

**MEETING OF THE CAPITAL IMPROVEMENT PROJECTS (CIP)
COMMITTEE OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CALIFORNIA 90712
3:00 P.M., THURSDAY, MARCH 9, 2017**

AGENDA

EACH ITEM ON THE AGENDA, NO MATTER HOW DESCRIBED, SHALL BE DEEMED TO INCLUDE ANY APPROPRIATE MOTION, WHETHER TO ADOPT A MINUTE MOTION, RESOLUTION, PAYMENT OF ANY BILL, APPROVAL OF ANY MATTER OR ACTION, OR ANY OTHER ACTION. ITEMS LISTED AS "FOR INFORMATION" MAY ALSO BE THE SUBJECT OF AN "ACTION" TAKEN BY THE BOARD OR A COMMITTEE AT THE SAME MEETING.

- 1. DETERMINATION OF A QUORUM**
- 2. PUBLIC COMMENT**
Pursuant to Government Code Section 54954.3
- 3. INTERPRETIVE/EXHIBITRY CONCEPT, DESIGN, CONSTRUCTION, AND INSTALLATION SERVICES WORKSHOP AND PROCUREMENT PROCESS UPDATE**
Staff Recommendation: For discussion and possible action.
- 4. GROUNDWATER RELIABILITY IMPROVEMENT PROJECT (GRIP) DRAFT LEARNING CENTER USE POLICY**
Staff Recommendation: For discussion and possible action.
- 5. AUTHORIZE RELEASE OF A REQUEST FOR QUALIFICATIONS (RFQ) TO DEVELOP AN ONLINE GIS VIEWER AND UPGRADE THE INTERACTIVE WELL SEARCH TOOL, PHASE 1**
Staff Recommendation: The Board of Directors authorize the General Manager to release a Request for Qualifications to update and improve the District's Online Geographic Information System (GIS) viewer and interactive well search tool.
- 6. WRD BUILDING RENOVATION PHASE 2 PROJECT – PURCHASE OF FURNITURE SUPPLY AND INSTALLATION SERVICES**
Staff Recommendation: The Board of Directors authorize the General Manager to execute a professional services agreement with Corporate Business Interiors, subject to District Counsel approval as to form, for furniture and installation services for a total amount of \$223,000, plus a 10% contingency allowance of \$22,300, for a total not to exceed project budget amount of \$245,300.
- 7. NOTICE OF COMPLETION FOR THE GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM (GRIP) BRINE DISPOSAL PIPELINE AND STREET IMPROVEMENTS PROJECT**
Staff Recommendation: The Board of Directors accept the Brine Disposal Pipeline and Street Improvement project as complete, authorize the General Manager to file a Notice of Completion with the Los Angeles County Clerk's office in accordance

with the California Public Contract Code, and authorize release of construction contract retention in the amount of \$87,019.97.

8. GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM ADVANCED WATER TREATMENT FACILITY (GRIP AWTF) DESIGN-BUILD PROJECT PROGRESS REPORT

Staff Recommendation: For discussion and possible action.

9. GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM (GRIP) OUTREACH PROGRAMS UPDATE

Staff Recommendation: For discussion and possible action.

10. DEPARTMENT REPORT

Staff Recommendation: For information.

11. DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF

12. ADJOURNMENT

The Committee will adjourn to its next meeting currently scheduled for March 23, 2017 at 3:00 p.m.

Agenda posted by Tracey Burke, Senior Administrative Specialist on March 6, 2017. In compliance with ADA requirements, this document can be made available in alternative formats upon request.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Senior Administrative Sherri Brown at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District's website, www.wrd.org.

EXHAUSTION OF ADMINISTRATIVE REMEDIES – If you challenge a District action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the District office at, or prior to, the public hearing. Any written correspondence delivered to the District office before the District's final action on a matter will become a part of the administrative record.



MEMORANDUM

ITEM NO. 3

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

**SUBJECT: INTERPRETIVE/EXHIBITRY CONCEPT, DESIGN, CONSTRUCTION, AND
INSTALLATION SERVICES WORKSHOP AND PROCUREMENT PROCESS
UPDATE**

SUMMARY

At the direction of the CIP Committee, staff will lead a workshop to present and further discuss the interpretive/exhibitory concept and design proposals received. The workshop will aim to identify conceptual features that will become the framework for the scope of work and anticipated exhibitry to be considered for design, fabrication and installation of Phase 1, which will include the WRD headquarters lobby and the Leo J. Vander Lans Advanced Water Treatment Facility.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action.



