

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Operations & Engineering Committee (Barker, Capps, Duffield)

**DATE:** February 20, 2020

**SUBJECT:** Request to consider approval of an agreement for professional services with MKN & Associates, Inc. for Water Treatment Plant Assistance for a not to exceed amount of \$9,515.

**Recommendation**

It is recommended that the Board of Directors approve an agreement for professional services with MKN & Associates, Inc. for Water Treatment Plant Assistance for a not to exceed amount of \$9,515.

**Background**

Staff previously reported to your Board that the water system recently failed a drinking water standard for disinfection byproducts. Your Board directed staff to work with the Operations & Engineering Committee to address this issue and report to the Board regularly.

**Discussion**

Staff has reached out to MKN & Associates, Inc. (MKN) to assist with these efforts. A draft professional services agreement with MKN is attached for your Board's discussion and consideration.

The O&E Committee convened on February 12, 2020 and has provided the recommended action.

Alternatively, the Board may consider putting out an RFP for these services.

**Fiscal Implications**

There is currently enough in the FY 2019/20 Budget to cover the scope of work currently proposed. Should additional budget be needed moving forward, staff will return to your Board.

## **Results**

Approval of the professional services agreement with MKN would provide resources and expertise towards refinements to the water system to continue to provide safe and reliable services to the community.

Attachments: Agreement for Professional Services with MKN & Associates, Inc.

File: Agreements\_MKN

# Draft



MKN & Associates, Inc.  
PO Box 1604  
Arroyo Grande, CA 93421  
805-904-6530

January 31, 2020

Scott Duffield  
General Manager  
Heritage Ranch Community Services District  
(submitted electronically)

**RE: Heritage Ranch CSD Water Treatment Plant Assistance**

Dear Scott,

Heritage Ranch Community Services District (HRCSD) owns and operates a surface water treatment plant (WTP) to supply water to its customers. The WTP treats water from Lake Nacimiento, which is extracted through an infiltration gallery, treated with potassium permanganate to oxidize iron and organics, coagulated, filtered, and disinfected with chlorine prior to delivery. Recent analyses have shown that halo-acetic acids (HAAs), a disinfection byproduct, have been present in the delivered water at concentrations exceeding the maximum contaminant level (MCL) of 60 µg/L established by the State of California. The WTP has historically had difficulties treating the water because of its unusual chemistry. Specifically, finding an effective method of coagulation, flocculation, and settling has been challenging.

The District requested Michael K. Nunley Associates (MKN) to provide this proposal for engineering services to assist the District in addressing the high HAA concentrations as well as implementing previous recommendations to improve operation at the WTP. Specific assistance requested by the District includes:

1. Develop a testing plan for implementing recommendations.
2. Observe and assist District staff efforts to implement the testing plan.
3. Assess the results of the testing plan, provide follow-on recommendations and provide a report describing the efforts.

A more detailed scope of services is provided below.

**SCOPE OF SERVICES**

**Task 100 Develop Testing Plan**

MKN will provide a draft Testing Plan describing recommended chemical dosing, flow rates, and treatment times, for implementation by District staff. The intent of this Plan will be to evaluate the effectiveness of previous recommendations and whether they can be practically implemented without causing disruptions to plant operation. Following review by the District, MKN will produce a final Testing Plan for implementation by the District.

**Task 200 Implement Testing Plan**

MKN will perform a visit to the WTP to observe and assist District staff in implementing the Testing Plan. Assistance will be limited to performing calculations, recommending operating modes, assisting in taking measurements, and recording activities and results. The District will provide all equipment and materials required to implement the testing plan. District staff will at all times be responsible for safe operation of the WTP in accordance with all laws and regulations. MKN assumes that the duration of the testing will be two days.

**Task 300 Reporting**

MKN will provide a draft report describing the activities performed during testing, presenting results, and providing recommendations for future operations and, if beneficial, additional testing. The recommendations will include specific actions to be taken and a recommended schedule for implementation. Where applicable, opinions of the cost of implementing recommendations will be provided. Following District review of the draft report, MKN will incorporate comments and prepare a final report for District use.

MKN will provide two engineers to attend District meetings to explain the testing and results. This will include one meeting with the Operations and Engineering Committee and one meeting before the full District Board of Directors.

**Task 400 Project Management and QA/QC**

MKN will provide effective management of staff, budget, and schedule for the project. A senior engineer not associated with the project will review all deliverables prior to delivery to ensure fulfillment of the scope of services.

**Fee and Schedule**

MKN proposes to perform the work on a time and materials basis for a fee of \$9,515. An itemization of the fee and schedule is presented below. Note that while the testing is assumed to require two days, the schedule for implementation of the testing plan will be determined by the ability of the District to obtain materials and perform any necessary modifications to the existing equipment.

| <b>Task</b>                      | <b>Fee</b>     | <b>Schedule</b> |
|----------------------------------|----------------|-----------------|
| 100 Develop Testing Plan         | \$2,239        | 3 weeks         |
| 200 Implement Testing Plan       | \$2,431        | 2 days          |
| 300 Reporting                    | \$4,452        | 4 weeks         |
| 400 Project Management and QA/QC | \$393          | NA              |
| <b>Total</b>                     | <b>\$9,515</b> |                 |

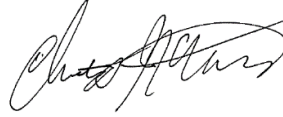
Scott Duffield

Thank you for providing MKN and Associates, Inc., with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at [eshields@mknassociates.us](mailto:eshields@mknassociates.us) or by phone at (805) 904-6530 x105.

