



Hidden Valley Lake Community Services District

Special Meeting

DATE: June 4, 2019
TIME: 5:30 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Approve the Coastland Engineering proposal to prepare Design, Cost estimate, and Schedule documentation necessary for the HMGP-Generator subapplication at a cost not to exceed \$24,988.
- 6) PUBLIC COMMENT
- 7) BOARD MEMBER COMMENT
- 8) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 4, 2019

AGENDA ITEM: Discussion and Possible Action: Approve the Coastland Engineering proposal to prepare Design, Cost estimate, and Schedule documentation necessary for the HMGP-Generator subapplication at a cost not to exceed \$24,988.

RECOMMENDATIONS: Approve expenditure to allow the subapplication process to move forward and on time. Once funded, these costs are 75% reimbursable.

FINANCIAL IMPACT: \$24,988

FUND/DEPARTMENT/ACCOUNT: Water CIP (Fund 320), to be expensed through account 130-5-70-7202.

Water CIP
\$140,406.35

BACKGROUND: Public assistance requests to repair damage from the wildfires occurring in November of 2018 generated the availability of Hazard Mitigation Funding for the entire state of California (DR-4407). The following represents the series of requests and submission deadlines that have led to this most recent request of funding.

- 3/15/19 HVLCSO submitted NOI for Generator project
- 4/22/19 Notice of eligibility, for Project 4407-0057 Generator Project
- 7/5/19 Generator Project subapplication deadline

Attachments

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 4, 2019 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent

Secretary to the Board



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

May 31, 2019

Ms. Alyssa Gordon
Water Resources Specialist
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

RE: Proposal for Professional Engineering Services for the Preliminary Design of Permanent Emergency Generator Improvements

Dear Alyssa,

In response to your request, we are pleased to present this letter proposal to Hidden Valley Lake Community Services District (District) to provide professional engineering services for the preliminary design of permanent emergency generators to power the District's water supply wells, treatment plant, office, and booster pump stations.

Project Understanding

Pacific Gas and Electric Company (PG&E) has notified the District of its Public Safety Power Shutoff Policy which authorizes PG&E to proactively turn off power due to extreme weather and wildfire danger. Without power from the grid, the District does not own enough portable emergency generators to operate its wells and three booster pump stations, which are critical water supply facilities and necessary for maintaining sufficient water pressure and capacity to fight a wildfire.

The District is preparing a subapplication to CalOES through FEMA's Hazard Mitigation Grant Program (HMGP) to fund the detailed design and construction of four permanent generators, three noise-attenuation buildings, associated security and access improvements, and electrical, SCADA, and other improvements which would serve to power the District's water supply system during power outages. The four sites are:

- Water treatment plant/District office,
- Greenridge booster pump station,
- Unit 9 booster pump station, and the
- Wells site.

In June of 2017, Coastland prepared a conceptual scale engineer's estimate of design and construction costs for this project, which the District used in their Notice of Intent submittal, which is a step in the HMGP application process. The project elements identified in that effort comprise the current scope of work, with the addition of a new structure to house the proposed generator at the Water treatment plant/office site and

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1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Dr., Suite 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

www.coastlandcivil.com

SCADA improvements that will notify the water plant when the generators are operating. The District is interested in upgrading their SCADA system, probably with an internet cloud-based system.

Project improvements at the well site include:

- Site excavation and miscellaneous demolition,
- New generator and switchgear,
- Miscellaneous electrical,
- SCADA improvements, and
- New access road and miscellaneous grading.

Project improvements for the water treatment plant/office site include:

- Demolition of the wooden building (former bps building),
- New generator and switchgear,
- New gate and security fencing,
- New building,
- Miscellaneous electrical,
- SCADA improvements, and
- Miscellaneous grading.

Project improvements for the Greenridge booster pump station site include:

- Site excavation and miscellaneous demolition,
- New generator and switchgear,
- New building,
- Miscellaneous electrical,
- SCADA improvements, and
- Miscellaneous grading.

Project improvements for the Unit 9 booster pump station site include:

- Site excavation,
- Demolish existing structure (booster pump station to remain),
- New building,
- New generator and switchgear,
- New control panels,
- Miscellaneous electrical,
- SCADA improvements, and
- Miscellaneous grading.

The District has requested our professional engineering services to provide preliminary designs of the proposed improvements, engineering estimates for the detailed design and construction costs, and a schedule for the design and construction work. The District will prepare the HMGP subapplication.



