

**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, APRIL 13, 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. MINUTES OF THE MEETINGS OF NOVEMBER 10, 2016 AND MARCH 16, 2017**
Staff Recommendation: Approve the minutes of the Capital Improvement Projects Committee meetings of November 10, 2016 and March 16, 2017.
- 4. AUTHORIZE RELEASE OF A REQUEST FOR PROPOSAL (RFP) FOR SECURITY SERVICES AT THE FIELD OPERATIONS AND STORAGE ANNEX FACILITY**
Staff Recommendation: The Board of Directors authorize the General Manager to release a Request for Proposals (RFP) for security services at the WRD Field Operations & Storage Annex Facility.
- 5. CONTRACT AMENDMENT WITH WATER COMPLIANCE SOLUTIONS FOR CONTINUED RECYCLED WATER PERMIT COMPLIANCE SERVICES**
Staff Recommendation: The Board of Directors authorize the General Manager to execute a contract amendment with Water Compliance Solutions, subject to approval as to form by District Counsel, for an additional \$50,000 and a time extension to December 31, 2017.
- 6. AWARD OF PROFESSIONAL SERVICES CONTRACT TO GILLIS + PANICHAPAN ARCHITECTS, INC. (GPA) FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR THE FUTURE FIELD OPERATIONS AND STORAGE ANNEX FACILITY**
Staff Recommendation: The Board of Directors authorize the General Manager to execute a Professional Services Agreement with Gillis + Panichapan Architects, Inc., subject to District Counsel approval as to form, for architectural/engineering design services related to the District's new field operations and storage annex facility for a total contract amount of \$130,000 (rounded), plus a 10% contingency allowance of \$13,000 (rounded), for a total project budget amount of \$143,000 (rounded).

7. **GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM ADVANCED WATER TREATMENT FACILITY (GRIP AWTF) DESIGN-BUILD PROJECT PROGRESS REPORT**
Staff Recommendation: For discussion and possible action.
8. **GROUNDWATER RELIABILITY IMPROVEMENT PROGRAM (GRIP) OUTREACH PROGRAMS UPDATE**
Staff Recommendation: For discussion and possible action.
9. **DEPARTMENT REPORT**
Staff Recommendation: For information.
10. **DIRECTORS REPORTS, INQUIRIES AND FOLLOW-UP OF DIRECTIONS TO STAFF**
11. **ADJOURNMENT**
The Committee will adjourn to its next meeting currently scheduled for April 27, 2017 at 3:00 p.m.

Agenda posted by Tracey Burke, Senior Administrative Specialist on April 10, 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: APRIL 13, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

**SUBJECT: MINUTES OF THE MEETINGS OF NOVEMBER 10, 2016
AND MARCH 16, 2017**

**MINUTES OF NOVEMBER 10, 2016
MEETING OF THE CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE OF
THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A meeting of the Capital Improvement Projects Committee of the Board of Directors of the Water Replenishment District of Southern California was held on November 10, 2016 at 2:18 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Albert Robles called the meeting to order and presided thereafter. Senior Administrative Specialist Tracey Burke recorded the minutes.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Albert Robles, John D. S. Allen, Rob Katherman, and Sergio Calderon

Staff: Ken Ortega, Lyndsey Bloxom, Pete Brown, Brett Glasscock, H. Francisco Leal and David Alvarez (Leal & Trejo)

Public: Roy Valadez (J.F. Shea), Steve Tedesco (Tetra Tech)

2. PUBLIC COMMENT

Pursuant to Government Code Section §54954.3

None.

3. APPROVE MINUTES OF OCTOBER 13, 2016

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved, with Director Calderon and President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee approved the minutes of October 13, 2016.

3.A ADDITIONAL ITEM ADDED TO AGENDA

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved to include a closed session item as 13.A on the agenda.

Interim General Counsel H. Francisco Leal said the item, which arose subsequent to the posting of this agenda, is related to potential litigation in closed session.

4. ACCOUNTS PAYABLE AUTOMATION

Mr. Ortega introduced this item to the Committee. Network Administrator Brett Glasscock went over the staff recommendation. Director Katherman asked if there was any cost beyond the contract amount, to which Mr. Ortega replied that there is an annual licensing fee. Mr. Glasscock said the fee is about \$3,000 per year and not a significant cost on an ongoing basis.

Upon a motion duly made by Director Katherman, seconded by Director Allen, and unanimously approved, with Director Calderon and President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize the General Manager to execute a professional services agreement with Advanced Document Solutions, subject to District Counsel approval as to form, for implementation services related to the AP automation project for a total contract amount of \$64,080, plus a 10% contingency allowance of \$6,408, for a total amount not to exceed project budget amount of \$70,488.

