

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
cityofriodell.ca.gov*



August 19, 2025

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Authorizing the City Manager to Execute Four (4) Scopes of Service with the City Engineer GHD to Complete Design and Issue Bids for Construction

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute the four (4) attached scopes; or,

Take no action.

BACKGROUND AND DISCUSSION

The four attached scopes of work from GHD outline the costs associated with final development of these earthquake repair projects. These projects each have approved CalOES Disaster Survey Reports attached to them. The plan involves having the projects put out to bid in the first two months of 2026 with construction that year. 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

* Infiltration Gallery Repair Project is currently under revision and will be presented in the coming months.

Of the \$929,862 in costs, the California Disaster Assistance Act will cover \$697,397 (75%). The remaining balance of \$232,462 will remain a water and wastewater capital fund expense. Following completed construction of these projects, that remaining local cost share amount may be covered by the State of California under Government Code 65302.6 (Assembly Bill 2140). As

the Council was advised on April 1, 2025, without the State covering 100% of the repair costs, capital funds in water and wastewater funds will be largely depleted pending completion of these projects.

Staff is aiming for completion of these projects before the end of 2026, however due to the fact that some of these projects cannot occur simultaneously or have specific windows of time each year they can be worked on, it is possible some projects may not be completed until 2027.

Attachments:

- Painter Street Tank Damage Repair Project
- Metropolitan Wells Damage Repair Project
- Fern Street Lift Station Damage Repair Project
- Chlorine Contact Tank Damage Repair Project

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718 Third Street,
Eureka, California 95501
United States
www.ghd.com



Our ref: 12638449

July 24, 2025

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

Scope of Services for City of Rio Dell Painter Street Tank Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Painter Street Tank 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, appearing to read "Ann Bechtel".

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A handwritten signature in black ink, appearing to read "Rebecca Crow".

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Michelle Davidson
Project Manager
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Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services City of Rio Dell Painter Tank Damage Repairs

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

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 250,000 gallon Painter Tank. The earthquake caused damage to the piping, and more significantly caused "Elephant's Foot" buckling of the tank shell near the base of the tank around the full circumference. This type of damage is severe and although it did not result in the immediate collapse of the tank, over time the damage is expected to worsen and eventually lead to failure of the tank.

The buckling of the tank shell cannot be cost effectively repaired to restore it to predisaster conditions and the recommended approach is to replace the tank using glass fused to steel panels bolted together in the field, which is also the strategy planned for the replacement of the Douglas Tank.

Under this scope of services, the replacement of the Painter Tank and associated site piping will be planned and designed. A site-specific geotechnical investigation and site survey will be conducted as appropriate to support the design effort. A new tank with the same 250,000 gallon working volume as the existing tank will be designed based on current applicable codes and standards. GHD will prepare one bid package for the replacement of the Painter Tank.

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, bidding, and construction support 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 the 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 further evaluate the tank and tank site and associated piping system that were damaged in the disaster event. City staff will need to provide access to the site so that the tank replacement strategy can be further developed.

Due to the nature of the damage to the existing 250,000-gallon welded steel potable water tank, restoration of the tank to predisaster conditions requires a full tank replacement, including tank foundation and associated yard piping modifications. GHD will prepare tank site replacement designs which will include performance criteria for the tank design and foundation to be prepared by the tank supplier's California licensed engineer during the construction phase.

The tank was evaluated in 2009 and found to be coated with lead-based paint and so this finding will be incorporated into the tank demolition requirements. Any control devices, such as a level sensor, which were part of the existing tank, will be relocated to the new tank or replaced in-kind.

GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements and a firm specializing in surveying to determine the local topography for the new tank design.

Technical specifications will be prepared in 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:

30% Design Package:

- 30% Design Plans
- Geotechnical Report
- 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.
- Existing 2009 evaluation of tank coating is sufficient for demolition requirements and specifications for addressing the lead paint will be included.
- 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.
- The baseline assumption is that the replacement tank will be specified as a 'turnkey' product to be provided as a complete design during construction wherein the tank coating, lining, and internal galvanic cathodic protection system are provided by the tank manufacturer/erector. However, due to supply issues from recent similar projects, GHD is proposing to prepare coating and lining specifications, and cathodic protection details and specifications to allow for more flexibility during construction in case the 'turnkey' product has an excessively long lead time.