MEMORANDUM

ITEM NO. 4

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: GROUNDWATER RELIABILITY IMPROVEMENT PROJECT (GRIP) DRAFT LEARNING CENTER USE POLICY

SUMMARY

In accordance with Resolution No. 1238 approving the Conditional Use Permit (CUP) No. 728 by the City of Pico Rivera Planning Commission for the construction of the Groundwater Reliability Improvement Project (GRIP) Advanced Water Treatment Facility (AWTF), as stated in Section 3, No. 46, the District is required to develop draft facility policies regarding the use of the learning center by the public and local agencies. Hence, District staff developed the draft GRIP Learning Center Facility Use Policies (Attachment A). This draft is subject to review and approval by the City of Pico Rivera in accordance with the conditions outlined in the CUP. District staff will provide an overview of the draft GRIP Learning Center Facility Use Policies attached.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action.

Water Replenishment District of Southern California
Groundwater Reliability Improvement Project (GRIP) Learning Center
Facility Use Policies

A. Rental Categories and Descriptions

Rental of facility space is available as follows:

Priority* Order	Category
1	- WRD Sponsored Events
2	- Public Agency with Joint Use Agreement (i.e. City of Pico Rivera)
3	- Community Youth-Serving Organizations (ex: Boy/Girl Scouts)
4	- Non Profit Organizations/Groups (Organizations must be non-restrictive in membership and all meetings open to the public. Groups must provide a current non-profit number or letter from IRS indicating status.) - Government Agencies - Local Community Service Clubs (ex: Soroptimist, Lions, Rotary, etc.)
5	- Residential (ex: Children's birthday party and anniversaries)

** Groups and entities within WRD's service area have priority for the use of the facilities, those that are not within WRD service area, are on a first-come first-serve basis.*

Room	Fees**	
	Service Area	Non-Service Area
1/3 Gaspur Room	TBD	TBD
2/3 Gaspur Room	TBD	TBD
Full Gaspur Room	TBD	TBD
Jefferson Conference Room	TBD	TBD

***Non-profit organizations/groups, residents and entities within WRD's service area are subject to "service area" fees, those that are not within WRD service area, are subject to "non-service area" fees*

Demonstration Gardens: The gardens are available during business hours with no appointment. There is a self-guided educational exhibit tour that can be followed.

B. Rules and Regulations “All Facilities”:

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all WRD facilities:

- a. All persons or organizations using a facility must abide by all municipal, state and federal laws and regulations.
- b. Unless specifically authorized, facilities will be closed and unavailable prior to 8 a.m. or beyond 5:30 p.m., weekends and the following holidays:
 - i. New Year’s Eve (closed at 12 noon)
 - ii. New Year’s Day
 - iii. Martin Luther King Jr. Day
 - iv. Presidents’ Day
 - v. Memorial Day
 - vi. Independence Day
 - vii. Labor Day
 - viii. Veterans’ Day
 - ix. Thanksgiving Day
 - x. Friday after Thanksgiving
 - xi. Christmas Eve (closed at 12 noon)
 - xii. Christmas Day
- c. WRD reserves the right to close facilities during normal business hours.
- d. Responsible adults 21 years or older must be present at all times when groups of minors are using the facilities.
- e. Unruly behavior such as, but not limited to, shouting, running, quarreling, fighting and profane language, or any conduct that interferes with the use of the facilities by others, or with the functioning of staff, are prohibited and subject to removal from facility. Possession, under the influence, or use of alcohol or drugs is prohibited. Betting and/or any other forms of gambling shall not be allowed.
- f. Use of skateboards, scooters, rollerblades and bikes are not allowed in or on WRD facilities.
- g. No materials shall be attached to curtains, walls, ceiling or doors without prior approval. Groups using the facilities for dancing shall not use any wax or other preparation on the floors.
- h. The serving of red-based punch is strictly prohibited.
- i. Decorations are subject to WRD staff approval. Fireproof decorations must be used. No group may hammer, stick or staple anything to floors, walls or ceilings. Decorations may only be placed as designated by a WRD representative. All set-up and take-down of decorations and any associated damage are the responsibility of the user.
- j. No bathing in the restrooms. No sleeping in the facilities. No loitering in or around building. Personal hygiene and cleanliness is very important to us. Persons having offensive odors will be asked to leave.
- k. No confetti, glitter (for table decorations), birdseeds, rice (for throwing), straw or hay is allowed in the facilities.

