



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Works/Lag San
Department No.: 054
For Agenda Of: 2/9/2016
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Directors, Laguna County Sanitation District

FROM: Department Scott D. McGolpin, P.E., Director, x3010
Director(s)
Contact Info: Mark A. Schleich, P.E., Deputy Director, x3605

SUBJECT: Professional Services Agreement with Padre Associates, Incorporated - Third and Fourth Supervisorial Districts

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

- a) Approve and authorize the Chair to execute a two-year agreement with Padre Associates, Incorporated in the amount of \$141,180 for environmental review of Laguna County Sanitation District wastewater reclamation plant upgrades and master plan improvements;
- b) Authorize a contingency in the amount of 10% (\$14,118) with Padre Associates, Incorporated for additional work that may be needed to complete work; and
- c) Find that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act, pursuant to 14 CCR 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

Summary Text:

The Laguna County Sanitation District (District) commissioned a *Wastewater Reclamation Plant Facilities and Financial Master Plan* to assess existing plant conditions and function now and into the future. The reclamation plant has a current treatment capacity of 3.7 million gallons per day (mgd) and consists of facilities built over time since 1959. The plan addressed existing equipment and treatment processes, particularly those that are older, have limitations and/or have met their useful lives. The plan also looked ahead to future needs as well as costs associated with proposed improvements.

This action addresses the selection of a professional consultant, Padre Associates, Incorporated, to prepare an Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA) and an Environmental Assessment under the National Environmental Policy Act (NEPA) for the work proposed in the master plan and requests your Board approve an agreement with them in the amount of \$141,180 with a contingency of \$14,118.

Background:

The existing Laguna County Sanitation District wastewater reclamation plant was built over time with facilities constructed in 1959, 1974, 1986, and 2001 and has a current treatment capacity of 3.7 mgd. A *Wastewater Reclamation Plant Facilities and Financial Master Plan* was prepared and presented to the Board in October 2011 that assessed the function and usefulness of the treatment facility infrastructure and studied treatment plant assets by evaluating equipment useful lives, function, and improvements needed to address regulatory criteria, capacity needs, customer growth, waste flow volumes and loading, and treatment and discharge alternatives.

The costs for implementing the recommendations of the plan were also assessed in the Master Plan pursuant to the County Enterprise Fund Reserve Policy adopted by the Board in June of 2007. The reserve policy was developed to minimize debt service, provide for anticipated capital replacement and expansion requirements as well as maintaining reserves for working capital and contingencies. The costs to implement the proposed improvements are included in the rates and fee structure developed in the Master Plan.

The scope of services includes the environmental review under CEQA and NEPA. The vendor was selected through a request for qualifications that was provided to sixteen environmental services firms. Three statements of qualifications were received and evaluated by a review committee comprised of Public Works Department/District staff based on predetermined scoring criteria. A due diligence review of the vendor's past projects with other agencies indicates that the firm is qualified and that proposed costs are appropriate. Based on demonstrated competence and professional qualifications, Padre Associates, Incorporated (a Tri-County vendor) was selected. A scope of work was negotiated resulting in a fee in the amount of \$141,180. A 10% contingency in the amount of \$14,118 is recommended to cover potential changes in the scope over the work period. The period to perform these services is expected to occur during the next two fiscal years. Given that the vendor is qualified and that the cost and scope was found to be appropriate, staff recommends that the Board execute this agreement with Padre Associates, Incorporated.

Performance Measure:

Implementation of the improvements is consistent with master planning and the Capital Improvement Program.

Fiscal and Facilities Impacts:

Budgeted: Yes.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
LCSD Enterprise Fund	\$ 100,000		\$ 155,298
Total	\$ 100,000	\$ -	\$ 155,298

The cost to perform design and prepare the plans and specifications for these improvements are estimated at \$141,180 (plus a contingency of \$14,118). The expenditure of these funds will occur over two fiscal years. The source of funds is the Laguna County Sanitation District capital reserve fund.

Special Instructions:

Retain one (1) original agreement for Clerk of the Board records and return the other two (2) original agreements to the Laguna County Sanitation District office, attention Martin Wilder.

Attachments:

Attachment A: Original agreement, three (3 copies).

Authored by:

Martin Wilder, P.E., Manager

Copy:

Colleen Hankins

Mark Paul