Sincerely,



Eileen Shields, PE  
Principal Engineer



Christopher J. Martin, PE  
Principal Engineer

Attachments:

Budget  
Fee Schedule

# Draft

| HRCSD WTP Assistance             |                  |                    |                    |                          |             |               |                 |                 |
|----------------------------------|------------------|--------------------|--------------------|--------------------------|-------------|---------------|-----------------|-----------------|
|                                  | Project Director | Principal Engineer | Assistant Engineer | Administrative Assistant | Total Hours | ODCs          | Total MKN Labor | Total Cost      |
| <b>Task</b>                      |                  |                    |                    |                          |             |               |                 |                 |
| 100 Develop Testing Plan         | 2                | 2                  | 12                 |                          | 16          | \$ 65         | \$ 2,174        | \$ 2,239        |
| 200 Implement Testing Plan       |                  | 1                  | 16                 |                          | 17          | \$ 400        | \$ 2,031        | \$ 2,431        |
| 300 Reporting                    | 4                | 8                  | 16                 | 2                        | 30          | \$ 130        | \$ 4,322        | \$ 4,452        |
| 400 Project Management and QA/QC |                  | 2                  | 0                  |                          | 2           | \$ 11         | \$ 382          | \$ 393          |
| <b>Subtotal</b>                  | <b>4</b>         | <b>13</b>          | <b>44</b>          | <b>2</b>                 | <b>65</b>   | <b>\$ 606</b> | <b>\$ 8,909</b> | <b>\$ 9,515</b> |
| <b>TOTAL ESTIMATED FEE</b>       | <b>4</b>         | <b>13</b>          | <b>44</b>          | <b>2</b>                 | <b>65</b>   | <b>\$ 606</b> | <b>\$ 8,909</b> | <b>\$ 9,515</b> |

| Billing Rates                      | \$/hr |
|------------------------------------|-------|
| Project Director                   | 206   |
| Principal Engineer                 | 191   |
| Project Engineer/ Senior Scientist | 159   |
| Water Resources Planner            | 145   |
| Assistant Engineer                 | 115   |
| GIS Specialist                     | 138   |
| Drafting                           | 128   |
| Administrative Assistant           | 65    |

Mileage to be reimbursed at IRS rate



FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

|                                      |          |
|--------------------------------------|----------|
| Project Director/ Operations Manager | \$206/HR |
| Principal Engineer                   | \$191/HR |
| Senior Project Engineer              | \$180/HR |
| Project Engineer/ Senior Scientist   | \$159/HR |
| Water Resources Planner              | \$145/HR |
| GIS Specialist                       | \$139/HR |
| Assistant Engineer II                | \$136/HR |
| Assistant Engineer I                 | \$115/HR |
| GIS Technician                       | \$115/HR |
| Supervising Drafter                  | \$138/HR |
| Drafting/Design Technician II        | \$128/HR |
| Drafting/Design Technician I         | \$105/HR |
| Administrative Assistant             | \$65/HR  |
| Engineering Intern                   | \$60/HR  |

*Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.*

DIRECT PROJECT EXPENSES

|   |                              |
|---|------------------------------|
| Outside Reproduction                      | Cost + 10%                   |
| Subcontracted or Subconsultant Services   | Cost + 10%                   |
| Travel & Subsistence (other than mileage) | Cost                         |
| Auto Mileage                              | Current IRS Rate - \$.58/mi. |

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Operations & Engineering Committee (Barker, Capps, Duffield)

**DATE:** February 20, 2020

**SUBJECT:** Request to consider approval of an agreement for professional services with Cleath-Harris Geologists, Inc. for services associated with the Vertical Well Project in a not to exceed amount of \$\_\_\_\_\_.

#### **Recommendation**

It is recommended that the Board of Directors approve an agreement for professional services with Cleath-Harris Geologists, Inc. for services associated with the Vertical Well Project for a not to exceed amount of \$\_\_\_\_\_.

#### **Background**

Staff previously reported to your Board that the water system recently failed a drinking water standard for disinfection byproducts. Your Board directed staff to work with the Operations & Engineering Committee to address this issue and report to the Board regularly.

#### **Discussion**

Staff has reached out to Cleath-Harris Geologists, Inc. (Cleath-Harris) to assist with these efforts. Cleath-Harris was the firm that performed the geologic investigation and provided well siting recommendations in 2012. The design phase for the Vertical Well Project is already planned for this fiscal year and may also help with the disinfection byproducts issue. A draft professional services agreement with Cleath-Harris is attached for your Board's discussion and consideration.

The O&E Committee convened on February 12, 2020 and has provided the recommended action.

Alternatively, the Board may consider putting out an RFP for these services.