5. BOARDROOM TECHNOLOGY UPGRADE

This item was taken out of order, after item 7, to allow for the arrival of Director Calderon.

Mr. Ortega explained that this item is being presented to the CIP Committee because there has not been an Administrative Committee meeting at which to present it.

Network Administrator Brett Glasscock told the Committee that the District is still using the audio/visual equipment installed in the building 9 years ago. He said that the system has served the District well but many of the components are beginning to fail and are no longer manufactured or supported and cannot be repaired.

Mr. Glasscock asked the Directors if they had any specific questions regarding the equipment. Director Calderon asked whether the individual screens on the dais in the Board room could be upgraded to touch screens. Mr. Glasscock said that it could be done, but the monitors in question tend to be much larger than the space accommodates. He said that the technology is there and just needs to be evaluated.

Mr. Ortega said that the purpose of this particular request is to repair or replace the components that are no longer working, but that staff would continue to research other options and added functionalities. Chair Robles suggested that staff ask respondents for suggestions and options as part of the request for proposals. Director Allen agreed that respondents' proposals should include as many options and suggestions as possible.

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved, with President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize staff to begin the competitive bidding process for the proposed upgrades in accordance with the WRD Administrative Code.

6. AMENDMENT NO. 1 OF PROFESSIONAL SERVICES AGREEMENT NO. 887 WITH WOOLPERT TO PROVIDE SUPPORT WITH THE FULL IMPLEMENTATION OF THE COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) SOFTWARE

Mr. Ortega explained that items 6. And 7. would be discussed concurrently because they are closely related. He talked about the importance of the Enterprise Asset Management project, and about the different types of assets to be addressed. Discussion followed.

Director Katherman asked whether or not the District has a guarantee or fall back position of some type, in the event the system does not perform as expected. Mr. Ortega responded that, yes, there are performance guarantees embedded in all of this, and that this is why the District did a pilot of the program first. He said that staff did not want to bring these recommendations to the committee until it had validated performance through the pilot process at the Vander Lans facility. He said that the pilot program tested the integrator, the software, and also GHD to make sure they could do the asset registry development.

Upon a motion duly made by Director Katherman, seconded by Director Allen, and unanimously approved, with Director Calderon and President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize the General

Manager to execute Amendment No. 1 of the Professional Services Agreement No. 887 with Woolpert, subject to District Counsel approval as to form, with a revised scope of work for full implementation of CMMS software District wide for a total amount not to exceed \$320,000 and extend the contract term to December 31, 2018.

7. AMENDMENT NO. 3 OF PROFESSIONAL SERVICES AGREEMENT NO. 816 WITH GHD REGARDING PHASE 2 – IMPLEMENTATION OF THE COMPUTERIZED MAINTENANCE & MANAGEMENT SYSTEM (CMMS) PROJECT

This item was included in discussion of item No. 6.

Upon a motion duly made by Director Katherman, seconded by Director Allen, and unanimously approved, with President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize the General Manager to execute Amendment No. 3 of Professional Services Agreement No. 816 with GHD, subject to District Counsel approval as to form, for CMMS District-wide implementation, for a total amount not to exceed \$550,000 and extend the contract term to December 31, 2018.

8. CIVIC RESOURCE GROUP CONTRACT EXTENSION AND AMENDMENT

Manager of Communication and Education Services Pete Brown introduced this item. He explained that while creating the new WRD web site, it became apparent that additional programming would be necessary to enable the web site to function and be as navigable as intended. Mr. Brown shared a sample of the draft design. He said that because the process has taken longer than anticipated, staff is requesting an extension of the contract through February, 2017. He said that the extension will allow sufficient time for the additional work described.

Chair Robles asked whether or not a staff member or members will be trained to update the web content. Mr. Ortega replied that training is included in the contract and that several team members will be trained to make updates to content at all times. Discussion followed.

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved, with President Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize the General Manager to approve a contract extension and costs for website programming for a total amount not to exceed \$15,000.

9. DISCUSSION REGARDING DESIGN CONCEPT ALTERNATIVES FOR WRD FACILITIES' VISITOR EXPERIENCE

Communication and Education Services Representative Lyndsey Bloxom provided information on exhibitry and concept design for the GRIP, Vander Lans, and WRD Administrative facilities. She stated that the Committee has received three presentations to date regarding design options, signage options, mascot concepts, and naming concepts, and that staff comes today with a Request for Qualifications (RFQ) for the Committee's consideration. Chair Robles suggested staff make it clear to respondents that this will be a qualifications based selection, with the fee and schedule to be negotiated. Discussion followed.