Task 3. Environmental Support

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the Categorical Exemption for the project.

Deliverables:

- Project Description
- Site Map

Assumptions:

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

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 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 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 or construction staking.
- The Contractor will prepare the erosion and sediment management plan as required.
- 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.
- It is assumed that this project is exempt from CEQA as it is maintenance of an existing facility.

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 including survey and geotechnical analysis is anticipated to be completed within three months of the field visit, the 60% package completed within an additional month after receiving City comments and completing a review meeting of the 30% package, and the 100% final design package completed within an additional three weeks after receiving City comments and completing a review meeting of the 60% package. This schedule is dependent on the availability of survey and geotechnical subconsultants to complete their work in support of the 30% design. 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 \$264,151 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$14,259
Task 2 - Engineering Design and Bid Package Development	\$234,962
Task 3 – Environmental Support	\$7,911
Task 4 - Bid Period Services	\$7,019
Total	\$264,151

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



07-24-25

Ann Bechtel, Business Group Leader

Date

718 Third Street,
Eureka, California 95501
United States
www.ghd.com



Our ref: 12638449

July 24, 2025

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

Scope of Services for City of Rio Dell Metropolitan Wells Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Metropolitan Wells 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 and approved by Cal OES.

Regards

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Michelle Davidson
Project Manager
+1 707 267-2244
Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services City of Rio Dell Metropolitan Wells Damage Repairs

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

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 Metropolitan Wells facility. The concrete and piping at the well head of Well No. 1 were damaged, and it is possible that the well casing itself was damaged due to ground subsidence. In addition the grouting under the support legs for the filter vessel was damaged and is in need of permanent repair.

Under this scope of services, the design of the repair of the concrete and the piping will be completed along with the design of the repair of the support system for the legs of the filter vessel. A GHD geologist and C-57 licensed well contractor will complete an inspection of the well to determine the extent of damage as part of the preliminary design phase. If only the wellhead seal and concrete pad are damaged per GHD's initial assessment in 2023 (best-case scenario), GHD will continue with the scope of services outlined in this proposal.

If the well casing is damaged, then it may be impractical to attempt a repair and a replacement well will be installed with similar construction as the existing well. GHD will prepare an amended scope and fee for the associated replacement well design, permitting, and installation oversight for the City to review and approve prior to continuing with the design.

GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services. GHD will prepare one bid package that incorporates the Metropolitan Wells damage repairs.

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 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 design documentation and analyses completed as part of the process of the City pursuing disaster response funds through CalOES 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.

GHD will review historical design drawings and will conduct a field investigation with City staff to evaluate the Metropolitan Wells, well casing, piping, concrete, and other well head facilities and determine the extent of repairs necessary that resulted from the disaster event. City staff will need to provide access to the facility so that the damage can be quantified and an appropriate repair strategy developed.

GHD will retain a specialized firm to further investigate the condition of the interior of the well, such as cleaning and video inspection, to identify damages to the well casing. If well casing damages are found, GHD will incorporate design to repair or replace the well casing depending on the severity of the damages. Where electrical conduits or electrical devices are disturbed by construction or already damaged, an in-kind replacement will be incorporated into the design to maintain current system functionality. A summary technical memorandum will be prepared with the findings of the well inspection and provide recommendations for Well No. 1 repair.

In addition, GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements.

Technical specifications will be prepared in 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:

Preliminary Design and CCTV Inspections:

- Technical Memorandum with CCTV findings and recommendations for basis of design for Well No. 1 repair.

30% Design Package:

- 30% Design Plans
- 30% Technical Specifications Table of Contents
- Geotechnical Report
- Opinion of Probable Construction Cost

60% Design Package:

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

100% Final Design Package:

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

Assumptions:

- The damage at Well No. 1 is limited to the upper wellhead seal and surface concrete materials, not the casing below the seal.
- If Well No. 1 is found to be irreparable, a separate scope and fee will be prepared for abandoning the well, design and construction of a replacement well, permitting, well development & pump testing, DDW permitting package, the associated construction management, and other items necessary to complete the replacement well.
- Hazardous materials survey not required.
- 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 Evaluation

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the categorical exemption for the project.