- l. The use of tape other than masking tape is prohibited. The use of tacks, nails, scotch tape, staples, or similar fasteners is not allowed. Candles are not allowed.
- m. Supplies or equipment, such as tables, chairs, dishes, silverware, utensils, etc. shall not be removed from the facility.
- n. Persons in attendance shall restrict their activities to those facilities or portions thereof, which their application entitles.
- o. WRD will not be held responsible for loss, damage or theft of any equipment or personal articles owned, leased or rented by users of the facility or left behind at the conclusion of their event.
- p. The user may not store any equipment in the facility prior to or after the approved period of use. Any equipment left in the facility without approval will subject the user to additional rental fees.
- q. Upon conclusion of their activities, groups must leave the facilities in the same condition as found, including the disposal of excessive trash. Such condition is to be determined by the authorized representative.
- r. WRD staff will control all heating, air conditioning, lighting, sound, public address system and any other electrical or mechanical system(s) in the building. The applicant may make requests to the WRD staff for any adjustments.
- s. WRD staff reserves the right to monitor and maintain volume control of any amplified items.
- t. Only service animals are allowed in the premises. Pets or other animals are not permitted on the premises, without prior approval.
- u. Smoking inside or within 20 feet of WRD facilities is prohibited.
- v. Facility policy prohibits the distribution of non-event related literature on facility property by community members, independent contractors or facility employees acting in their own behalf or on behalf of a community group. Any distribution permitted is limited to the time allotted for the use.
 - i. Non-event related literature means any printed, written or electronic materials prepared by groups or individuals for posting or general distribution that are not prepared as a part of an event or course of instruction for which the facility has been properly reserved. This includes such things as books, fliers, invitations, announcements, pamphlets, posters, photographs, pictures, films, audio recordings, digital media recordings and electronic messages.
 - ii. Distribution means handing non-event related literature to others on facility property; posting on facility property such as walls, bulletin boards and facility websites; making available by placing upon desks, tables, floors or in offices; or engaging in any other manner of delivery of non-event related literature to others while on facility property.
 - iii. All event-related promotional material intended to be used must be approved by WRD prior to approval of the application.
 - iv. Groups interested in distributing event-related flyers at any WRD facility must be approved by WRD prior to distribution.
- w. No smoke or fog machines will be permitted without prior approval.
- x. Private Commercial use of WRD facilities is prohibited.

- y. WRD does not charge entrance fees for the use of its facilities. Charging of fees by the applicant for entrance to the facilities or solicitation of contributions is prohibited. Furthermore, no products or services may be sold.

C. Reservation Policies and Procedures

- a. Applicants shall obtain a Reservation Application from the WRD website and return/submit the completed form no later than two (2) weeks prior to the event.
- b. Permittee may be required to obtain and maintain liability and property damage insurance in amounts required by the WRD with WRD named as additional insured. Issuance of permit is subject to proof of said insurance by permittee.
- c. Permittee may be required to pay WRD, prior to the event, a security deposit in an amount set by WRD Management, to insure reimbursement to WRD any costs incurred as a result of the event.
- d. Permittee may be required to pay for a WRD staff member to be present during the event, depending on the proposed activities.
- e. WRD shall not approve the following events: motorized sporting events, aircraft and ballooning events, pyrotechnical uses, concerts, mechanical amusement devices, animal shows (including dog shows), equestrian events, carnivals, circuses, boxing, car shows, swap meets, flea markets and religious events that are a regular recurring use by a single congregation or religious group, etc.