Director Katherman asked whether or not it was permissible for the CIP Committee to approve the issuance of an RFQ. Mr. Ortega replied that Board approval has been the District's practice, but that it is not a requirement of the District's Administrative Code. General Counsel H. Francisco Leal responded that it was permissible to expedite the issuance of this RFQ.

Upon a motion duly made by Director Katherman, seconded by Director Allen, and unanimously approved, with Director Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee approves the release of a Request for Qualifications for Interpretive Exhibitry Concept, Design, Construction, and Installation Services.

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

Mr. Ortega provided a PowerPoint presentation on current GRIP construction site activity. Chair Robles asked if residents are aware of the street improvements made by WRD in the Beverly / San Gabriel River Parkway area. Mr. Brown replied that they are aware, and that the information will also be featured in the next newsletter. Discussion followed.

Mr. Brown said that the Good Neighbor Program Turkey Giveaway presented at the previous meeting would have been difficult to do, and that distributing gift cards seemed to be a more practical option than distributing turkeys. He said that \$20 gift cards can be purchased from a Pico Rivera grocery store and distributed door-to-door to approximately 500 homes in the area of the GRIP construction site as a "thank you" for their patience during recent construction activities.

Director Allen asked about the cost for a flyer regarding the street improvements, to accompany the gift cards. Mr. Brown said it would depend on the size of the area,

but possibly \$15,000 - \$20,000. Chair Robles requested the flyer also go to nearby Whittier area residents, since they also benefit from the street improvements.

Mr. Ortega talked about soliciting support from GRIP contractors to help offset the cost of the gift cards.

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved, with Director Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board of Directors authorize the purchase of grocery gift cards and the printing of flyers regarding the GRIP project and related street improvements for a not to exceed amount of \$25,000

Chair Robles said he had asked Mr. Ortega to invite representatives from J.F. Shea and Tetra-Tech (GRIP project contractors) to join the Committee today to provide a status on project team diversity development. In attendance were Roy Valadez from J.F. Shea and Steve Tedesco from Tetra Tech. Chair Robles said the main reason he invited the representatives to the meeting was to provide an update on their attempts to diversify the demographics of their teams.

Mr. Valadez told the Committee about a job fair J.F. Shea held in the City of Maywood in the summer of 2015. He said the purpose of the job fair was to reach out to the local community regarding working as part of the GRIP team. He shared an advertisement soliciting small businesses for the next phase of the project. Mr. Ortega explained that there are different phases of the project, each requiring different types and levels of staffing. Mr. Valadez said J.F. Shea and Tetra Tech have been making a big effort to reach out to many different demographics, and will continue to do so.

Mr. Valadez said that Tetra Tech currently has 43 employees on the project, 30% of which are minority, and that he expects it to top out at about 45% when staffing levels rise. Steve Tedesco of Tetra Tech said they have taken the Directors' request for workforce diversity very seriously. He said that Tetra Tech had a very diverse team to begin with and are trying to add more as they can.

Chair Robles thanked the gentlemen for providing the updates on short notice. He said the Board intends to monitor their progress and asked that they return in the

future to provide another update. Director Allen requested that the next update be given to the CIP Committee at its May 11, 2017 meeting.

11. GRIP OUTREACH PROGRAMS UPDATE

This item was covered in item 10.

12. DEPARTMENT REPORT

Mr. Ortega provided an update on the WRD organization chart, inclusive of vacancies at various levels, and upcoming retirement of several technical staff members. Mr. Ortega requested the CIP Committee authorize release of a Request for Qualifications (RFQ) for an executive and technical recruitment firm.

Upon a motion duly made by Director Allen, seconded by Director Katherman, and unanimously approved, with Director Murray absent, it was

RESOLVED: The Capital Improvement Projects Committee authorizes the General Manager to issue a Request for Qualifications (RFQ) for an executive and technical recruitment firm.

Director Allen requested that the Board be introduced to new staff members in the future.

Mr. Brown provided an update on radio advertising. He said that Dakota Communications has sought the professional guidance of someone who does ad-buys in order to maximize the purchase. He said he should have the information tomorrow, November 11, 2016. Mr. Brown told the Committee that staff has been doing print media consistently for the past couple of months in the Los Cerritos News and in Random Lengths.

