line." This line extends from the foot of Painter Street to the south and crosses Davis Street. It serves almost all the homes and businesses north of Davis Street. This final painter street segment has a number of problems, including the lack of size and appropriate grade for gravity to move the material to the plant. Certain sections actually dip and then raise up causing the line to lose efficiency via the siphon effect.

The largest consequence of this underperforming collection line is the occurrence of Sanitary Sewer Overflows, or SSO's. SSO's occur at the foot of Painter Street when the amount of wastewater moving down the pipe exceeds the amount the collection system can handle. The result is wastewater leaving the collection system. The Painter Street line is also the lowest segment of the collection system. These SSO's have strict reporting requirements that are demanding of staff and may result in potential fines.

It is important to note that the SSO's only occur during heavy rain events after the ground has already been saturated by prior rain events. The ultimate cause of the SSO's is Inflow &

Infiltration (I&I) of non-sewer water into the system. The City has responsibility for miles of collection system piping, a large portion of it is semi-porous clay piping. There is also the private property side of the collection system from the property line to the plumbing of each individual residence or business. For several years the City has enacted and enforced a sewer lateral policy, requiring inspection and correction of failed sewer laterals that allow groundwater or other non-sewer water to enter the system. It is important to note that the sewer lateral policy was a requirement of the state in order to avoid fines and penalties. Hundreds of sewer laterals have been replaced and significant progress has been made on lowering I&I over the past several years. Additionally the City has been working on a Sanitary Sewer Evaluation Study (SSES) that is grant funded to map and classify the city owned collection system infrastructure. This is a necessary prerequisite for applying for and acquiring construction grant funds to replace or reline segments of the collection system. Because of the high cost of this work and the already high wastewater rates for customers, the City's only viable option to perform all the necessary work is through State grants, which take a long time to develop but also shield Rio Dell ratepayers from even higher wastewater rates.

The December 2022 earthquakes have unfortunately had a significant impact on our collection system, reversing the progress made on reducing I&I through the sewer lateral ordinance. Additionally some of the work previously performed on the SSES will need to be redone to capture and document the damage to the system from the earthquake. As a result of the earthquake, the State has promised to prioritize the Painter Street Upsize project. While the City was expecting an award earlier this year, we were informed no decision would be made until June of 2024. However, we have had assurances that the project will be awarded and greenlit in June from various State officials.

Simply put, we do not want to go through another rainy season with SSO's. Authorization of this scope of services will allow the project to be bid and possibly constructed before the rainy season. Waiting for the authorization from the State, assuming there will not be another delay in June, will mean the earliest construction could occur would be in 2025.

Costs of this scope can be covered by the award, however if the award is not forthcoming in June, the City would have to wait until the project is authorized in future cycles, if it is awarded at all. Staff does believe this project will be awarded but has some mild concerns that the June date may not be met by the State, given the history of this particular project having received several delays from the state in the past.

As an alternative, staff has received confirmation from the State that the pre-existing SSES grant award (a separate grant) can be used for the final design of this project. This means that the City, if the scope is approved, will not have to bear the burden of "fronting" the cost of the final design and waiting months or years for a State authorization. Therefore, staff recommends moving forward with this priority project and the attached scope as our last chance to get construction moving before the 24/25 wet season.

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Eureka, California 95501
United States
www.ghd.com



Our ref: 10047950

April 11, 2024

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

Scope of Work for City of Rio Dell Painter St Sewer Line Replacement Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Painter St Sewer Line Replacement Project. This scope of services covers the final design, construction management, and grant administration assistance for the Project and is based on the concept project and budget developed for the State Water Resources Control Board's (SWRCB) Clean Water State Revolving Fund application. The project design is eligible for reimbursement under the SWRCB CWSRF Sanitary Sewer Evaluation Study Grant Funding. The SWRCB has indicated construction funding for the project is on the priority list to be awarded this summer. To position the City to competitively bid the project and construct before winter 2025, GHD has provided the Scope of Services attached. With City approval, GHD proposes to proceed on the design and bid period services and once funding is awarded can support the City with construction management services.

Regards

A handwritten signature in black ink that reads "Rebecca Crow". The signature is written in a cursive, flowing style.

