

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS ~~HK~~  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. P.V.S.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: FEBRUARY 2, 2017

**AGENDA ITEM  
E-1  
FEBRUARY 8, 2017**

**AUTHORIZE TASK ORDER FOR  
SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM  
QUAD TANK CHLORINE ANALYZERS**

**ITEM**

Authorize Task Order for Supervisory Control and Data Acquisition (SCADA) Quad Tank Chlorine Analyzers with Tesco Controls, Inc. in the amount of \$32,350 and authorize change order contingency in the amount of \$5,000 [RECOMMEND BY MOTION AND ROLL CALL VOTE APPROVE RESOLUTION AUTHORIZING STAFF TO EXECUTE TASK ORDER IN THE AMOUNT OF \$32,350 WITH TESCO CONTROLS, INC. AND AUTHORIZING CHANGE ORDER CONTINGENCY IN THE AMOUNT OF \$5,000].

**BACKGROUND**

In December 2011, at the conclusion of a Request for Proposal (RFP) process, the Board selected Tesco Controls, Inc. to provide process control and instrumentation system integration services for the District's Supervisory Control and Data Acquisition (SCADA) System Upgrade Project. At the time, the District's SCADA system monitored 27 remote sites including water wells, water storage tanks, water pressure reducing stations, sanitary sewer lift stations and both of the District's wastewater treatment plants. The purpose of the project was to upgrade the District's obsolete SCADA system. Implementation was completed in March 2013. Since that time, Tesco has added the upgraded Southland Wastewater Treatment Facility (WWTF) to the SCADA system as well as the Supplemental Water Project facilities including the Joshua Road Pump Station, the Blosser Road Flow Meter Station, and the Santa Maria Vista Way Pressure Reducing Station.

In September 2015, the District converted to chloramination as the secondary disinfectant in the water system to ensure compatibility of the supplemental water purchased from the City of Santa Maria with the water the District pumps from its wells. Despite the installation of mixers in all five (5) of the District's water storage tanks, staff has noticed a periodic fluctuation in total chlorine residual in the tanks. Staff had to significantly increase the manual monitoring frequency of the chlorine residual in the tanks to ensure compliance with applicable drinking water regulations. In December 2015, the Board authorized a contract with Tesco for continuous on-line analyzer panels for three (3) tanks, similar to those installed at the Joshua Road Pump Station and well sites as part of the Supplemental Water Project. The analyzers provide staff with a reliable indicator that adequate residual is being maintained in the three (3) tanks and reduce the need for manual monitoring which is labor intensive.

Staff requested that Tesco provide a proposal to furnish two (2) additional chlorine analyzer panels for the remaining two (2) Quad Tanks, modify the existing SCADA panels, and integrate the new signals in the SCADA system so that all five (5) water system tanks would be

continuously monitored. Tesco provided a proposal with a not to exceed amount of \$32,350. In accordance with the District's Purchasing Policy, Tesco Controls, Inc. is uniquely knowledgeable and qualified because it has previously provided similar/related services to the District.

**FISCAL IMPACT**

The approved FY 16-17 budget includes funding in the amount of \$300,000 for the Quad Tank Disinfection Project.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, approve Resolution 2017-XXXX SCADA Quad Tank Chlorine Analyzers, authorizing staff to execute a Task Order for the SCADA Quad Tank Chlorine Analyzers with Tesco Controls, Inc. in the amount of \$32,350 and authorize a change order contingency in the amount of \$5,000.

**ATTACHMENTS**

- A. Tesco Proposal dated January 13, 2017
- B. Resolution 2017-XXXX SCADA Chlorine Analyzer Project

February 8, 2017

ITEM E-1

ATTACHMENT A

To: Nipomo Community Services District  
Attn: Peter V. Sevcik, P.E.  
Re: Nipomo CSD  
Supplemental Water Project - Analyzer Panels

Quote Date: 1/13/2017  
Quote No.: COQ1  
Project No.: T-42332X1

Dear Peter V.:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. Only the materials/services listed in the scope below.

### Reason for Change Order

Nipomo Community Services District would like to add two additional analyzer panels to the Quad Tanks #2 and #4.