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

A. Closed Session: Conference with Legal Counsel – Anticipated Litigation, pursuant to Government Code §54956.9 (b) One Case.

Report: No action taken.

14. ADJOURNMENT

There being no further business to come before the Committee, and with Director Murray absent, a motion was duly made by Director Robles and seconded by Director Katherman to adjourn at 4:10 P.M.

**MINUTES OF MARCH 16, 2017
SPECIAL MEETING OF THE CAPITAL IMPROVEMENT PROJECTS (CIP)
COMMITTEE OF THE BOARD OF DIRECTORS
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

A special meeting of the Capital Improvement Projects Committee of the Board of Directors of the Water Replenishment District of Southern California was held on Thursday, March 16, 2017 at 3:10 p.m., at the District Office, 4040 Paramount Boulevard, Lakewood, California 90712. Committee Chair Albert Robles called the meeting to order and presided thereafter. Senior Administrative Specialist Sherri Brown recorded the minutes.

1. DETERMINATION OF A QUORUM

A quorum was present, which included:

Committee: Committee Chair Albert Robles; Directors John D. S. Allen, Sergio Calderon and Willard H. Murray, Jr. President Robert Katherman arrived as the meeting was in progress.

Staff: Robb Whitaker; Ken Ortega; Ted Johnson; Pete Brown; Lyndsey Bloxom; H. Francisco Leal; David Alvarez

Public: Rick Taylor – Dakota Communications; Maris Ensing – Mad Systems, Inc.

2. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3

None.

3. AUTHORIZE THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH MAD SYSTEMS, INC. FOR THE PHASE 1 - INTERPRETIVE/EXHIBITRY, DESIGN, CONSTRUCTION, AND INSTALLATION SERVICES PROJECT

General Manager Robb Whitaker provided a recap of the project to the Committee. The Committee discussed the educational and exhibit components they would like to see implemented for the WRD lobby, Groundwater Reliability Improvement Project (GRIP) and Leo J. Vander Lans facilities.

President Katherman arrived. Director Calderon excused himself from the meeting.

Discussion followed.

Upon a motion duly made by Director Allen, seconded by Director Robles, and unanimously approved, with Director Calderon absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board authorize the General Manager to enter into a Professional Services Contract with Mad Systems, subject to

approval as to form by District Counsel, for interpretive/exhibitory concept, design, construction, and installation for Phase 1 of the WRD Administrative Lobby, Leo J. Vander Lans Advanced Water Treatment Facility (AWTF) and for the GRIP AWTF for an amount not to exceed \$440,000 and a contract termination date of July 31, 2018.

Assistant General Manager Ken Ortega stated that the design, fabrication and installation work related to the Groundwater Reliability Improvement Project will be brought back to the Committee as a Phase 2 project.

4. AUTHORIZE THE GENERAL MANAGER TO ENTER INTO AN ON-CALL PROFESSIONAL GROUNDWATER MODELING SERVICES AGREEMENT WITH INTERA, INC.

Mr. Whitaker reported that this item is related to placement of additional injection wells in Long Beach.

Upon a motion duly made by Director Murray, seconded by Director Allen, and unanimously approved, with Director Calderon absent, it was

RESOLVED: The Capital Improvement Projects Committee recommends that the Board authorize the General Manager to enter into a Professional Services Agreement with Intera, Inc., subject to approval as to form by District Counsel, for on-call groundwater modeling services for a total cost not to exceed \$100,000 and a contract termination date of June 30, 2018.

5. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:47 p.m.



MEMORANDUM

ITEM NO. 4

DATE: APRIL 13, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR PROPOSAL (RFP) FOR SECURITY SERVICES AT THE FIELD OPERATIONS AND STORAGE ANNEX FACILITY

SUMMARY

In May 2016, the District purchased a 2.3 acre parcel, located at 3919 Paramount Boulevard, which will serve as the District's new field operations and storage annex facility. Since the purchase of the vacant property, there have been numerous cases of vagrancy and vandalism at the site. Due to the need to regularly monitor the site, the District entered into a short term contract with American Security Force, Inc. to provide security patrol services. Because the District is still completing the procurement process to obtain an architectural and engineering design firm to provide a needs and space planning assessment, and schematic design of future improvements at the site, it is expected that the site will remain vacant for some time. Therefore, District staff would like to prepare and release a Request for Proposals (RFP) for Security Services to better protect the property's premises and provide a safer site for staff access.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

The Board of Directors authorize the General Manager to release a Request for Proposals (RFP) for security services at the WRD Field Operations & Storage Annex Facility.