D. Facility Attendant:

- a. In the event that extra personnel are required to be on duty during certain functions, the user will be required to pay the additional attendant charges. The number of staff required will be at the discretion of WRD. WRD staff shall have full access to all activities in order to ensure that all rules, regulations, and state laws are being observed. Some factors that may warrant extra staff are as follows:
 - ii. Events with more than 50 in attendance
 - iii. Events requiring technical assistance
 - iv. Events where excessive cleanup will be required
 - v. Youth/teen events
 - vi. Events during other than normal operating hours

E. Catering

- a. WRD shall be advised of any and all food handling and food distribution on premises, i.e., cake and punch or full meal, catered or potluck.
- b. Groups requesting use of the kitchen for a catered meal must secure their own caterer. All caterers must be pre-approved and provide proof of a business license and insurance per WRD policies at least five (5) days prior to the event.

F. Rules and Regulations- Handbills

The following regulations shall apply to the distribution and circulation of commercial handbills within the facility premises. Failure to comply with the regulations listed below shall

be deemed to be a misdemeanor punishable by state law, accordingly. The regulations are as follows:

- a. Consent of Distribution. No person shall circulate, distribute or cause to be circulated or distributed any commercial handbill without the consent of WRD.
- b. Distribution on Facility Premises. No person shall distribute or circulate, or cause to be circulated or distributed, any commercial handbill on the roadway adjacent to the facility premises, to any person in an unparked vehicle, within ten feet of the facility entrance to a building; within ten feet of a marked or unmarked crosswalk; or on any portion of a driveway.
- c. Name of Distributor. No person shall circulate or distribute, or cause to be circulated or distributed any commercial handbill within the facility premises unless it bears conspicuously thereon the name, address and telephone number of the distributor or other person responsible for the distribution.
- d. Distribution on Motor Vehicles. No person shall circulate or distribute, or cause to be circulated or distributed, any commercial handbill by placing it in or upon any motor vehicle parked within the facility premises.

G. Alcohol Policy:

Limited events involving alcohol use will be considered on a case-by-case basis with the approval of the WRD General Manager or designee. Applications for such events will be considered only if accompanied by proof of appropriate insurance coverage and any necessary permits. Applicants must comply with all policies listed below:

- a. Alcohol will only be permitted within the room reserved for the event
- b. The use of alcohol in any facility of WRD is by written permission, in advance only, and must comply with all laws. Failure to comply with any regulations will result in immediate revocation of the permission for alcohol and termination of the event. Additional regulations and specifications may be given in the agreement for any event. Policies for alcohol include the following:
 - i. Alcohol is restricted to wine, beer and champagne.
 - ii. Consumption of alcoholic beverages is restricted to the areas described in the facility use contract. No alcohol consumption will be permitted in the parking lot or outdoor areas.
 - iii. Alcohol **may not** be sold.
 - iv. Applicants must provide proof of liquor liability and property damage insurance at least five (5) days prior to the event.
 - v. A WRD-approved security service is required to be present as security at all events serving alcohol. (Please refer to Security Policy, Section H).
 - vi. Alcohol **may not** be served prior to the scheduled start of the event nor until security has arrived.

- vii. Alcohol **may not** be served to minors (that is, any person under the age of 21), nor shall they be allowed to consume any alcoholic beverage. The users failure to comply, monitor and enforce the law is grounds for terminating the activity and forfeiting the refundable deposits and all of the room fees which have been paid. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on WRD premises shall be the sole responsibility of the organization, its sponsor or the adult representative.
 - viii. Any event where the majority (50% plus one) of guests in attendance will be minors (under the age of 21) will not be granted permission to serve alcohol.
 - ix. Service of any alcoholic beverages must end one hour before the end time of the event.
 - x. All alcohol must be distributed from behind a table or bar by an adult (over the age of 21) who is responsible for insuring that no minors are served. No event will allow patrons to self-serve.
 - xi. All alcohol must be served in cups or cans. No glass bottles or containers will be allowed at the tables.
 - xii. When serving champagne, all bottles must be opened in the serving area. Champagne **may not** be opened in the banquet rooms. All unopened bottles must be stored in the kitchen/serving area.
 - xiii. User will remove all full or opened beverage containers at conclusion of event. Empty containers must be placed in the outside trash receptacle. Failure to comply will result in forfeiture of deposits.
- c. **Non-Profit Organization (TENTATIVE- NEED TO CLEAR WITH ACWA)** - Alcoholic Beverage Procedures for Fundraising: Non-profit organizations may request permission to serve or sell alcohol, beer, wine and/or champagne only, at fund-raising events only with an ABC permit and with approval from the WRD General Manager.
- i. If no charge is made, an Alcoholic Beverage Control License is not required.
 - ii. If a charge is made, an Alcoholic Beverage Control One (1) Day License** is required and must be obtained by the applicant:
 - a. A copy of the license must be submitted no later than five (5) days before the scheduled event.
 - b. How to obtain a license: A license can be obtained a maximum of thirty (30) days in advance and no less than ten (10) days in advance of the scheduled event. The applicant may obtain the required license from: Alcoholic Beverage Control Office, 222 E. Huntington Drive, Monrovia, CA 91016-8006. The office may be contacted at (626) 256-3241. The hours of operation are 8 a.m. to 5 p.m. The license must be obtained in person by the applicant, and he/she must take the following material to the Alcoholic Beverage Control Office for issuance of license:
 - Daily License Application with authorized signature WRD General Manager and Los Angeles County Sherriff Department authorizing the event.
 - Proof of Non-Profit status, 501C proving charitable status

