



**CITY OF LODI
COUNCIL COMMUNICATION**

TM

AGENDA TITLE: Adopt Resolution Authorizing City Manager to Execute Professional Engineering Services Contracts with RMC Water and Environment and West Yost & Associates for Water Supply Services and Appropriating \$60,000

MEETING DATE: September 7, 2005

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing the City Manager to execute professional engineering services contracts with RMC Water and Environment for preparation of the 2005 Urban Water Management Plan and West Yost & Associates for water transfer services and appropriating \$60,000.

BACKGROUND INFORMATION: On July 6, 2005, the City Council authorized Public Works staff to solicit Statements of Qualifications from engineering consultants for the preparation of the various water studies. The list of studies included the 2005 Urban Water Management Plan (UWMP) that is due to the State in December 2005.

Statements of Qualifications were received from seven firms, and interviews were conducted with five of those firms. RMC Water and Environment was ranked highest of the five firms by the interview panel that consisted of the Public Works Director, City Engineer, Senior Engineer, Water Superintendent and Associate Engineer.

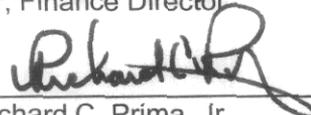
A copy of the scope and fee proposal submitted by RMC Water and Environment for the UWMP is provided as Exhibit A. Preparation of the UWMP is a State mandate and is required in order to access most water-related grant funds. In the future, assuming high quality service by the consultant, staff will recommend that the Council approve additional task orders for the additional studies that may include, but not be limited to, Water Master Plan, Recycled Water Master Plan, Integrated Water Management Plan, and support for the General Plan Update.

As part of the process of planning these various water studies and in evaluating uses of the WID water being purchased by the City, the possibility of short-term (one-year) sale of the water has been brought up. West Yost & Associates has a specialty in handling such transfers (this subject was also discussed with the interviewed consulting firms, including West Yost). The requested amount (\$10,000) would provide (on a time-and-material basis) for them to pursue sale options and report back to the Council with more specific arrangements to consider.

FISCAL IMPACT: Water Fund (\$60,000) – \$50,000 (UWMP), \$10,000 (Water Transfer)

FUNDING AVAILABLE:


James R. Krueger, Finance Director


Richard C. Prima, Jr.
Public Works Director

Prepared by F. Wally Sandelin, City Engineer
RCP/FWS/pmf
Attachment

APPROVED: 
Blair King, City Manager

Exhibit X

Scope of Services

Lodi 2005 UWMP

Overview: RMC's proposes the following scope of work to achieve the project objectives:

- Reformat from the 2000 UWMP framework to the 2005 UWMP framework which takes into account the Amendments of 2002.
- Compile and, where necessary, develop information to fulfill data reporting requirements.
- Provide appropriate analysis and discussion regarding potentially sensitive topics.
- Assist City with public meetings and City Council adoption.
- Complete the Administrative Draft UWMP in mid-December so that the public review period can be completed in January 2006 and City Council can adopt the UWMP at the end of January 2006.
- Submit the UWMP to DWR before January 31, 2006.

Task 1: Review 2000 UWMP

Objective: Clarify work completed to date and information that can be leveraged from the 2000 UWMP to identify remaining work and data needs.

Approach: RMC reviewed the City's 2000 UWMP and various other documents during the SOQ and interview stages. Minor effort will be required to further compile the information from the various data sources. Using the DWR January 2005 Guidebook and review sheet, RMC will update and expand on the information presented in **Table 1**. A draft of this information will be presented and discussed with City staff at the kickoff meeting. A final summary table will be prepared and used as a checklist to confirm the work remaining and where assistance from City staff will be needed.

Deliverables:

- Draft revised Table 1 for kickoff meeting and final version of Table 1 following the kickoff meeting (included with meeting minutes).