MEMORANDUM

ITEM NO. 5

DATE: APRIL 13, 2017

TO: CAPITAL IMPROVEMENT COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: CONTRACT AMENDMENT WITH WATER COMPLIANCE SOLUTIONS FOR CONTINUED RECYCLED WATER PERMIT COMPLIANCE SERVICES

SUMMARY

On October 6, 2016, the Board of Directors authorized a contract with Water Compliance Solutions (WCS), led by Dr. Cathy Chang, to assist the District with recycled water permit compliance matters for several projects, including the Groundwater Reliability Improvement Project (GRIP), the tertiary water spreading at the Montebello Forebay, and Leo J. Vander Lans Advanced Water Treatment Facility (LVLAWTF).

Since initiating the contract, WCS has been heavily involved in providing multiple services for the District, including providing strategies, report writing, and communications with the regulatory agencies for three major GRIP submittals, including the amendment to the Title 22 Engineering Report (Appendix I) for spreading GRIP water, the Report of Waste Discharge (ROWD) for the San Gabriel River and the ROWD for the injection wells and spreading grounds. WCS has also been instrumental in assisting the District advance the timeline of the GRIP permits by preparing the Reasonable Potential Analysis – a detailed technical analysis on potential water quality impacts that is required as part of the GRIP permitting process and requires regular interaction with the Los Angeles County Sanitation Districts and the Los Angeles Regional Water Quality Control Board. In addition, WCS has been providing consulting services and successful strategies related to permit compliance on the LVLAWTF. As of this writing, the budgeted funds are nearly exhausted, yet considerable additional consulting services are anticipated in order to secure the final permits for the GRIP facility and other on-call services as needed. Therefore, a contract budget and time amendment is recommended.

FISCAL IMPACT

The amendment would be for an additional amount of \$50,000. This is a budgeted item.

STAFF RECOMMENDATION

The Board of Directors authorize the General Manager to execute a contract amendment with Water Compliance Solutions, subject to approval as to form by District Counsel, for an additional \$50,000 and a time extension to December 31, 2017.



MEMORANDUM

ITEM NO. 6

DATE: APRIL 13, 2017

TO: CAPITAL IMPROVEMENT PROJECTS (CIP) COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: AWARD OF PROFESSIONAL SERVICES CONTRACT TO GILLIS + PANICHAPAN ARCHITECTS, INC. (GPA) FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR THE FUTURE FIELD OPERATIONS AND STORAGE ANNEX FACILITY

SUMMARY

In August 2016, the District purchased property, including existing building and parcel improvements located at 3919 Paramount Boulevard in Lakewood. This property will serve as the District's future field operations and storage annex facility. However, before the building can be utilized, various modifications and tenant type improvements must be space planned, designed, and constructed. The aforementioned renovations will require professional architectural and engineering design services which include the following tasks:

- Pre-Project Needs Assessment
- Conceptual & Schematic Design Development
- Development of Detailed Plans and Technical Specifications
- Bidding and Construction Management Assistance
- Construction Administration and Project Close-Out Services

With prior approval from the Board, a Request for Proposals was issued on February 28, 2017 and posted on the District's website for architectural and engineering design services. On March 14, 2017, a mandatory pre-proposal meeting was attended by eight (8) interested firms. In addition, questions and answers from the pre-proposal meeting and subsequent inquiries were posted on the District's website.

On March 21, 2017, the District received six proposals before the prescribed submittal deadline, which were reviewed by three (3) District staff. The proposal evaluation criteria included project team qualifications and management plan, project understanding and approach, relevant experience, proposed labor hours and fees, meeting the project schedule, and participation in the District's policy for local/small/veteran businesses.

Based on the proposals submitted, Gillis + Panichapan Architects, Inc. (GPA) is considered the most qualified firm for the project. GPA demonstrated the best understanding and approach for the project, as well as assembled the strongest project team with extensive experience in managing similar projects.

FISCAL IMPACT

GPA's base cost for the project is \$129,925. There are sufficient funds in the District's Capital Improvement Program for the proposed work.

STAFF RECOMMENDATION

The Board of Directors authorize the General Manager to execute a Professional Services Agreement with Gillis + Panichapan Architects, Inc., subject to District Counsel approval as to form, for architectural/engineering design services related to the District's new field operations and storage annex facility for a total contract amount of \$130,000 (rounded), plus a 10% contingency allowance of \$13,000 (rounded), for a total project budget amount of \$143,000 (rounded).



MEMORANDUM

ITEM NO. 7

DATE: APRIL 13, 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. 8

DATE: APRIL 13, 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.