***If a copy of the license is not received five (5) days prior to event, the opportunity to sell alcohol beverages of any type will be prohibited. In addition, all other alcohol usage polices will apply for the scheduled event.*

H. Security Policy

a. Security at events is required as follows:

With Alcohol

1-50 guests = 1 guard

51-99 guests = 2 guards

100-199 guests = 3 guard

200-250 guests = 4 guards

Without Alcohol

1-25 guests = No guard

26-99 guests = 1 guard

100-199 guests = 2 guard

200-250 guests = 3 guards

b. ALL events after normal business hours are required to have at least one security guard.

c. If security is required at your event, the applicant must contract a security service from WRD's approved list of security services. Security guard(s) must be present at the event ½ hour prior to the arrival of guests continuing through the end of the reservation, including the clean-up period. The cost of security is borne by the applicant.

DRAFT

GRIP Learning Center Gaspur Room Reservation Form

Applicant Information for Gaspur Room Meeting Space

Name of Organization _____

Address _____
Street City/State Zip

Contact Person _____ Title _____
 (please print)

Cell phone No. (for day-of questions) _____

Telephone No. _____ Email _____ Fax _____

Meeting Date _____

Meeting Description _____

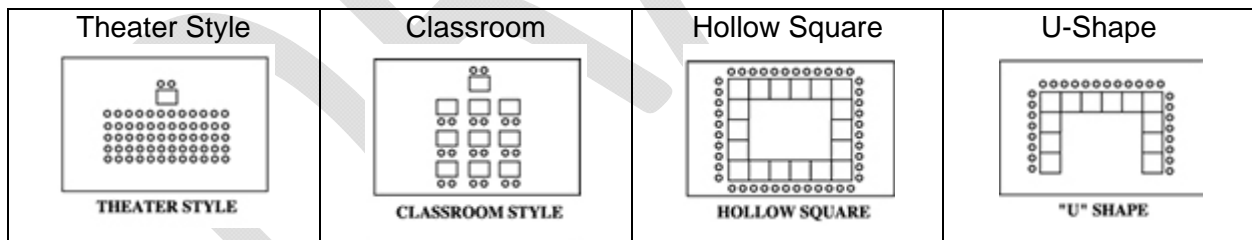
Set Up Begins _____	AM/PM
Meeting Begins _____	AM/PM
Meeting Ends _____	AM/PM
Clean Up Ends _____	AM/PM

The Gaspur Room has maximum room occupancy of 300 persons.

Total number of tables available for use: #

Total number of chairs available for use: #

Below are some of the configuration choices for your meeting needs:



Please indicate your number of attendees: _____

Please indicate your desired seating style: _____

Other style: (please describe) _____

Please indicate number of seating tables required: _____

Please indicate the number of chairs required: _____

Note: Your requested seating/table configuration will be set up for your event by WRD staff prior to your arrival.