Deliverables:

- Project Description
- Site Map

Assumptions:

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

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. Bid period services to be provide by GHD are limited to the following:

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, 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.
- It is assumed that this project is exempt from CEQA as it is maintenance of an existing facility.

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 including specialized inspections is anticipated to be completed within three months of the field visit, the 60% package completed within an additional month 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 turn around time for document review. If new information or additional damages are discovered during the design process, such as damage to the well casing, 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 \$174,000 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$7,077
Task 2 - Engineering Design and Bid Package Development	\$153,793
Task 3 – Environmental Support	\$9,915
Task 4 - Bid Period Services	\$3,216
Total	\$174,000

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

 07-24-25

Ann Bechtel, Business Group Leader Date

718 Third Street,
Eureka, California 95501
United States
www.ghd.com



Our ref: 12638449

July 24, 2025

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

Scope of Services for City of Rio Dell Fern Street Lift Station Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Fern Street Lift Station 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 and approved by Cal OES.

Regards

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

Ann Bechtel, PE
Business Group Leader
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Ann.Bechtels@ghd.com

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

Rebecca Crow, PE
Project Director
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rebecca.crow@ghd.com

A handwritten signature in black ink that reads "Michelle Davidson".

Michelle Davidson
Project Manager
+1 707 267-2244
Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services City of Rio Dell Fern Street Lift Station Damage Repairs

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

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 Fern Street Lift Station. Damages include a shifted foundation, comprising structural envelope, and damaged pump pedestals. The pumps and piping are still functional, and they are expected to remain in service. Damages were confirmed by State officials who red tagged the building. Currently, the building is flagged as dangerous and not usable besides for critical infrastructure operation.

Further review of the original construction plans and a site evaluation show that the existing structure does not meet current earthquake codes or regulations. Based on review of the original plans, a preliminary site evaluation, discussion with City Staff, and other recent Lift Station construction projects, it was determined that the Lift Station structure will need to be replaced to restore function to predisaster conditions, and the pumps, piping, and other support systems will predominately be reused.

The lift station site is in a steep seasonal non-fish bearing drainage which will require Geotechnical Investigation for the new foundation. Preliminary evaluation suggests that the foundation can be replaced in kind with a retaining wall supporting a concrete foundation. This replacement would require demolishing the existing foundation, excavating down to stable material, reinforcing and retaining the slope, then installing the new foundation concrete. It is important to note that the exact structural requirements for the new building foundation are dependent on the results of the Geotechnical Investigation, therefore the scope of work and associated engineering and construction cost are subject to change.

Due to the proximity to the water course, environmental survey will be required for the construction. The drainage is a seasonally flowing, non-fish bearing watercourse that drains an urban environment. Based on a preliminary site review, there is no biologically sensitive habitat expected at the project site.

Once the new structure is completed and the piping retrofitted, the Fern Lift Station can be brought back into service.

Under this scope of services, the design of the replacement of the Fern Street Lift Station will be completed. GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, and provide bid period services. GHD will prepare one bid package that incorporates the Fern Street Lift Station building 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 design and bidding support items:

- Task 1: Project Management and Coordination During Design
- Task 2: Engineering Design and Bid Package Development
- Task 3: Environmental Evaluation

- 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 and Bid Package Development

The engineering design under this scope builds off the preliminary evaluation completed as part of the process of the City pursuing disaster response funds through CalOES and consists of the 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 location and construction requirements/preferences of the replacement lift station. The new pump station building including wet well will be designed to meet current earthquake codes and regulations. The existing pumps and other support equipment and systems will predominately be reused unless they are deemed to be near the end of the useful life or if they are no longer functional. The existing 120/240 volt, 100 amp power utility service will remain and electrical distribution equipment mounted to the existing building walls will be either salvaged and reused or replaced in-kind. The pump controls, alarms, and telemetry will maintain their existing functionality. Mechanical ventilation will be provided.

