

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS



DATE: April 21, 2016

**AGENDA ITEM
E-1
APRIL 27, 2016**

**MKN & ASSOCIATES, INC. REVISED SCOPE AMENDMENT #3
FOR BLACKLAKE SEWER MASTER PLAN**

ITEM

Consider approval of Revised Scope Amendment #3 with MKN & Associates, Inc. for engineering services in the amount of \$12,450 for Blacklake Sewer Master Plan [RECOMMEND BY MOTION AND ROLL CALL VOTE TO ADOPT RESOLUTION APPROVING REVISED SCOPE AMENDMENT #3 WITH MKN & ASSOCIATES, INC. IN THE AMOUNT OF \$12,450 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

The Blacklake Wastewater Collection, Treatment and Reclamation system was initially constructed in 1984 and expanded thereafter by private developers to serve the Blacklake Specific Plan Area. Today the system includes the treatment and reclamation facility, approximately 7-miles of collection system piping and three sewer lift-stations. The treated plant effluent is delivered to the golf course for blending and irrigation. In 2007 the replacement value of the infrastructure was estimated to be \$9,900,000.

The system was initially operated by the County of San Luis Obispo. The District annexed the Blacklake Specific Plan Area and assumed operation of the sewer system in 1993. Given the age of the overall sewer system, increasing regulatory requirements and limited available funding, the District initiated the Blacklake Sewer Master Plan in 2013 and selected MKN & Associates, Inc. (MKN) to prepare the Plan.

While portions of the project have been completed, the Master Plan document itself has not been completed. The project has been on hold for some time as staff time was fully committed to the Southland Wastewater Treatment Improvement Project and then later the Supplemental Water Project.

Staff met with MKN in February 2016 to discuss finishing the project and changes in the environment that had occurred since the project was initiated that could impact the project. Based on that discussion, MKN prepared a Scope Amendment for additional work that was to be incorporated into the Master Plan including preliminary analysis of a proposed hotel that is in the early planning stages.

Staff sought Board approval of the Scope Amendment at the April 13, 2016 Board meeting. After receiving public comment on the Scope Amendment that the work should not include the hotel development, the Board continued consideration of the item to the April 27, 2016 Board

meeting. MKN revised the proposal to exclude analysis of the proposed hotel development and submitted the attached revised proposal to the District, dated April 20, 2016.

FISCAL IMPACT

The total amount of Revised Scope Amendment #3 is \$12,450. The proposed task order will be funded from the project budget and sufficient funding is available. The total contract amount will increase from \$73,130 to \$85,580.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt the attached resolution approving MKN Revised Scope Amendment #3 for the Blacklake Sewer Master Plan in the amount of \$12,450 and authorizing the General Manager to execute a Task Order.

ATTACHMENTS

- A. MKN Revised Scope Amendment #3 dated April 20, 2016
- B. Resolution 2016-XXXX MKN Revised SA #3 Blacklake Sewer Master Plan

April 27, 2016

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ATTACHMENT A



MKN & Associates, Inc.
P O Box 1604
Arroyo Grande CA 93421
805 904 6530

Revised April 20, 2016

Peter Sevcik
Nipomo Community Services District
P O Box 326
Nipomo CA 93444-0326

RE: Blacklake Sewer Master Plan-Scope Amendment #3

Dear Peter,

Thank you for meeting with me on February 17. It is my understanding that the District intends to complete the Blacklake Sewer Master Plan. The following additional work items were identified in our meeting for incorporation into the project:

- Update and expand the regionalization analysis from draft Technical Memorandum 1 to address lifecycle costs
- Remove completed projects from the list of recommended improvements and update the condition assessment accordingly
- Include budget estimates from the ongoing Woodgreen Improvements and Wastewater Treatment Facility (WWTF) Repair and Recoating projects

It is assumed the analysis of existing flows and loads will not change from the draft Technical Memorandum.

MKN will perform the following additional work under the existing task items for this project:

Task Group 200 – Blacklake Wastewater Treatment Facility Evaluation

The existing analysis of Blacklake Wastewater Treatment Facility will be updated to include the following:

- List of future improvements, including identification of work recently performed by District staff as identified in draft Technical Memorandum 1 (ex. electrical improvements)
- Current construction cost opinions for rehabilitation, repair, and new coatings as identified by MKN during preliminary design of the Headworks and Chlorine Contact Basins rehabilitation project
- Expansion of the regionalization analysis to include a lifecycle cost comparison of Blacklake WWTF improvements to connection with Southland WWTF. It is assumed the connection will require a new lift station and force main to Southland WWTF, with recycled water main from Southland to Blacklake Golf Course. It is assumed that disinfected, secondary effluent from Southland WWTF would be acceptable since that is the level of quality delivered to Blacklake Golf Course now for reuse.