### Scope of Work

TESCO will Engineer, manufacturer, and supply two additional total Chlorine analyzer panels. Once installed by the District TESCO will integrate into SCADA.

### Scope of Supply

Item	Qty	Description
1	2	<b>Painted Stainless Steel Analyzer Panels with Sunshields:</b> <ul style="list-style-type: none"> <li>▪ Qty. 2 – HACH Total Chlorine Analyzers</li> <li>▪ Qty. 2 – Pressure Gauges</li> <li>▪ Qty. 2 – Rotameters</li> <li>▪ Qty. 2 – Stainless steel tubing and fittings including needle valve.</li> <li>▪ Qty. 2 – PVC and tubing and fittings</li> <li>▪ Qty. 2 – Thermostat and fan</li> <li>▪ Qty. 2 – Breakers, Terminal Blocks, wiring, and labels as needed.</li> </ul>
2	Lot	<b>Professional Services:</b> <ul style="list-style-type: none"> <li>▪ Engineering</li> <li>▪ Project Management</li> <li>▪ Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, factory testing</li> <li>▪ PLC Programming</li> <li>▪ SCADA Programming</li> <li>▪ Field Service – installation verification, instrument calibrations, field testing, and startup</li> </ul>
		<b>TOTAL (including applicable sales tax):</b>
		<b>\$32,350.00</b>

### Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:

- Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
- Instrumentation mounting components, brackets, stanchions, sunshields, etc.
- Local control stations and/or field mounted disconnects.
- Instrumentation, devices, components, or equipment not defined by the above quotation.
- Fiber optic patch panels, cable, splicing or terminations.
- Any 3<sup>rd</sup> party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
- Interconnection or loop diagrams for equipment not furnished by TESCO.

## Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals: A Submittal Schedule will be provided approximately 1 weeks after receipt of written change order approval.
- Delivery: To be scheduled approximately 6-8 weeks minimum after submittal approval.
- Approval of change order will require a contract time extension of 7-9 weeks plus change order approval time.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 596-4525 to discuss any questions or comments you may have regarding this quotation.

Sincerely,  
TESCO CONTROLS, INC.

  
Kevin Ford, PMP  
Project Manager  
kford@tescocontrols.com

February 8, 2017

ITEM E-1

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
AUTHORIZING A TASK ORDER FOR THE SUPERVISORY CONTROL AND DATA ACQUISITION QUAD  
TANK CHLORINE ANALYZERS WITH TESCO CONTROLS INC.**

**WHEREAS**, Tesco Controls, Inc. was previously selected by the District to provide SCADA integration services for the SCADA System Upgrade Project and has completed the implementation of the SCADA System Upgrade Project; and

**WHEREAS**, the District selected Tesco Controls, Inc. to provide SCADA integration services for the Southland WWTF Phase 1 Improvement Project to maintain the integrity of the District's SCADA system; and

**WHEREAS**, the District selected Tesco Controls, Inc. to provide SCADA integration services for Supplemental Water Project Phase 1 to maintain the integrity of the District's SCADA system; and

**WHEREAS**, the District selected Tesco Controls, Inc. to provide chlorine analyzers at three (3) of its water storage tanks to continuously monitor chlorine levels; and

**WHEREAS**, the District needs to add two (2) chlorine analyzers at its two (2) remaining Quad Tank water storage tanks to continuously monitor chlorine levels and the instruments need to be integrated into the District's SCADA system provided by Tesco Controls, Inc.; and

**WHEREAS**, District Purchasing Policy Resolution 2010-1201 provides for the procurement of professional services through non-competitive negotiations in limited situations; and

**WHEREAS**, Tesco Controls, Inc. is qualified pursuant to Section 8.4.30 of the District's Purchasing Policy, the cost of the services is reasonable, and Tesco Controls, Inc. is uniquely knowledgeable and qualified because similar/related services have been previously provided to the District.