GHD will retain a firm specializing in geotechnical investigations to determine the site design parameters based on current code requirements and a firm specializing in surveying to determine the local topography for the new building design.

Technical specifications will be prepared in 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:

30% Design Package:

- 30% Design Plans
- Geotechnical Report
- 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:

- Existing pump and control equipment will be reused. If new equipment is required to be designed under this contract, then a budget amendment would be required.
- The existing power utility service is adequately sized
- Hydraulic evaluations will not be required.
- 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 Evaluation

GHD will provide services for environmental evaluation of the project. The following services will be provided:

- Cultural Resource Survey and Investigation
- Biological Review and Memorandum
- CEQA ISMND Preparation
- CEQA Noticing Preparation
- Attend City Council Meeting for ISMND

These services are further described in the following sections:

3.1 Cultural Resource Survey and Investigation

GHD will retain a firm specializing in cultural resources to perform a hybrid desktop and field investigation to identify known or unknown archaeological, built environment and tribal cultural resources in the project vicinity. The investigation findings will be used to develop the CEQA Initial Study Mitigated Negative Declaration (ISMND).

Deliverables:

- Cultural Resource Survey and Investigation Report

3.2 Biological Review and Memorandum

GHD will complete biological field review to document sensitive or protected habitats that may be permanently or temporarily disturbed by the project, included aquatic resources, wetlands, mature trees to be removed, riparian vegetation, and Sensitive Natural Communities. Biological database searches will not be completed, as the project locations are small, previously developed, and generally absent suitable habitat for protected species. GHD will prepare a brief draft and final technical memorandum documenting the results of the field review covering the City's five repair projects related to the 2022/2023 seismic event. The technical memorandum will include captioned photographs and recommended avoidance and minimization measures to include in design specifications. If sensitive or protected habitats are observed, a GIS-format figure will be prepared showing the location of features of interest.

Deliverables:

- Draft Biological Field Review Technical Memorandum
- Final Biological Field Review Technical Memorandum

3.3 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 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 Geographic Information System (GIS) figures showing the project location and key elements
- Administrative review draft ISMND
- Preparation of AB52 letters to local tribes

Deliverables:

- Draft documents of all CEQA ISMND components

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 compliance

3.4 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.

Deliverables:

- Final draft documents of all CEQA ISMND components

Assumptions:

- One round of comments is anticipated from City of Rio Dell
- City of Rio Dell will pay for and publish notice of availability of ISMND

3.5 Noticing and Public Meeting

GHD will prepare and submit the CEQA noticing and filing at Office of Planning and Research (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

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

Assumptions:

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

3.6 Final ISMND and Response to Comments

GHD will prepare a response to comments to the ISMND and prepare the Mitigation Monitoring and Reporting Program (MMRP). The ISMND will be referenced and not updated in the response to comments.

Deliverables:

- Final documents of all CEQA ISMND components, including MMRP

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

Task 4. Bid Period Services

The project will be publicly advertised 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 3)
- Notice of Award
- Contract Documents
- Notice to Proceed

Assumptions:

- All deliverables will be in electronic format
- 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:

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 preliminary traffic control plan.
- 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 investigations.

This scope is based on the following assumptions:

- This scope does not include anything not specifically described above.
- This scope does not include 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 or construction staking.
- The Contractor would 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.
- It is assumed that this project will require a CEQA ISMND due to the project's proximity to existing environmentally sensitive areas.
- Hazardous materials survey is not included with this scope.