Rebecca Crow, PE
Technical Director
+1 707 267-2244
rebecca.crow@ghd.com

Copy to: Casey Raines, PE, Business Group Leader
Hannah Gidanian, Staff Engineer

Scope of Services City of Rio Dell Painter Street Sewer Line replacement Project

Prepared by: GHD Inc.

This agreement for services relates to a prime agreement dated January 21, 2019. All provisions of the prime agreement apply to this scope of services unless specifically stated otherwise in this scope.

UNDERSTANDING

The City of Rio Dell (City) applied for a Clean Water State Revolving Fund (CWSRF) Funding agreement through the State Water Resources Control Board (State Board). The scope of the application is the final design and construction of the Painter line sewer replacement of the existing 12-inch sewer line from Manhole 1 located at the east end of Painter Street to the wastewater treatment plant connection with an 18-inch pipe at a uniform slope. In addition, seven manholes will be demolished and replaced with 60-inch manholes to provide a uniform slope that will insure smooth flow transition. The City's applied for a total of \$1,490,550 in grant funding. In addition, the City has an SWRCB CWSRF Sanitary Sewer Evaluation Study Grant, recently awarded that contains \$626,775 for the design of wastewater improvement projects. Tasks 1 and 2 of this scope of work will be funded through the SSES grant.

Under this scope of services, GHD will finalize the engineering design, prepare the plans and specifications package for bidding, provide bid period services, provide inspection and management services during construction, and assist the City with grant administration and project closeout. GHD will prepare one bid package that incorporates the Painter St Sewer Line Replacement.

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 permitting and design items:

- Task 1: Project Management and Grant Reporting Assistance
- Task 2: Engineering Design Finalization
- Task 3: Bid Period Services
- Task 4: Construction Inspection and Management

These items will be completed through a series of project tasks as further described below.

Task 1. Project Management and Grant Reporting Assistance

1.1 Project Management and Coordination

This task consists of the project management performed by the team to coordinate GHD team member and subcontractors and to coordinate technical and managerial aspects of the project with the City, State Board, and Regulatory Agencies. This includes regular project updates, responses to Requests for Information relating to technical design or environmental data, and project updates to City Council and staff.

Task 1.1 Deliverables:

- Project Kick off meeting minutes
- Up to 4 council presentations

1.2 Grant Reporting Assistance

GHD will provide the City support with grant reporting tasks. GHD will prepare monthly invoices for services based on the approved grant requirements to be provided to the City. The City will complete reimbursement requests for SWRCB Division of Financial Assistance. GHD will support with preparation of quarterly grant progress reports.

Task 1.2 Deliverables:

- Monthly GHD invoices
- Quarterly Progress Reports

Assumptions:

- The project duration will be approximately 4 months for the design phase, 6 months for the construction phase, and 2 months for Project Closeout and a total of 12 months from start until project closeout.

2. Task 2. Engineering Design Finalization

The engineering design under this scope builds off the design documentation and analyses completed to date and consists of additional engineering work necessary to develop the final design plans, technical specifications, and opinion of probable construction cost in preparation for bidding.

2.1 Develop 60% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement

GHD previously prepared 30% plans and specifications and estimate for Painter St replacement. After comments are received from the 30% design submittal, the project team will prepare 60% design plans and technical specifications for the project. The intent of the 60% plans is to address comments from the 30% submittal and provide a complete set of design with plan and profile. The 60% plans will be reviewed with the City and comments will be incorporated into the 95% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AACE Class 2) will be submitted with the 95% design plans.

Task 2.2 Deliverables:

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

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

2.2 Develop 95% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement

After comments are received from the 60% design submittal, the project team will prepare 95% design plans and technical specifications for the project. The intent of the 95% plans is to address comments from the 60%

submittal and provide a complete set of design. The 95% plans will be reviewed with the City and comments will be incorporated into the 100% bid ready plans and specifications. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs (AACE Class 2) will be submitted with the 95% design plans.