Task 2: Prepare 2005 UWMP

Objective: To complete draft and final UWMP documents

Approach: Based on the analysis from Task 1, RMC will perform the following activities:

- Complete the activities identified in **Table 1** to develop new information for the UWMP, update previously reported information with current information, and finalize information which is current.
- Subtasks within Task 2 include:
 - Task 2.1 Plan Preparation
 - Task 2.2 Update Service Area Description
 - Task 2.3 Water Supply Source Delineation
 - Task 2.4 Water Use Delineation
 - Task 2.5 Water Reliability Description
 - Task 2.6 Wastewater and Recycled Water Systems
 - Task 2.7 Supply and Demand Comparison

- Task 2.8 Water Shortage Contingency Plan
- Task 2.9 Identify Demand Management Measures
- Task 2.10 Quality Assurance / Quality Control

Assumptions: RMC assumes the following for this task:

- City water quality, water supply and facilities, distribution, and conservation staff will be able to provide requested information with regard to current and future plans within five calendar days of RMC's requests.
- RMC will compare the various demand projections presented in the various reports and use the most appropriate demand projections (evaluation and trend analysis of historical water usage data will not be performed).
- The identified short- and long-term shortfalls (approximately 500 and 4,000 AFY, respectively) will be solved with some combination of additional surface water, recycled water, and conservation. The UWMP will not be specific, but will discuss the approach in enough detail to satisfy DWR but will allow the City flexibility in the future.
- For demand management measures, RMC will rely on City staff for data such as number of low flow shower kits given to the public, number of water audits, etc..

Deliverables:

- Administrative Draft UWMP (10 copies) (For City Review and DWR 'Completeness Review)
- Draft UWMP (15 copies) (For public review and public hearing)
- Final UWMP (20 copies) (For City Council adoption and submission to DWR)

Task 3: Project Management / Coordination

Objective: To coordinate with City staff, provide progress reporting to City

Approach: Activities included in this task will include the following:

- Kickoff Meeting: RMC will conduct a kickoff meeting with City distribution, water supply and facilities, and water quality staff.
- Coordination with City Staff: On a regular basis, RMC will coordinate information collection tasks.
- Coordination with Other Agencies: RMC will coordinate with Woodbridge Irrigation District, DWR and other agencies.
- Progress Monitoring, Reporting and Invoicing: RMC will monitor team progress and budgets weekly and prepare a monthly progress report and invoice to be submitted to City.

Deliverables:

- Kickoff meeting agenda
- Requests for information (after kickoff meeting and then as-needed)
- Monthly progress report and invoice
- Meeting minutes from kickoff meeting and progress meetings/discussions

Task 4: Meetings

Objective: To pass information between RMC and the City and to support staff during public meeting.

Approach: Activities included in this task will include the following:

- Kickoff Meeting: RMC will conduct a kickoff meeting with City staff.
- Attend and provide technical support at public meeting.

Deliverables:

- Kickoff meeting agenda
- Requests for information (after kickoff meeting and then as-needed)
- Meeting minutes from kickoff meeting

Task 4: Optional Stakeholder Outreach

Objective: To initiate a stakeholder process to facilitate communication between the City and key stakeholders, including business, environmental, agricultural, development, and other similar stakeholder groups.

Approach: Activities included in this task will include the following:

- Stakeholder List: RMC will work with City staff to develop a key stakeholder list. It is anticipated that not more than twelve individuals will be included on the key stakeholder list.
- Conduct a stakeholder meeting, and anticipate that one additional stakeholder meeting may be required in addition to the public hearing.