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

- 1) The District Board of Directors does hereby direct District staff to execute a Task Order for the SCADA Chlorine Analyzer Project with Tesco Controls, Inc. in the amount of \$32,350 and authorizes the General Manager to approve change orders for a not-to-exceed total aggregate amount of \$5,000.
- 2) The above recitals are true and correct and constitute findings for the exclusive use of the Tesco Controls, Inc. to provide professional services for the SCADA Quad Tank Chlorine Analyzers.

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

**AYES:**  
**NOES:**  
**ABSENT:**  
**CONFLICTS:**

The foregoing resolution is hereby adopted this 8th day of February 2017.

\_\_\_\_\_  
**DAN ALLEN GADDIS**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and Secretary to the Board

\_\_\_\_\_  
**MICHAEL W. SEITZ**  
District Legal Counsel

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS  
GENERAL MANAGER

*MIG*

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

*P.V.S.*

DATE: FEBRUARY 2, 2017

**AGENDA ITEM  
E-2  
FEBRUARY 8, 2017**

**AUTHORIZE CONTRACT FOR ENGINEERING SERVICES FOR THE  
NIPOMO PALMS LIFT STATION REHABILITATION PROJECT  
WITH CANNON CORPORATION**

**ITEM**

Authorize Contract for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project in the amount of \$83,496 with Cannon Corporation [RECOMMEND APPROVAL].

**BACKGROUND**

The Nipomo Community Services District (NCSD) operates and maintains the Nipomo Palms Lift Station which is located off Beverly Drive in Nipomo and provides sewer service to mainly single and multi-family residential homes. This lift station also serves some commercial customers, even though it was not originally designed to do so. The existing Nipomo Palms lift station is over 30 years old and in need of immediate attention.

The lift station is the most active in the District's system. It has the highest run times out of all the lift stations, and is a very critical facility in this area. Any extended periods of downtime at this lift station could result in an overflow of the sanitary sewer system. The facility and its components are nearing the end of their useful life, and need to be replaced in the near future to ensure reliability of the station.

A preliminary engineering evaluation of the lift station that was completed by Cannon Corporation (Cannon) in March 2016 identified numerous deficiencies and operational issues. Based on the evaluation, Cannon recommended that the best option for long term operation of the lift station was to construct a new lift station with a larger wet well.

At the October 26, 2016 Board meeting, the Board authorized staff to circulate a Request for Proposals (RFP) for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project. The District received and opened three (3) proposals on December 15, 2016. Staff subsequently reviewed and ranked the proposals. At the January 25, 2017 Board meeting, the Board authorized staff to negotiate a contract with Cannon Corporation based on staff's review and ranking of the proposals.

Attached is the proposed scope of work and budget for the design phase of the project.

**FISCAL IMPACT**

The FY 2016-2017 Town Sewer Fund Budget includes \$880,000 for the rehabilitation of the Nipomo Palms Lift Station. The cost of the design phase is \$83,496.



**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 authorize staff to execute a contract in the amount of \$83,496 with Cannon Corporation for Engineering Services for the Nipomo Palms Lift Station Rehabilitation Project.

**ATTACHMENTS**

- A. Project Scope and Budget

February 8, 2017

ITEM E-2

ATTACHMENT A

# Scope of Services

This work program is based on the RFP, our previous work in preparing the Condition Assessment for the Nipomo Palms Lift Station, numerous meetings and discussions with District staff about the facility, and our past experience on similar successful projects. Because of this, we can begin design and site specific field work immediately after the Kickoff Meeting.

Our approach to successfully complete the design and bidding of this project is based on providing professional services in two progressive phases: Preliminary Engineering Services and Design and Construction Document Services. The general tasks and detailed descriptions associated with our work program are described below.

## PHASE I. PRELIMINARY ENGINEERING SERVICES

### Task 1 Project Kick-off Meeting

Cannon will begin this project with a kick-off meeting with District staff. This meeting agenda will focus on project understanding, team involvement, project constraints, and preliminary design criteria. This meeting will also include a project introduction, review of background information and project scope, and an overview of the project schedule. This meeting represents a key opportunity for representatives from the District to direct the project team, identify background information to ensure incorporation of staff suggestions and recommendations, and further clarify critical elements of the project scope.