Task 2.2 Deliverables:

- 95% Design Plans
- 95% Technical Specifications
- Opinion of Probable Construction Cost

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

2.3 Develop Draft and Final 100% Design Plans, Technical Specifications and Opinion of Probable Construction Cost for the Sewer Line Replacement

GHD will refine and finalize the plans for bidding in this task. GHD will begin with a review of the comments on the 95% draft plans. Based on feedback on the draft plans, GHD will prepare a final 100% design set of plans, specifications, and estimate. Working with City Staff, GHD will establish dates for bidding and a timeframe for construction. The General Conditions will be updated with the agreed upon dates and bidding information. The technical specifications will be updated, and the design plans will be updated and finalized for bidding and construction.

GHD will update the previously prepared Opinion of Probable Cost for the bid ready drawings submittal, identifying quantities, unit costs, and total construction costs for major construction items. The opinion shall be based on the final Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

Given the recent bidding environment, GHD will develop the contract as a base bid project, plus additive bid items to the extent feasible to allow the City to choose project components to construct within the available budget based on the actual bids.

Task 2.3 Deliverables:

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

Assumptions:

- GHD's CAD standards will be utilized.
- City of Rio Dell or County of Humboldt Standard Details will be utilized as applicable.
- City will provide one compiled set of comments
- Plans will be provided in electronic format (.pdf) with page size 22x34
- Specifications will be in electronic (Microsoft Word) format

Task 3. Bid Period Services

The project be publicly let out for bid, and a construction contractor will be selected per a bid process in conformance with State and Federal requirements. Bid period services include advertising bids, responding to contractor questions and comments, conducting site visits, conducting the bid opening, reviewing contractor bids, and preparing the letter of recommendation for award, once all the Contractor certification have been checked.

GHD will provide the following bid period services:

- Compile bid package including CEQA/permit conditions and front-end contract.
- 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 a pre-bid site meeting
- Plan and participate in bid opening
- 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 Board approval and execution

Task 3 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 advertisement for bid in local publication
- All fees to be paid directly by the City

Task 4. Construction Inspection and Management

GHD will provide construction engineering services throughout the construction of the project. The following construction engineering services will be provided:

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

Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will 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 preliminary traffic control plan.
- Review cost of lump sum items breakdowns provided by Contractor.
- 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 safety responsibilities, coordination with utilities, materials testing, labor and employment compliance.

Task 4.1 Deliverables:

- Email correspondence regarding preconstruction issues addressed

Assumptions:

- All correspondence in electronic format
- Legal review and support, if needed, by others

4.1 Construction Management

GHD will 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 will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Review labor compliance
- Maintain project records and files as needed for general compliance with funding requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the 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;
- Coordinate with the Contractor so Contractor can provide City staff with notice for construction activities which may affect or require City resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Review encroachment permit requirements with Contractor.
- Submit copy of CCO memorandum and CCOs to the City.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Task 4.2 Deliverables:

- Email correspondence regarding construction issues

- Labor compliance review
- Written responses to RFI's and Submittals
- Executed Change orders
- Progress pay reviews

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

4.2 Periodic On-site Construction Observation

GHD will 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 traffic control and 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.

Task 4.3 Deliverables:

- Field observation reports
- Construction photographs

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

4.3 Construction Project Closeout

GHD will complete the following project closeout activities:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the 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

Task 4.4 Deliverables:

- All deliverables will be in electronic format
- Final project documentation

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 proposal 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 the landowners on Walnut Dr.
- The project design will be finalized based on the drawings previously completed.
- 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. 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 pavement or material testing, 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 they have in a timely manner and will deliver one set of rectified comments to GHD following review. The schedule assumes a 5-day review period by the City.
- The project environmental documentation was completed previously and no new field surveys are included. The previously identified mitigation measures will be incorporated into the project plans and specifications.
- The schedule below

PROPOSED WORK SCHEDULE AND MILESTONES

Major Submittal Milestones	Grant Due Date
Additional Submittal to Division	
Final Plans and Specifications	7/1/2024
Advertise Project for Construction	7/3/2024
Bid Opening	8/15/2024
Final Budget Approval Package	8/15/2024
Start Construction – Dependent on State Board Funding Agreement Execution	TBD
Construction Completion – Dependent on State Board Funding Agreement Execution	TBD
Reports	
Progress Reports	Quarterly
Final Inspection and Certification – Dependent on State Board Funding Agreement Execution	TBD
Project Completion Report – Dependent on State Board Funding Agreement Execution	TBD