WRD will not be responsible for providing additional equipment, i.e. round tables; if WRD does not have the options the organization requires, the organization will need to rent or provide it and arrange for set-up before the event. If the participating organizations does bring in or rent additional tables, chairs and/or equipment, the organization may be asked to remove these items from the premises on the same day of the organization’s event. **If the event is in the evening, items must be removed prior to 10:00 a.m. the following day.**

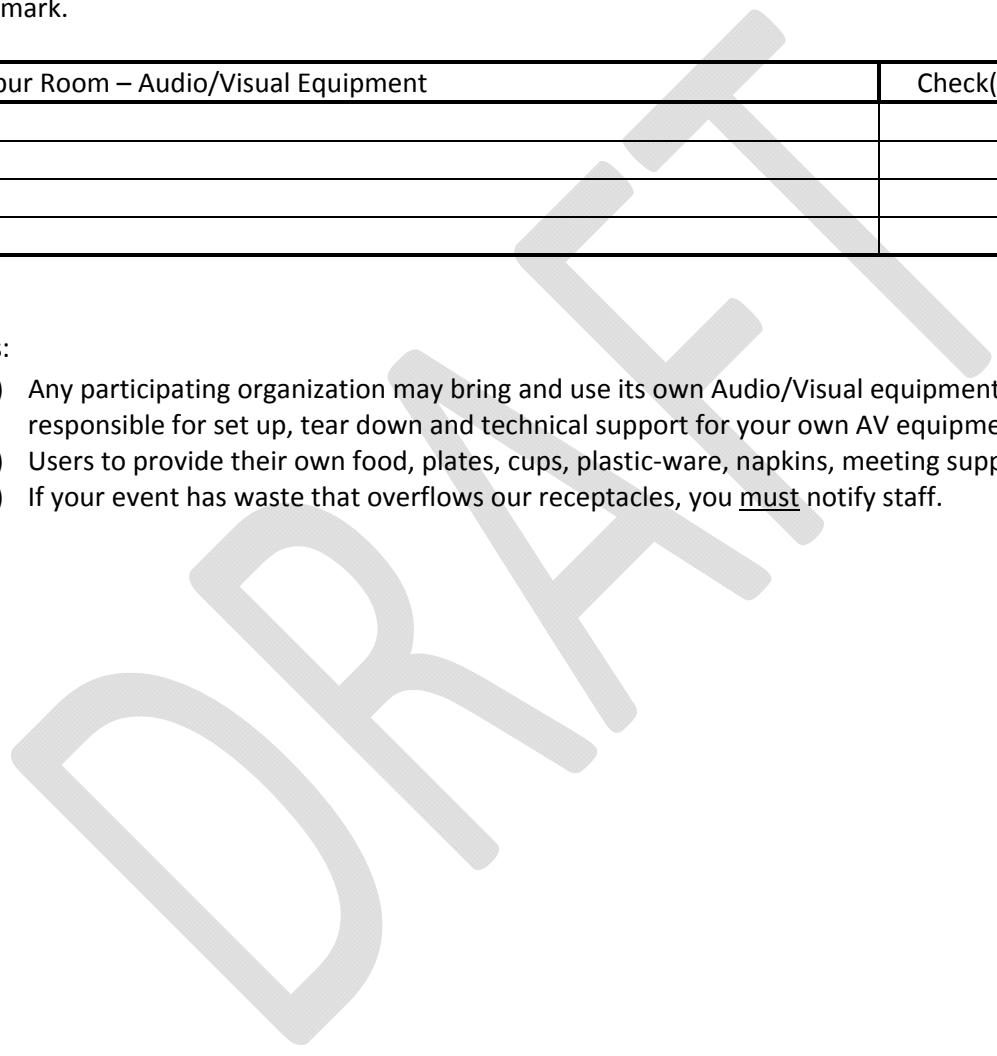
Audio/Visual Equipment

WRD can provide the basic audio/visual equipment. Please indicate your requirements below with a checkmark.

Gaspar Room – Audio/Visual Equipment	Check(✓) if needed

Notes:

- 1) Any participating organization may bring and use its own Audio/Visual equipment. Users are responsible for set up, tear down and technical support for your own AV equipment.
- 2) Users to provide their own food, plates, cups, plastic-ware, napkins, meeting supplies, etc.
- 3) If your event has waste that overflows our receptacles, you must notify staff.