Deliverables: Activities included in this task will include the following:

- Stakeholder list
- Meeting agenda and meeting minutes

**Table 1
Overview of Lodi 2005 UWMP; Remaining Needs**

Current Section	Activity	New	Update	Finalize
Chapter 1: Introduction	Provide background.			X
Chapter 2: Water Supplier Service Area	No change since 2002.			X
Chapter 3: Water Supply (Sources)	Historical water production 2000-2005, including local groundwater usage.	X	X	
	Surface water options. (Recycled water and conservation in other chapters)	X		
Chapter 4: Water Demand	Past, current, and projected water use.		X	
	Describe changes in demand per season.		X	
Chapter 5: Water Demand Management Measures	Past history with residential conservation efforts.		X	
	Review demand management measures using CUWCC as reference source.			X
Chapter 6: Water Service Reliability	General supply reliability information		X	
Chapter 7: Water Quality Impacts on Reliability	Water quality projections out minimum 20 years.	X		
Chapter 8: Wastewater and Recycled Water	Recycled water plan		X	X
Chapter 9: Supply and Demand Comparison	Supply/demand comparison extrapolated min. 20 years; single year and multiple year scenarios.			X
Chapter 10: Water Shortage Contingency Plans	Review and include existing water shortage contingency plans			X
Chapter 11: Adoption of UWMP	Describe methodology.			X
Appendices	Copies of resolutions and relevant City code language regarding shortages, emergencies, rationing			X
	Contract with Woodbridge or summary of contract	X		
	Letters of stakeholder and public notification information	X		



Exhibit X Fee Proposal Lodi 2005 UWMP

Task Description	Labor Costs ⁽¹⁾							Expenses ⁽²⁾		Total Cost	
	Lyndel Melton, PIC \$190	Glenn Hermanson, PM \$180	Persephene St. Charles, PE \$150	Andy Smith, Staff Engineer \$120	Byron Buck, Tech Advisor \$140	Administrative \$95	Total Labor Hours	Total Labor Cost	Project Expenses		Markup on Subs 10%
1 Review 2000 UWMP											
1.1 Review 2000 Report and other reports		2	2	2			6	\$700			
1.2 Compare Updated UWMP Guidelines to Old		0	0				0	\$0			
1.3 Gather Data on Planning Changes		4	4	4			12	\$1,300			
Task 1 Subtotal	0	6	6	6	0	0	18	\$2,700	\$180	\$0	\$2,880
2 Prepare 2005 UWMP											
2.1 Plan Preparation	4	24	40	36	8	16	128	\$13,700			
2.2 Update Service Area Description			1				1	\$200			
2.3 Water Supply Source Delineation		4	4	4			12	\$1,300			
2.4 Water Use Delineation		2	4	4			10	\$1,000			
2.5 Water Supply Reliability Description		2	2	2			6	\$700			
2.6 Wastewater and Recycled Water Systems		2	4	6			12	\$1,000			
2.7 Supply and Demand Comparison		2	4	8			14	\$1,000			
2.8 Water Shortage Contingency Plan			1	2			3	\$200			
2.9 Identify Demand Management Measures		4	6	6			16	\$1,600			
2.10 Quality Assurance/Quality Control	4				8		12	\$1,900			
Task 2 Subtotal	8	40	66	68	16	16	214	\$30,500	\$1,500	\$200	\$32,200
3 Project Management/Coordination											
3.1 Project Budget and Schedule Control		6					6	\$1,100			
3.2 Progress Reporting/Invoicing		6				6	12	\$1,700			
Task 3 Subtotal	0	12	0	0	0	6	18	\$2,700	\$350	\$0	\$3,050
4 Meetings											
4.1 Kickoff Meeting	4	4	4				12	\$2,100			
4.2 Project Meetings	4	8	8				20	\$3,400			
4.3 Technical Support for Public Hearings/Meetings		2			2		4	\$600			
4.4 Optional Stakeholder Outreach	4	8					12	\$2,200			
Task 4 Subtotal w/o Stakeholder Outreach	8	14	12	0	2	0	36	\$6,100	\$100	\$30	\$6,230
Task 4 Subtotal w/Stakeholder Outreach	12	22	12	0	2	0	48	\$8,300	\$100	\$30	\$8,430
Project Total w/o Stakeholder Outreach	16	72	84	74	18	22	286	\$42,000	\$2,130	\$230	\$44,360
Project Total w/Stakeholder Outreach	20	80	84	74	18	22	298	\$44,200	\$2,130	\$230	\$46,560