Project Approach

This project has a very tight timeline. In order to complete the design as soon as possible, we are proposing to subcontract the design of structural, electrical and SCADA improvements to Luhdorff & Scalmanini Civil Engineers (<https://lsce.com/>). They also will assist with the preparation of design and construction cost estimates.

Based on our understanding of the District's needs, our proposed scope of services is as follows:

SCOPE OF WORK

Task 1 – Coordination with District Representatives/Field Verification of Existing Facilities

Coastland and Luhdorff & Scalmanini (LSCE) will conduct a site visit with District representatives to verify site conditions and identify design criteria and constraints of the existing and proposed facilities. Locations for proposed improvements will be verified. This task also includes coordination with District Representatives during preparation of the HMGP subapplication.

Task 2 – Prepare Preliminary Design Drawings

After field verification, our team will develop preliminary design drawings that will consist of a cover sheet showing a vicinity map and legend, site maps showing the location and dimensions of the proposed improvements, including proposed generators, buildings, electrical/communication trenching, and other improvements. A typical elevation of each structure and trench cross section will also be included.

For base mapping, there will not be sufficient time to conduct topographic surveys for all the generator sites. There is topographic survey information available only for the Unit 9 booster pump station. For the water treatment plant/office site and the Greenridge booster pump station, we propose to use site maps from previous design projects. For the well site, we will use available mapping from the District, or an aerial photo background. Please note that our mapping will not include property boundaries, easements, or topographic information for most of the sites.

Task 3 – Prepare Cost Estimates and Schedule

Based on the preliminary design, our team will develop cost estimates for the detailed design and construction of the proposed improvements. We understand that FEMA does not allow lump sum, miscellaneous or contingency costs, so we will account for project unknowns by padding unit costs. We will round up unit costs to the nearest dollar.

The schedule will be in Gantt-chart format and will show the design and construction completed within 3 years, as required by the grant.



SCHEDULE

We understand the HMGP subapplication is due on July 3, 2019. Our proposed schedule is as follows:

Notice to Proceed:	June 5
50% Submittal:	June 19
100% Submittal:	June 26

ASSUMPTIONS

Our scope does not include:

- Subapplication preparation,
- Environmental cost estimates,
- CEQA compliance/documentation,
- Topographic boundary surveys,
- Detailed design, or
- Technical specifications.

PROPOSED FEE

Based on our scope of services, we are proposing that the services associated with this project be completed for a not-to-exceed amount of \$24,988. The amount quoted is assuming that all of the work for this project will fall under the scope of services as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates. Please note that in the not-to-exceed amount, we have included an estimated amount of \$200 for reimbursable expenses (i.e. mileage, printing, etc.) These reimbursable costs will be billed at cost plus 15%.

We greatly appreciate the opportunity to serve the District on this project. We are prepared to begin work upon authorization. We have prepared a contract amendment for (attached) for your consideration. Please let me know if you have any questions.

Sincerely,



John Wanger
CEO



Enclosures: Work Estimate

f:\proposal\public\hidden valley lake csd\emergency generator proposal.docx





WORK ESTIMATE

Permanent Emergency Generators		Proposal for Preliminary Design Services					Hidden Valley Lake CSD		
Task #	Task Description	Principal Engineer	PM/Senior Engineer	Assistant Engineer	CAD Designer	Admin	Total	Total	Subconsultant /
		\$195	\$155	\$135	\$135	\$85	Hours	Cost	Notes
1 Coordination with District Representatives/ Field Verification of Existing Facilities									
	Coordination with District Representatives	1	6				7	\$1,125	
	Field Verification of Existing Facilities		6				6	\$930	
	Field Verification of Existing Facilities							\$3,970	Luhdorff & Scalmanini
	Subtotal						13	\$6,025	
2 Prepare Preliminary Design Drawings									
	Cover sheet with vicinity map and legend (1 sheet)		2		4		6	\$850	
	Site plans (4 sheets)	1	16		28		45	\$6,455	
	Elevation/sections (2-3 sheets)		4		10		14	\$1,970	
	Subconsultant Design							\$4,025	Luhdorff & Scalmanini
	Subtotal						51	\$13,300	
2 Prepare Cost Estimates and Schedule									
	Design and Construction Cost Estimate	1	3	3			7	\$1,065	
	Design and Construction Cost Estimate							\$3,933	Luhdorff & Scalmanini
	Schedule		3				3	\$465	
	Subtotal						10	\$5,463	
	Miscellaneous Costs							\$200	Est mileage, photos, reproduction
Total Hours		3	40	3	42	0	88		
Total Cost		\$585	\$6,200	\$405	\$5,670	\$0		\$24,988	