GRIP Learning Center Jefferson Conference Room Reservation Form

Applicant Information for Jefferson Conference Room

Name of Organization _____

Address _____
Street
City/State
Zip

Contact Person _____ Title _____
 (please print)

Cell phone No. (for day-of questions) _____

Telephone No. _____ Email _____ Fax _____

Meeting Date _____

Meeting Description _____

Number of Meeting Participants _____

Set Up Begins _____	AM/PM
Meeting Begins _____	AM/PM
Meeting Ends _____	AM/PM
Clean Up Ends _____	AM/PM

Jefferson Conference Room – Audio/Visual Equipment	Check(✓) if needed

Notes:

- 1) Any participating organization may bring and use its own Audio/Visual equipment. Users are responsible for set up, tear down and technical support for your own AV equipment.
- 2) Users to provide their own food, plates, cups, plastic-ware, napkins, meeting supplies, etc.
- 3) If your event has waste that overflows our receptacles, you must notify staff.



MEMORANDUM

ITEM NO. 5

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR QUALIFICATIONS (RFQ) TO DEVELOP AN ONLINE GIS VIEWER AND UPGRADE THE INTERACTIVE WELL SEARCH TOOL, PHASE 1

SUMMARY

Since 2003, the District has provided an online Interactive Well Search Tool (IWST) to District pumpers, water resources consultants, WRD Staff and other interested parties. This tool is recognized as a definitive source for well production and information and water level and quality data for the Central and West Coast Basins.

The IWST is currently built on an Esri ArcIMS platform and accesses data through regularly updated Microsoft Access databases. The spatial data (wells, streets, and city boundaries, etc.) are updated on an annual basis. The ArcIMS platform is no longer supported by Esri. If the platform were to fail, it would be difficult to quickly repair or replicate. Current users comment on the limited functionality and unwieldy user interface.

In December 2016, the District adopted the Enterprise Asset Management Master Plan and Phase 1 Pilot Project which includes an Information Management Master Plan. The plan identifies the need to develop a new IWST that has the potential to expand its functionality and to integrate with other platforms being developed for Asset Management, including CMMS, SCADA, OnBase, and the WRD Portal. The development of an upgraded IWST would be Phase 1 in a multi-phased project to provide a public- and agency-facing map-based application for the District. Both consulting services and software will be necessary.

In order to implement the necessary updates to the IWST and develop a base on which to build additional functionality and integration, staff is recommending the release of a Request for Qualifications (RFQ) to identify the most qualified firm(s) to perform the upgrade to the District's IWST.

FISCAL IMPACT

The software and implementation cost will be dependent upon the negotiated fee with the selected most qualified firm(s). However, staff's current estimate is in the range of \$50,000 to \$75,000 for Phase 1. Sufficient funds for this expenditure have been included in the District's Capital Improvement Program (CIP) through debt service financing.

STAFF RECOMMENDATION

The Board of Directors authorize the General Manager to release a Request for Qualifications to update and improve the District's Online Geographic Information System (GIS) viewer and interactive well search tool.



MEMORANDUM

ITEM NO. 6

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: WRD BUILDING RENOVATION PHASE 2 PROJECT – PURCHASE OF FURNITURE SUPPLY AND INSTALLATION SERVICES

SUMMARY

District staff and its architects have completed the design drawings and conducted the public bid process to select a contractor for the subject office renovation project. One of the major items for the project is the acquisition of additional office furniture, which includes system furniture, freestanding furniture, system walls and other related accessories.

In an effort to reduce the fiscal impact of furniture purchases, the District has been a registered participant of the US Communities' Government Purchasing Alliance since 2004. Founded by public agencies for public agencies, the US Communities Program is a nonprofit agency that aggregates the purchasing power of more than 90,000 public agencies nationwide by offering Participating Public Agencies the ability to make purchases through existing, competitively solicited contracts between a supplier and a lead public agency. A Master Agreement has been established offering products and services to the participating public agencies at discounts from 40% to 70% off retail list price on well-known suppliers such as *Allsteel, Knoll, Herman Miller, Steelcase, and Haworth* all with added discounts for large orders.