#### **Fiscal Implications**



There is currently enough in the FY 2019/20 Budget to cover the scope of work currently proposed. Should additional budget be needed moving forward, staff will return to your Board.

### **Results**

Approval of the professional services agreement with Cleath-Harris would provide resources and expertise towards refinements to the water system to continue to provide safe and reliable services to the community.

Attachments: Agreement for Professional Services with Cleath-Harris Geologists, Inc.

File: Projects\_Vertical Well

# Draft

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Operations & Engineering Committee (Barker, Capps, Duffield)

**DATE:** February 20, 2020

**SUBJECT:** Request to consider approval of Addendum No. 1 to the agreement for professional services with Kenwood Energy related to development and delivery of a photovoltaic system (PVS) project for a not to exceed amount of \$36,400.

#### **Recommendation**

It is recommended that the Board of Directors consider approval of Addendum No. 1 to the agreement for professional services with Kenwood Energy related to development and delivery of a photovoltaic system project for a not to exceed amount of \$36,400.

#### **Background**

The District executed an agreement for professional services (Agreement) with Kenwood Energy for services related to development and delivery of a photovoltaic system project (Project).

#### **Discussion**

The current Agreement includes two main tasks:

1. Rates and PV Analysis
2. Request for Proposal Development and Support

The proposed Addendum No. 1 is for an additional task of Construction Support. The scope of work associated with this additional task is attached.

If approved, Kenwood Energy would continue to coordinate and facilitate delivery of the Project in close communication with staff, the Operations & Engineering Committee, and your Board.

### **Fiscal Implications**

The FY 2019/20 Budget includes \$79,868 for the design and bid phase of the Project. There is currently enough budgeted in this line item to cover the Addendum No. 1. Should additional budget be needed staff will return to your Board.

### **Results**

Approval of Addendum No. 1 to the professional services agreement with Kenwood Energy would provide resources and expertise to deliver the Project.

Attachments: Consultant Scope of Work for Construction Support

File: Projects\_PVS

# Draft

**Heritage Ranch Community Services District**  
**Consultant Scope of Work (SOW)**  
**Construction Support**

Kenwood Energy (KE) proposes to support Heritage Ranch through the construction process.

1. **Kick-off Meeting:** Participate in the construction kick-off meeting. The kick-off meeting is an effective way to finalize the contractor's scope of work, timeline, communication protocol, special procedures, etc. Kenwood Energy will draft an agenda that will include introductions, lines of communication, reporting, regular meetings, Heritage Ranch policies, project scope and schedule, logistics, etc.
2. **Submittal Review:** The RFP details submittals that are required prior to beginning construction. Kenwood Energy will review the 50% and 90% complete submittals and product data sheets to ensure that the design meets the requirements of the Specification. A written overview will be provided to Staff and the vendor as a guide to update the drawings. Kenwood Energy will also complete a final review of the 100% complete drawings.
3. **Regular Meetings:** Scheduled meetings will help to ensure that the project remains on track and progresses as planned. It is anticipated that meetings will be needed once every two weeks or less during the design phase, but will be needed weekly once construction starts. Kenwood Energy will participate in weekly meetings both onsite or via teleconference. We will develop and maintain a tracking tool that captures construction issues as they arise and through resolution. Typical meetings will include discussion of safety issues, long term and short term schedules, inspections, logistics, change order requests, pay applications, and miscellaneous items. This scope includes meetings for a 6-month construction process. KE will also take advantage of onsite meetings to conduct project walks to monitor progress.
4. **Technical Support:** Kenwood Energy will work with Heritage Ranch as needed to review and discuss requests-for-information related to the specification and design; requests for change orders submitted by the contractor; payment applications / invoices for reasonableness based on the actual work completed; etc.
5. **Miscellaneous Services:** Kenwood Energy has included 8 hours of work to address items as requested by Heritage Ranch. This may include working on interconnection issues, CEC loan processing, updating savings and cash flow calculations, participating in meetings, etc.
6. **Project Closeout:** Once the installation is substantially complete, and the contractor has submitted the Permission to Operate request to the utility, Kenwood Energy will inspect the system to identify a punch-list of items that need to be addressed prior to final sign-off, and will review all of the submittals and commissioning documents as required by the RFP.
7. **Sustainability:** Once the installation is completed, a monthly report will be generated early in each month that includes the output for the month compared to the

projections, the year-to-date output compared to projections, and a brief overview of the PV system specifications for a period of 4 months.

The SOW is based on construction of the base-bid projections, and an 8-month construction schedule starting with the kickoff meeting. It includes 7 onsite meetings and participating in a weekly project management call.

**FEES**

Kenwood Energy proposes to bill Heritage Ranch on an hourly basis. Kenwood Energy's hourly rates are:

|                 |                   |
|-----------------|-------------------|
| Senior Engineer | \$195.00 per hour |
| Senior Analyst  | \$165.00 per hour |
| Not-to-exceed   | \$36,400.00       |

Costs include expenses. Kenwood Energy will submit monthly progress payment invoices. Payments shall be made within 30 days of receiving Kenwood Energy's invoice.

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