### Task 2 Topographic Survey

We will conduct a topographic survey to be used for the design of the proposed Lift Station. Survey will include, but not limited to, surface structures, data, and elevations, basis of bearing, benchmark, boundary information, and existing utility information.

### Task 3 Geotechnical Investigation

Subsurface investigation of the project site will be conducted to determine the conditions of the site. A geotechnical engineering report will be prepared and consist of the following:

- Soil and groundwater conditions encountered
- Grading and suitability of soils as fill and backfill
- Maximum allowable bearing capacity and ultimate lateral capacity
- Earth pressures on buried structures
- 2013 CBC Seismic design criteria
- Temporary backcut and shoring parameters
- Corrosivity, liquefaction, settlement, and drainage issues

### Task 4 Project Management

The project requires project setup, scheduling, controlling, and correspondence between staff, the District and utility agencies. Correspondence includes telephone conversations, emails, project status reports, monthly status reports, project memorandums when necessary, and detailed Monthly Progress Billings.

## PHASE II: DESIGN AND CONSTRUCTION DOCUMENT SERVICES

### Task 5 and 6 Preliminary Design Drawings and Meeting (50%)

With the data and research from the Final Technical Memorandum and our kickoff meeting, we will prepare a Preliminary Design Package for your review and comment. The purpose of the Preliminary design package will be to resolve critical issues necessary to rehabilitate the lift station prior to proceeding with final design. The Preliminary Design Drawings—preliminary list shown in Table 1 on page 11—will include sufficient information to verify that the overall design concept will meet the needs of the District.

**Table 1. Preliminary Sheet Count List**

Sheet	Description	Sheet	Description
1	Title Sheet, Vicinity Map, and Site Map	10	Structural Notes and Details
2	General Notes and Legend	11	Structural Details
3	Demolition Plan	12	Electrical Legend and Abbreviations
4	Horizontal Control and Site Plan	13	Electrical Demolition Plan
5	Lift Station Layout and Plan	14	Electrical Site Plan
6	Grading, Drainage, and Fencing Plan	15	Electrical Single Line Diagram
7	Lift Station Section and Details	16	Electrical Control Panel Details
8	Lift Station Details	17	Electrical Details
9	Lift Station Piping and Connection Details		

Upon your review of the Preliminary Design Drawings, we will attend a meeting with District staff to review and discuss the submittal. This meeting will allow opportunity for detailed discussion on project issues at the 50% design level. We will receive direction from staff on requested revisions to incorporate prior to the next phase of review.

**Task 7 & 8 – Prepare and Submit Design Plans, Bid Specifications and Cost Estimates (90%)**

Based on the findings and results of the previous tasks, we will prepare and submit a design plan package at the 90% approximate completion level. The design plan package will include Construction Plans / Exhibits, technical specifications and cost estimate necessary to construct the project. Plans will be prepared in accordance with District standards. Technical specifications shall be prepared using District standard specifications.

We will attend a meeting with District staff to review and discuss the design submittal for the 90% submittal.

**Task 9 – Prepare and Submit Design Documents, Bid Specifications and Cost Estimates (Final)**

Based on the finalized project design issues resolved during the preceding tasks, we will prepare and submit a Final Construction Documents Bid package. This submittal package will contain complete Construction Plans / Exhibits, technical specifications, known permit conditions, and an Opinion of Probable Construction Costs. The final plans will incorporate comments from the District’s reviews of the 90% Design Plan package. Bid documents will be prepared in the District’s standard format. We will provide electronic copies and 1 master copy set of the complete bid package on permanent media to the District.

**Task 10 – Easement and Permit Assistance**

Once the final location of the lift station is established, we will assist the District with acquiring permanent and temporary construction easements as needed. The site is already dedicated to the District as a “Sewage Disposal Site”. We have included time to meet with the County of SLO to discuss the District’s rights, restrictions, and easement requirements. Our subconsultant, Hamner and Jewell, will be available to perform any easement updates and tasks as needed once those determinations have been made. A definitive scope has not been detailed out yet, but could include the following:

- Title search and appraisals of all properties encroached by any proposed utility easement
- Preparation of easement acquisition documents
- Acquisition of all easements from owners of property encroached by the proposed project
- Utility easements and negotiations related thereto

(These items are not included in the fee schedule currently – they will need to be estimated once a clear scope has been determined after meeting with the County of SLO.)