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 including survey and geotechnical analysis is anticipated to be completed within three months of the field visit, the 60% package completed within an additional two months after receiving City comments and completing a review meeting of the 30% package, and the 100% final design package completed within an additional three weeks after receiving City comments and completing a review meeting of the 60% package. This schedule is dependent on the availability of survey and geotechnical subconsultants to complete their work in support of the 30% design. 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 \$364,518 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 Project Management and Coordination	\$11,423
Task 2 Engineering Design and Bid Package Development	\$273,601
Task 3 Environmental Evaluation	\$70,716
Task 4 Bid Period Services	\$8,779
Total	\$364,518

Payment to GHD is not contingent upon the City receiving funds from outside sources. 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



7-24-25

Kyle Knopp, City Manager Date

Ann Bechtel, Business Group Leader Date

718 Third Street,
Eureka, California 95501
United States
www.ghd.com



Our ref: 12638449

July 24, 2025

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

Scope of Services for City of Rio Dell Chlorine Contact Tank Damage Repair Project

Dear Kyle,

GHD is pleased to submit this Scope of Services (Scope) for the City of Rio Dell Chlorine Contact Tank 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 cursive script that reads "Ann Bechtel".

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Ann.Bechtels@ghd.com

A handwritten signature in cursive script that reads "Rebecca Crow".

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A handwritten signature in cursive script that reads "Michelle Davidson".

Michelle Davidson
Project Manager
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Michelle.davidson@ghd.com

Copy to: Travis Sanborn, Rio Dell Finance Director

Scope of Services City of Rio Dell Chlorine Contact Tank Damage Repairs

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

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 damaged by the earthquake is the City's chlorine contact tank, baffles, and associated piping that will require repairs to restore the facility to predisaster conditions.

Under this scope of services, GHD will finalize the engineering design concepts, prepare the plans and specifications package for bidding, provide bid period services, and provide Engineering Services During Construction including periodic on-site construction observation and management assistance. GHD will prepare one bid package that incorporates the Chlorine Contact Tank damage repairs.

During GHD's 2023 Engineering Evaluation of the chlorine contact tank, crack and leakages were observed in the concrete walls of the chlorine contact tank, leakages were observed in the vicinity of the exterior piping serving the tank, and baffle plates inside the tank were observed to be damaged. With cracks and leakages repair, it is difficult to identify the complete extent of the damages based on surficial inspections. The services outlined in this proposal are limited to the repairs observed from the 2023 Engineering Evaluation. If additional damages to be addressed are identified during construction, GHD will prepare an amended scope and fee for the associated repairs.

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, bidding, and construction support 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 four months. Extending the project design phase will increase associated project management and coordination costs.

Task 2. Engineering Design and Bid Package Development

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

GHD will review historical design drawings of the facility and will conduct an in person field investigation with City staff to further evaluate the chlorine contact tank, the interior baffles, and the exterior piping that was damaged in the earthquake. City staff will need to empty and clean the chlorine contact tank so that the extent of damage to the concrete and the baffle system may be observed and then included on the design plans. 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:

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

The project is assumed to be categorically exempt from CEQA under CEQA Guidelines Article 19, Sections 15301 and 15302. Effort under this task will include development of a project description and a site map for the City to use to develop and file the categorical exemption for the project.

Deliverables:

- Project Description
- Site Map

Assumptions:

- CEQA Categorical Exemption appears to be the appropriate CEQA pathway based on information available to GHD. GHD will provide an amended scope or fee if additional information gathered during the design phase suggests the preparation of an Initial Study/Mitigated Negative Declaration (ISMND) is needed.
- City will prepare and file the Categorical Exemption with the County.
- Environmental resource permitting will not be required.

Task 4. Bid Period Services

The project will be publicly advertised 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 2)
- 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 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 and if additional damage is encountered a separate scope and fee will be developed for design.
- 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.
- It is assumed that this project is exempt from CEQA as it is maintenance of an existing facility.

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 and when the chlorine contact tank can be drained. The 30% design package is anticipated to be completed within one month of the field visit, the 60% package completed within an additional month after receiving City comments and completing a review meeting of the 30% design package, and the 100% final design package 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 ability to drain the chlorine contact basin for GHD inspection and City 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 \$127,193 without further written authorization based on the fees as summarized below:

Task	Compensation
Task 1 - Project Management and Coordination	\$14,259
Task 2 - Engineering Design and Bid Package Development	\$99,625
Task 3 – Environmental Support	\$5,211
Task 4 - Bid Period Services	\$8,098
Total	\$127,193

Payment to GHD is not contingent upon the City receiving funds from outside sources. 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

 7-24-25

Ann Bechtel, Business Group Leader Date