The exact dates for the timeline will depend on the turnaround time on reviews by the City and other agencies. Because of the involvement (reviews) of third-party agencies, we cannot guarantee that the work will be

completed per the above schedule. As we move through the design process, we will work with the City and revise the schedule as necessary.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$210,839 without written authorization based on the fees as summarized below:

Task	Compensation
Task 1-Project Management	\$17,331
Task 2 Final Survey and Design	\$108,305
Task 3- Bid Period Services	\$20,654
Task 4- Construction Inspection and Management	\$64,549
Total	\$210,839

GHD will not begin Tasks 3 and 4 until the CWSRF funding agreement is confirmed by the SWRCB.

GHD will use the attached rates by class for this work, including annual increases. The level of effort to complete the services above may be different than identified in the task budgets above and will depend on the involvement and requests by the City, landowners, and other agencies. GHD reserves the right to move budget between tasks.

AGREED

City of Rio Dell

GHD

Kyle Knopp, City Manager Date

Casey Raines, Business Group Leader Date

GHD Class	GHD Description	Rate
PROFESSIONAL		
A001	Senior Technical Director 1	\$292.40
A002	Senior Technical Director 2	\$272.00
A003	Senior Technical Director 3	\$251.60
A004	Technical Director 1	\$258.00
A005	Technical Director 2	\$238.70
A006	Senior Professional 1	\$215.60
A007	Senior Professional 2	\$200.20
A008	Professional 1	\$207.50
A009	Professional 2	\$178.50
A010	Professional 3	\$157.70
A011	Vacationer / Intern	\$145.30
CONSULTANT		
V001	Executive Consultant 1	\$353.60
V002	Executive Consultant 2	\$319.60
V003	Senior Consultant 1	\$265.20
V004	Senior Consultant 2	\$265.70
V005	Consultant 1	\$219.50
V006	Consultant 2	\$177.10
V007	Consultant 3	\$142.50
TECHNICAL		
B001	Lead Design Technician 1	\$268.60
B002	Lead Design Technician 2	\$248.20
B003	Lead Design Technician 3	\$224.40
B004	Senior Design Technician 1	\$231.00
B005	Senior Design Technician 2	\$215.60
B006	Design Technician 1	\$196.40
B007	Design Technician 2	\$184.80
B008	Drafting/Design 1	\$190.90
B009	Drafting/Design 2	\$161.90
B010	Drafting/Design 3	\$149.40
B011	Drafting/Design 4	\$141.10
B012	Intern Drafting/Design	\$124.50

GHD Class	GHD Description	Rate
ADMINISTRATION		
C001	Business Services Manager 1	\$238.00
C002	Business Services Manager 2	\$210.80
C003	Senior Business Services Manager	\$156.40
C004	Senior Business Services Manager	\$154.00
C005	Business Services 1	\$134.80
C006	Business Services 2	\$127.10
C007	Business Services 3	\$92.40
SITE BASED		
S001	Senior Construction Manager	\$261.80
S002	Construction Manager	\$227.80
S003	Lead Site Engineer/Supervisor	\$200.60
S004	Senior Site Engineer	\$204.10
S005	Site Engineer	\$188.70
S006	Lead Inspector	\$181.00
S007	Senior Inspector	\$142.50
S008	Inspector / Specialist 1	\$132.80
S009	Inspector / Specialist 2	\$116.20
S010	Clerk / Specialist 3	\$112.10
S011	Senior Site Manager 1	\$132.80
S012	Senior Site Manager 2	\$124.50
S013	Senior Site Manager 3	\$112.10
S014	Senior Site Manager 4	\$103.80
S015	Operator/Labourer 1	\$95.50
S016	Operator/Labourer 2	\$91.30
S017	Operator/Labourer 3	\$74.70
PROJECT SUPPORT		
D001	Project Support Manager 1	\$285.60
D002	Project Support Manager 2	\$268.60
D003	Senior Project Support 1	\$238.00
D004	Senior Project Support 2	\$231.00
D005	Project Support 1	\$204.10
D006	Project Support 2	\$188.70
D007	Project Support 3	\$173.30
D008	Project Support 4	\$170.20
D009	Project Support 5	\$145.30
D010	Project Support 6	\$95.50