Cannon staff will prepare legal descriptions for the proposed lift stations site and utility easements as needed, and will assist in securing any permits needed for the project from the County.

### Task 11 – Bidding Support Services

We will attend the pre-bid meeting for the project and answer questions as needed. We will respond to up to four requests for information and prepare and distribute up to two addenda. We will examine bids at the request of the District and make a recommendation regarding award of the contract.

### ASSUMPTIONS & EXCLUSIONS

The District will provide copies of applicable documents related to existing utilities within the project site, including record drawings from previous projects in the area.

The following services are excluded from this scope of work at this time; these services may be added to our scope of work on a time and materials basis:

- Survey monumentation, records of survey;
- Construction phase services, including submittal review, RFI's, construction staking, observation, etc.;
- Underground utility relocation designs and utility potholing;
- Project meetings (other than those described in the Scope of Work);
- Application and permit processing fees;
- NPDES compliance reporting, Storm Water Pollution Prevention Plans (SWPPP), and erosion and sediment control drawings;
- Archeological, botanical, biological, landscaping services; and
- Additional property research or field cadastral surveying other than described above.

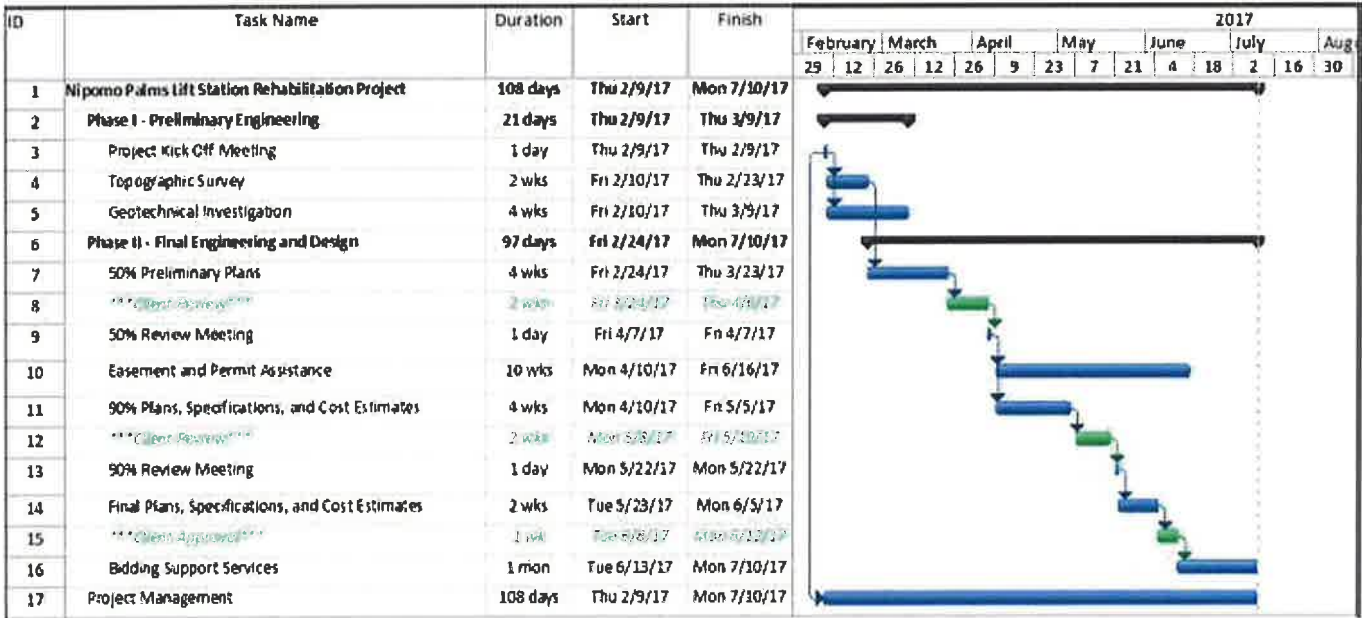
Additional work will be billed on a time and materials basis or as an addendum to this proposal with prior written authorization.

