



# STAFF REPORT

AGENDA NO: 8h

MEETING DATE: February 3, 2020

**To: Honorable Mayor and City Council**

**Date: February 3, 2020**

**From: Syed Murtuza, Director of Public Works – (650) 558-7230**

**Subject: Adoption of a Resolution Approving a Professional Services Agreement with Carollo Engineers for the Preliminary Engineering Design of the Wastewater Treatment Facility Digester Equipment Building and Digester Number 2 in the Amount of \$135,895.**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution approving a professional services agreement with Carollo Engineers (Carollo) for the preliminary engineering design of the Wastewater Treatment Facility (WWTF) Digester Equipment Building and Digester Number 2, in the amount of \$135,895, and authorizing the City Manager to execute the agreement.

## **BACKGROUND**

In 2016, the City completed a WWTF Master Plan and identified the need to demolish the WWTF's existing Digester Equipment Building and Digester No. 2 due to their age and poor conditions, and replace them with new units to improve the efficiency and reliability of the digestion treatment process. The preliminary design will be performed to evaluate alternatives and determine the appropriate phasing of work. In addition, the preliminary design will look at funding alternatives to implement these projects and the impact of sea level rise on the facility. The scope of services for final design will be determined upon completion of the preliminary design phase.

## **DISCUSSION**

On September 30, 2019, the City issued a Request for Proposals (RFP) seeking professional services for the overall project, which includes preliminary design and final design. Two qualified firms submitted proposals. Staff reviewed the proposals and interviewed the firms. Carollo demonstrated a thorough understanding of the City's WWTF and the proposed work through their proposal and interview. Based on the results of the interview and qualifications of the firms, Carollo was selected as the top qualified firm for this project.

Staff negotiated the following scope of services for the preliminary design work, which is described in detail in Exhibit A of the attached Professional Services Agreement:

- Review the existing WWTF treatment process to evaluate the type and size of the process equipment. As part of this task, the footprint of Digester No. 2 and the associated piping within the Digester Equipment Building will be determined.
- Perform space planning of the Digester Equipment Building and Digester No. 2. The locations of the Digester Equipment Building and Digester No. 2 will be determined after the sizing task is completed. As part of this task, the consultant team will determine all feasible and cost-effective options for the Digester Equipment Building and Digester No. 2 layouts. The future WWTF expansion will also be considered during the layout task.
- Prepare preliminary design of the new Digester Equipment Building and the new Digester No. 2. This task will provide planning level cost estimates to construct the project.
- Determine the feasibility of completing the Digester Equipment Building and Digester No. 2 as a single project or separate projects. This effort will provide recommendations on project phasing and sequencing. City staff will align these recommendations with available budget and resources prior to proceeding with the implementation.
- Perform preliminary evaluation of the impact of sea level rise on the proposed facilities. The consultant team will use the available sea level rise data to perform this analysis and provide recommendations.
- Evaluate available funding options, such as State Revolving Fund (SRF) loans, for the design and construction of the Digester Equipment Building and Digester No. 2.
- Prepare and submit a report summarizing all the above tasks.

Upon completion of the preliminary design work, the next phase and details of the final design and project scope will be determined. The project is tentatively scheduled to begin in February 2020 and is anticipated to be completed by August 2020.

## **FISCAL IMPACT**

### **Estimated Project Expenditures**

The following are the estimated project expenditures:

Professional Services Agreement	\$135,895
Contingency 15%	\$20,385
Contract Administration	\$11,720
<b>Total</b>	<b>\$168,000</b>

### **Funding Availability**

There are adequate funds available in the Sewer Capital Improvement Program to complete the project.

Exhibits:

- Resolution
- Professional Services Agreement