The proposed purchase is procured pursuant to the US Communities' Government Purchasing Alliance which explicitly allows participating agencies to enter into piggyback contracts with participating companies to take advantage of negotiated governmental pricing rates.

The proposal by Corporate Business Interiors (CBI), at a total cost of \$223,000 adheres to the negotiated pricing set forth by the US Communities' Government Purchasing Alliance contract for the furniture and installation services. Corporate Business Interiors is an authorized Government Dealer for the suppliers and can installed system furniture for the District through this purchasing alliance.

FISCAL IMPACT

The fiscal impact for the furniture purchase and installation is \$223,000, for hardware, system walls and all installation and related service support.

STAFF RECOMMENDATION

The Board of Directors authorize the General Manager to execute a professional services agreement with Corporate Business Interiors, subject to District Counsel approval as to form, for furniture and installation services for a total amount of \$223,000, plus a 10% contingency allowance of \$22,300, for a total not to exceed project budget amount of \$245,300.



MEMORANDUM

ITEM NO. 7

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: NOTICE OF COMPLETION FOR THE GROUNDWATER RELIABILITY IMPROVEMENT (GRIP) BRINE DISPOSAL PIPELINE AND STREET IMPROVEMENTS PROJECT

SUMMARY

WRD is currently constructing an advanced water treatment facility (AWTF), referred to as the Groundwater Reliability Improvement Project (GRIP), on a 5.2-acre property located at 4320, 4330, and 4334 San Gabriel River Parkway (site) in the City of Pico Rivera, California. As part of that project, an off-site pipeline was required to be constructed in order to dispose of the brine concentrate that will be generated by the new AWTF. As a result, on May 5, 2016, the Board of Directors awarded a contract in the amount of \$1,543,163.97, with a 10% contingency of \$154,317.03 (total budget amount of \$1,697,481), to Mike Prlich & Sons, Inc. to construct a 16-inch diameter pipeline along San Gabriel River Parkway to connect the AWTF to an existing Los Angeles County Sanitation District 63-inch diameter sewer pipeline that runs along Beverly Road. At the request of the City of Pico Rivera, this project also included street modifications, which consisted of a redesign of traffic lanes, sidewalk, and signals at the intersection of San Gabriel River Parkway and Beverly Boulevard.

A Notice-To-Proceed was issued to Mike Prlich & Sons, Inc. on June 8, 2016. Construction was substantially completed on November 17, 2016 with final punch list items completed on February 15, 2017. One change order was processed with a net amount of \$156,812.01, which included a contract time extension of 37 days, and increased the final construction contract cost to \$1,699,975.98. This change order resulted from delays resulting from legal claims made by Manning Beef along with requests for changes in the design made by the City of Pico Rivera during construction.

The construction contract is now considered complete, and there are no outstanding change orders or stop notices. Upon Board approval, the District will file a required Notice of Completion for the Brine Disposal Pipeline and Street Improvement project with the Los Angeles County Clerk's office and will also release to Mike Prlich & Sons the funds held in retention.

FISCAL IMPACT

Sufficient funds exist for the Brine Disposal and Street Improvement project for release of the retention payment which is budgeted through the District's current Capital Improvement Program (CIP) as part of the Groundwater Reliability Improvement Program.

STAFF RECOMMENDATION

The Board of Directors accept the Brine Disposal Pipeline and Street Improvement project as complete, authorize the General Manager to file a Notice of Completion with the Los Angeles County Clerk's office in accordance with the California Public Contract Code, and authorize release of construction contract retention in the amount of \$87,019.97.



MEMORANDUM

ITEM NO. 8

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM'S ADVANCED WATER TREATMENT FACILITY (GRIP AWTF) DESIGN-BUILD PROJECT PROGRESS REPORT

SUMMARY

The GRIP AWTF project schedule includes numerous critical path milestones that must be managed and attained to meet the overall CY2018 project completion objective. Design and construction related activities commenced starting in July 2016. District staff will provide a regular verbal progress report to the CIP Committee.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action.



MEMORANDUM

ITEM NO. 9

DATE: MARCH 9, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

**SUBJECT: GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM (GRIP)
OUTREACH PROGRAMS UPDATE**

SUMMARY

A GRIP Outreach Programs update will be provided at the meeting.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For discussion and possible action.