## Scope Amendments





# Timeline



# Fee Proposal

Hourly Rate (Overtime will be computed at 1.5 x hour)	Sr. Principal / QC Engineer		Electrical Engineer		Principal Engineer		Structural Engineer		Civil Engineer		Civil Project Designer		Administrative Assistant		Topo/Geo Easements		Total
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	
\$216		\$216		\$195		\$189		\$185		\$155		\$135		\$90			
<b>Task 1 - Preliminary Engineering</b>																	
1 Project Kick-Off Meeting	3	\$648	3	\$585	3	\$567		\$0		\$0		\$0		\$0			\$1,800
2 Topographic Survey		\$0	2	\$376	2	\$376		\$0	2	\$310	2	\$270		\$0		\$5,100	\$6,058
3 Geotechnical Investigation		\$0	2	\$376	2	\$376		\$0	2	\$0	2	\$270		\$0		\$5,220	\$5,868
4 Project Management	2	\$432	4	\$760	16	\$3,024		\$0		\$0		\$0		\$0			\$4,296
<b>Subtotal</b>	<b>5</b>	<b>\$1,080</b>	<b>7</b>	<b>\$1,355</b>	<b>23</b>	<b>\$4,347</b>	<b>0</b>	<b>\$0</b>	<b>2</b>	<b>\$310</b>	<b>4</b>	<b>\$540</b>	<b>0</b>	<b>\$0</b>	<b>\$10,320</b>	<b>\$0</b>	<b>\$17,952</b>
<b>Task 2 - Design and Construction Documents</b>																	
5 Prepare 50% Construction Documents	2	\$432	20	\$3,600	20	\$3,780	16	\$2,840	40	\$6,200	80	\$10,800	6	\$300			\$28,052
6 Attend 50% Design Review Meeting		\$0	3	\$585	3	\$567		\$0		\$0		\$0		\$0			\$1,152
7 Prepare 90% Construction Documents	2	\$432	16	\$3,120	16	\$3,024	8	\$1,320	24	\$3,720	40	\$5,400	4	\$200			\$17,216
8 Attend 90% Design Review Meeting		\$0	3	\$585	3	\$567		\$0		\$0		\$0		\$0			\$1,152
9 Prepare FINAL Construction Documents	2	\$432	8	\$1,560	16	\$3,024	2	\$330	8	\$1,240	16	\$2,160	2	\$100			\$8,846
10 Easement and Permit Assistance		\$0		\$0	4	\$756		\$0	20	\$3,100		\$0		\$0			\$3,856
11 Bidding Period Services	1	\$216	6	\$1,170	6	\$1,134		\$0	8	\$1,240		\$0		\$0			\$3,760
<b>Subtotal</b>	<b>7</b>	<b>\$1,512</b>	<b>56</b>	<b>\$10,920</b>	<b>68</b>	<b>\$12,852</b>	<b>26</b>	<b>\$4,290</b>	<b>100</b>	<b>\$15,500</b>	<b>136</b>	<b>\$18,360</b>	<b>12</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,034</b>
<b>Reimbursables</b>																	
<b>Project Total</b>	<b>12</b>	<b>\$2,592</b>	<b>63</b>	<b>\$12,285</b>	<b>91</b>	<b>\$17,199</b>	<b>26</b>	<b>\$4,290</b>	<b>102</b>	<b>\$15,810</b>	<b>140</b>	<b>\$18,900</b>	<b>12</b>	<b>\$600</b>	<b>\$10,320</b>	<b>\$0</b>	<b>\$89,496</b>

Client shall pay Cannon's expenses incurred in connection with this Agreement as follows:

- a) incidental and out-of-pocket expenses including but not limited to:
  - costs for postage, shipping, overnight courier, reproduction services, plotting, photocopies, computer expenses, parking fees and tolls
  - b) travel expenses

Over the last 5 years, Cannon has raised rates less than 1% in total. Cannon does not foresee raising rates at higher than the Consumer Price Index for the next 3 years.