Task Group 400 – Draft and Final Master Plan

MKN will prepare an administrative draft of the Master Plan for review by District staff. After comments are received on the administrative draft Plan, per the current agreement, a draft and final Master Plan will be prepared.

Task Group 600 – Meetings and Workshops

It is recommended that the current budget for Task Group 600 be augmented to allow adequate time for one Board presentation and one community presentation. The budget is adequate to allow two progress meetings with District staff.

Budget

The following table summarizes the requested budget amendment for the project.

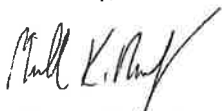
	Current Budget	Scope Amendment No. 3	Revised Budget
Task Group 100	\$10,080	--	\$10,080
Task Group 200	\$18,520	\$3,480	\$22,000
Task Group 300	\$4,300	--	\$4,300
Task Group 400	\$20,540	\$5,300	\$25,840
Task Group 500	\$15,470	--	\$15,470
Task Group 600	\$ 4,220	\$3,670	\$7,890
Total	\$73,130	\$12,450	\$85,580

The revised total contract amount will be \$85,580. Payment requests will be submitted monthly on a time-and-materials basis. A breakdown of anticipated labor effort is provided in the attachment. MKN's current fee schedule is also attached. Contract provisions from the General Services Agreement shall govern.

The administrative draft Master Plan will be submitted within 6 weeks of Notice to Proceed. It is assumed the draft Master Plan will be submitted within 3 weeks of receiving comments on the administrative draft Plan. The final Plan will be completed within 2 weeks of receiving comments on the draft Master Plan.

Please let me know if you have any questions or comments about this proposal. I hope this meets your expectations.

Sincerely,



Michael K. Munley, PE
Principal

Attachments: Budget Spreadsheet, 2016 MKN Fee Schedule

Proposal - Blacklake Sewer Master Plan Scope Amendment #3

	Project Manager	Project Engineer	Assistant Engineer	Clerical	Subtotal Labor	ODCs	Total Hours	Total Cost
Task Group 200 - WWTF Evaluation								
Revisions to proposed CIP and cost opinions	1	4	4		\$ 1,210		9	
Expansion of regionalization analysis	1	4	12	2	\$ 2,270		19	
Subtotal	2	8	16	2	\$ 3,480	-	28	\$ 3,480
Task Group 400- Draft and Final Master Plan								
Admin draft Master Plan	8	8	16	8	\$ 4,800	\$ 500	40	
Subtotal	8	8	16	8	\$ 4,800	\$ 500	40	\$ 5,300
Task Group 600- Meetings and Workshops								
Board meeting	4	4	4	2	\$ 1,820	\$ 15	14	
Community meeting	4	4	4	2	\$ 1,820	\$ 15	14	
Subtotal	8	8	8	4	\$ 3,640	\$ 30	28	\$ 3,670
TOTAL BUDGET	18	24	40	14	\$ 11,920	\$ 530	96	\$ 12,450

Billing Rates	\$/hr
Project Manager	170
Project Engineer	140
Assistant Engineer	120
Clerical	50

Mileage to be reimbursed at IRS rate



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

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Manager	\$170/HR
Senior Project Engineer	\$160/HR
Project Engineer	\$140/HR
Senior Planner	\$130/HR
Assistant Engineer	\$120/HR
Hydraulic Analyst	\$120/HR
GIS Specialist	\$120/HR
GIS Technician	\$100/HR
Senior Design Technician	\$87/HR
Administrative Assistant	\$50/HR

Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.

April 27, 2016

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ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING A TASK ORDER WITH
MKN & ASSOCIATES INC. FOR REVISED SCOPE AMENDMENT #3 FOR ENGINEERING SERVICES FOR
BLACKLAKE SEWER MASTER PLAN IN THE AMOUNT OF \$12,450**

WHEREAS, MKN & Associates, Inc. (MKN) was previously selected by the District to provide engineering design services for the Blacklake Sewer Master Plan; and

WHEREAS, the Board previously authorized MKN to provide engineering services for the Blacklake Sewer Master Plan for the not-to-exceed amount of \$73,130; and

WHEREAS, the District desires to have MKN provide additional engineering services and complete the Blacklake Sewer Master Plan.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:

1. The task order for Revised Scope Amendment #3 for engineering services for the Blacklake Sewer Master Plan with MKN in the amount of \$12,450 is hereby authorized and the General Manager is authorized to execute the task order.
2. The above recitals are incorporated herein by this reference.

On the motion of Director _____, and seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

CONFLICTS:

The foregoing resolution is hereby adopted this 27th day of April 2016.

CRAIG ARMSTRONG

President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

MARIO IGLESIAS

General Manager and Secretary to the Board

MICHAEL W. SEITZ

District Legal Counsel