1. The individual hourly rates include salary, overhead, profit, and ordinary expenses, including telecommunications, computer usage, and regular reproduction jobs. 2005
2. Project expenses include large reproduction jobs, mileage, and travel expenses, and will be charged at actual cost. Subconsultants will be billed at actual cost plus

**Lodi UWMP
2005 RMC RATE SCHEDULE**

Classification	2005 Hourly Billing Rate
Principal	\$190
Sr Project Manager	\$180
Project Manager 3	\$170
Project Manager 2	\$160
Project Manager 1	\$150
Project Engineer/Planner 3	\$140
Project Engineer/Planner 2	\$130
Project Engineer/Planner 1	\$120
Assistant Engineer	\$100
Sr. CAD Designer	\$120
Sr. Graphic Designer/Artist	\$110
Sr. Project Accountant/Administrator	\$105
CAD Designer	\$110
Graphic Designer/Artist	\$100
Project Accountant/Administrator	\$95
Assistant CAD Designer/Graphic Artist	\$90
Assistant Project Accountant/Administrator	\$75

1. The individual hourly rates include salary, overhead and profit. The hourly rates also include ordinary expenses, including telecommunications, computer usage, and regular reproduction jobs. Other direct costs (ODCs) such as large reproduction jobs, mileage, and travel expenses, will be charged at actual cost plus 10%. Subconsultants will be billed at actual cost plus 10%. Mileage rate will be that allowed by current IRS guidelines.

2. RMC reserves the right to adjust its hourly rate structure at the beginning of the calendar year for all ongoing contracts. RMC will provide advance notice of any rate changes affecting current contracts.

3. Large plots produced in-house by RMC will be billed at a flat fee of \$50 per plot.

RESOLUTION NO. 2005-181

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO EXECUTE A PROFESSIONAL ENGINEERING SERVICES
AGREEMENT WITH RMC WATER AND ENVIRONMENT AND WEST YOST &
ASSOCIATES FOR WATER SUPPLY SERVICES, AND FURTHER
APPROPRIATING FUNDS

WHEREAS, on July 6, 2005, the City Council authorized Public Works staff to solicit Statements of Qualifications from engineering consultants for the preparation of the various water studies. The list of studies included the 2005 Urban Water Management Plan (UWMP) that is due to the State in December 2005; and

WHEREAS, Statements of Qualifications were received from seven firms, and interviews were conducted with five of those firms. RMC Water and Environment was ranked highest of the five firms by the interview panel that consisted of the Public Works Director, City Engineer, Senior Engineer, Water Superintendent, and Associate Engineer; and

WHEREAS, preparation of the UWMP is a State mandate and is required in order to access most water-related grant funds; and

WHEREAS, as part of the process of planning these various water studies and in evaluating uses of the WID water being purchased by the City, the possibility of short-term (one-year) sale of the water has been brought up for consideration; and

WHEREAS, West Yost & Associates has a specialty in handling such transfers (this subject was also discussed with the interviewed consulting firms, including West Yost). The requested amount (\$10,000) would provide (on a time-and-material basis) for it to pursue sale options and report back to the Council with more specific arrangements to consider.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to execute Professional Engineering Services Contracts with RMC Water and Environment for preparation of the 2005 Urban Water Management Plan and West Yost & Associates for water supply services; and

BE IT FURTHER RESOLVED that funds in the amount of \$60,000 be appropriated as follows:
Water Fund (\$60,000) – \$50,000 (UWMP), \$10,000 (Water Transfer)

Dated: September 7, 2005

I hereby certify that Resolution No. 2005-181 was passed and adopted by the Lodi City Council in a regular meeting held September 7, 2005, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Mounce, and Mayor Beckman

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk