

# Manager's Report

To the SC-OR Commissioners by Glen Sturdevant  
on July 23, 2021

## Operations & Maintenance

There were no major operational issues at the plant this month

## RCPS design

At the June meeting the Board directed me to get a cost for the design of the new Ruddy Creek Pump Station (RCPS). Jacobs Engineering has given us their proposal for a cost not to exceed \$398,040.00.

## Jacobs Engineering Contact Amendment No. 4 for Task Order #29

To begin the Influent Pump Station Project, we need to have *Conformed Drawings*, which are basically final drawings that will be used to actually build the pump station. After the pump station is completed there will then need to be a set of *Record Drawings (As-Builts)* that SC-OR will keep on site. The cost for these drawings will be an amount not to exceed \$44,000.00.

## Contingency for Influent Pump Station Project

I will ask the board to consider approving a 10% contingency budget for the influent pump station, as well as authorizing me to approve change orders up to an amount the Board finds appropriate. In cases where a change is needed during construction, the ability to approve said change order without having to call a special or emergency meeting will save SC-OR money in the long run. Construction shutdowns can quickly escalate the price tag of a project.

## Flexible Scheduling

During construction or other events, such as the Covid 19 pandemic, there was and will be a need for alternative (or flexible) scheduling of SC-OR employees. I will ask the Board if I should spend time and energy to create a policy that gives the SC-OR manager the ability to change the normal working hours and/or allow eligible personnel to work remotely from their home. I believe this could be a valuable option to accommodate construction schedules or deal with unprecedented events, such as the dam evacuation, or other natural disasters that we have had and may face in the future.

**MINUTES OF THE REGULAR MEETING  
OF THE SEWERAGE COMMISSION - OROVILLE REGION**

(Held at the Commission office on June 23, 2021 at 5:00 p.m.)

**1. Call to Order ❖**

Chairman Hatley called the meeting to order at 5:00 p.m.

**2. Roll Call ❖**

Commissioners present were Commissioners Fairbanks and Mastelotto from the Lake Oroville Area Public Utility District, Pittman and Reynolds from the City of Oroville, Hatley and Latulippe from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant and SC-OR Attorney Scott Huber.

**3. Salute to the Flag ❖**

Chairman Hatley led Commissioners, staff and guest in the salute to the flag.

**4. Acknowledgment of Visitors ❖**

Ray Sousa

**5. Board Meeting Minutes of the Regular Meeting held on May 26, 2021 ❖**

Upon motion by Vice-Chairman Pittman to approve the minutes of the meetings, and second by Commissioner Reynolds, the minutes of the May 26, 2021 regular meeting were unanimously approved.

**6. Employee Safety Meeting Minutes of June 17, 2021 ❖**

Upon motion by Chairman Hatley to approve the minutes of the employee safety meeting, second by Commissioner Reynolds, the minutes of the June 17, 2021 employee safety meeting were unanimously approved.

**7. Authorization of Warrants ❖**

Commissioner Fairbanks met with Manager Sturdevant and checked the warrants, and having found everything to be in order made a motion for their approval. The motion was seconded by Commissioner Reynolds. Warrants 26795-26845 in the total amount of \$118,515.24 from May 27 to June 23, 2021, including Commissioner fees and electronic fund transfers, were unanimously approved and ordered paid.

## **8. Fiscal Reports ❖**

Manager Sturdevant stated the fiscal reports for May 2021 were in the packets for review. There were no questions and nothing further to report.

## **9. Election of Officers ❖**

Clerk Sturdevant opened the nominations for Chairperson in fiscal year 2021/2022. Commissioner Pittman was nominated by Commissioner Reynolds for the position of Chairperson, which was seconded and closed by Commissioner Hatley. There being no other nominations, Commissioner Pittman was elected Chairperson in fiscal year 2021/2022 by acclamation.

Chairman Hatley opened the nominations for Vice-Chair. Commissioner Hatley nominated Commissioner Fairbanks for the position of Vice-Chair, which was seconded and closed by Commissioner Pittman. Commissioner Fairbanks, was elected Vice-Chair in fiscal year 2021/2022 by acclamation.

## **10. CalPERS contribution ❖**

Fiscal Officer Sturdevant stated each year we must pay our CalPERS annual unfunded accrued liability. If we pay it in a lump sum now for the year it will cost \$185,409.00, which will save SC-OR \$6,380.00, rather than as a monthly payment.

A motion was made by Chairman Hatley to authorize the manager to pay the CalPERS annual unfunded accrued liability in the sum of \$185,409.00, and seconded by Commissioner Fairbanks. The motion passed by unanimous vote.

## **11. Resolution 07-21 – Implementation of the California Family Rights Act (CRFA)❖**

Manager Sturdevant reported that the policy governing this was brought to last months' meeting and was approved by the board. Attorney Huber informed us that there was an error in the policy regarding the Family Medical Leave Act (FMLA), so it was corrected in this resolution and is brought for adoption with the correct language regarding the FMLA. This resolution will cure the error in Board Policy 2530.

A motion was made by Commissioner Reynolds to adopt Resolution 07-21 (Implementation of the California Family Rights Act). The motion was seconded by Commissioner Fairbanks, and passed by the following votes: Reynolds – Aye, Hatley – Aye, Fairbanks – Aye.

**Manager Sturdevant requested to discuss item #13 prior to item #12. Chairman Hatley authorized that change in order.**

**12. Subrecipient Agreement Between the County of Butte and Sewerage Commission – Oroville Region for a Primary Influent Pump Station ❖**

Manager Sturdevant stated that Plant Supervisor Salsi worked very hard on this grant, and it took about five years to get, but we were awarded a grant in the amount of \$3,776,154. Manager Sturdevant's recommendation is to accept the agreement and move forward with this project.

A motion was made by Chairman Hatley to accept the Subrecipient Agreement between the County of Butte and SC-OR for a Primary Influent Pump Station. The motion was seconded by Commissioner Reynolds, and was passed by a unanimous vote.

**13. Award Contract for Influent Pump Station Project ❖**

Manager Sturdevant reported the bid opening was held on Tuesday, June 15<sup>th</sup>, and the low bid was \$7,171,451. This bid is much higher than the estimate of 3.5 million in 2016. His recommendation is to move forward with this project, and recommends awarding the contract to Gateway Pacific Contractors, Inc. They were the low bidder and met all of the conditions.

Commissioner Pittman asked if there was anything in the scope of work that we can hold off on to save money. Manager Sturdevant said he didn't think that was feasible. Commissioner Pittman asked if Attorney Huber had looked at the contract, and did he have any concerns. Attorney Huber said he had reviewed the contract and it looks fine.

A motion was made by Chairman Hatley to award the contract for the Influent Pump Station Project to Gateway Pacific Contractors, Inc. in the amount of \$7,171,451. The motion was seconded by Commissioner Reynolds, and passed by the following votes: Reynolds – Aye, Hatley – Aye, Fairbanks – Aye.

**14. Provost & Pritchard Amendment No. 1 to the Funding and Environmental Planning Services Contract ❖**

Manager Sturdevant said that this is the contract amendment that we have been working on for a couple of months. Attorney Huber worked with Provost & Pritchard to finish the SRF application for the original cost of the contract. After the board approved the design changes, we submitted them to Provost & Pritchard, who then gave us the new cost with those changes. His recommendation is to approve the amendment to complete the SRF application for the amount of \$95,400.

A motion was made by Chairman Hatley to authorize Amendment No. 1 of the Funding and Environmental Planning Services Contract with Provost & Pritchard for completion of the SRF application for the Plant Upgrade in an amount not to exceed \$95,400. The motion was seconded by Commissioner Reynolds, and passed by a unanimous vote.

## **15. Discussion of Future Engineering and Construction Projects ❖**

Manager Sturdevant wanted to get direction for the future as to how the board would like to handle engineering projects. Precedence at SC-OR has been Jacobs (formerly CH2M Hill) has been our engineer of record and contract engineer since the plant was built. Typically, when we have projects we send them to Jacobs, they do they design and give us a cost for construction. He would like to offer three options for the future:

- 1) Continue to use Jacobs as our Engineer of Record
- 2) Request for proposal on every project
- 3) Compile a pre-qualified engineers call list that we will use to get bids on all projects

The consensus was to use option 3, but to keep Jacobs as our Engineer of Record.

It is the Manager's recommendation to go with Jacobs for the design of the Ruddy Creek Pump Station. It was the consensus of the Commissioners to move forward with Jacobs on this project.

## **16. Attorney's Report ❖**

Nothing to report

## **17. Manager's Report ❖**

Manager Sturdevant said there were no operational or maintenance issues this month. He said we received the preliminary copy of our new NPDES permit, and are still reviewing it. We will give our final comments to the State, and should be under our new permit in October 2021.

We are going through the Municipal Services Review (MSR). We met with LAFCO's consultant, and have done our part with them.

Our former Lab Technician, and now our Environmental Compliance Supervisor, is back at work after her maternity leave. Mikah is training her in her new position since that was his former position prior to his promotion.

We had our final interview today for the last OIT position we have approval to fill. We will have another conversation about the candidates tomorrow before we make our final decision. We have two very good candidates.

Vice-Chair Pittman asked if the city was doing better in their I&I, and said they have been doing a lot of work on their lines. Manager Sturdevant stated we won't know until we have a wet season, but they have noticed a difference in all entities' flows because of the work being done over the last few years.

**18. Visitor Comments ❖**

None

**19. Commissioner and Staff Comments ❖**

Commissioner Latulippe said that this was her last meeting, and hopefully she will be back in the next rotation. She said it was a good learning experience.

**20. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:48 p.m. to the regular meeting scheduled on July 28, 2021 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

DRAFT

**SEWERAGE COMMISSION - OROVILLE REGION**  
**BUDGETARY SUMMARY - FISCAL YEAR 2020/2021**

DESCRIPTION	Adopted Budget 2020/21	Expended This Month	Expended Through 06.30.2021	Balance of Funds Remaining	Time Left 0%
SALARIES & WAGES	740,900	72,013.97	700,546.05	40,353.95	5%
EMPLOYEE BENEFITS	577,966	33,484.40	558,798.13	19,167.87	3%
COMMISSIONERS' FEES	43,200	3,600.00	43,200.00	0.00	0%
CMSNRS FICA & MEDICARE	3,306	275.40	3,304.80	1.20	0%
GAS, OIL & FUEL	19,000	1,368.06	18,933.16	66.84	0%
INSURANCE	67,000	93.56	66,679.60	320.40	0%
MEMBERSHIPS	8,850	0.00	7,811.00	1,039.00	12%
OFFICE EXPENSES	8,500	639.15	7,342.02	1,157.98	14%
OPERATING SUPPLIES	145,700	7,784.96	132,537.47	13,162.53	9%
PROFESSIONAL SERVICES	144,200	1,968.08	97,326.54	46,873.46	33%
PRINTING & PUBLICATIONS	3,000	290.00	580.00	2,420.00	81%
REPAIRS & MAINTENANCE	115,000	6,661.14	97,960.86	17,039.14	15%
BIOSOLIDS DISPOSAL	35,000	0.00	27,713.81	7,286.19	21%
MONITORING & COMPLIANCE	70,000	2,130.58	43,698.71	26,301.29	38%
TRAINING & MEETINGS	8,000	456.04	4,222.93	3,777.07	47%
UTILITIES	389,650	28,954.12	406,917.14	(17,267.14)	-4%
<b>TOTAL OPERATING</b>	<b>2,379,272</b>	<b>159,719.46</b>	<b>2,217,572.22</b>	<b>161,699.78</b>	<b>7%</b>
Engineering Fees	1,968.08				
Legal Fees	0.00				
Accounting Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>1,968.08</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2020/2021

DESCRIPTION	Received This Month	Received Through 06.30.21	Unrestricted Funds	Restricted W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Restricted Cap. Outlay Funds	Restricted Annl. M&O Funds	Restricted Fines&Pen. Funds
SERVICE CHARGES	0.00	1,707,870.30	1,607,870.30			100,000.00		
SEPTAGE DUMPERS	13,117.78	98,983.40	98,983.40					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	8,621.55	8,621.55					
RFC CHARGES	365,090.00	1,314,324.00				1,314,324.00		
INTEREST	11,249.49	75,719.68	16,547.87	4,190.62	10,351.37	44,582.23	0.00	47.60
R&CA (Reg. & capital acct)		874,413.75			874,413.75			
WCRF		58,294.25		58,294.25				
<b>TOTALS</b>	<b>389,457.27</b>	<b>4,138,226.93</b>	<b>1,732,023.12</b>	<b>62,484.87</b>	<b>884,765.12</b>	<b>1,458,906.23</b>	<b>0.00</b>	<b>47.60</b>



**SEWERAGE COMMISSION - GROVILLE REGION  
ACTIVE & INACTIVE CASH - MONTHLY RECAP  
FISCAL YEAR 2020/2021**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cash - Unrestricted	3,510,187.23	3,203,418.31	3,104,132.80	3,452,922.37	3,410,990.43	3,219,385.08	3,869,412.40	3,174,102.31	1,810,853.65	2,886,907.70	3,238,554.53	3,370,192.71
Cash - Restricted												
WCRF	731,544.10	731,544.10	733,078.69	733,927.56	733,927.56	735,093.16	750,779.93	750,779.93	751,615.53	771,072.73	771,072.73	765,703.20
R&CA	1,902,537.87	1,902,537.87	1,905,884.12	2,195,565.12	2,195,565.12	1,129,933.01	1,418,032.06	1,398,645.86	2,460,490.54	2,149,175.34	1,570,560.41	1,308,074.37
Cap. Outlay	7,475,728.68	7,414,284.65	7,288,621.51	6,928,708.16	6,928,708.16	7,761,529.36	7,763,188.86	7,922,930.86	8,065,207.76	8,065,207.76	8,649,351.76	9,022,414.73
Annt. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00
Fines&Pen	8,422.72	8,422.72	8,440.27	8,440.27	8,440.27	8,453.76	8,453.76	8,453.76	8,463.12	8,463.12	8,463.12	8,470.32
<b>TOTAL CASH</b>	<b>13,928,420.60</b>	<b>13,560,187.65</b>	<b>13,340,157.39</b>	<b>13,619,563.48</b>	<b>13,577,631.54</b>	<b>13,154,394.37</b>	<b>14,109,867.01</b>	<b>13,554,912.72</b>	<b>13,396,630.60</b>	<b>14,180,826.65</b>	<b>14,538,002.55</b>	<b>14,774,855.33</b>
<b>INTEREST ALLOCATED:</b>												
Unrestricted			7,043.74			5,328.32			2,890.46			1,285.37
Reserve/WCRF			1,534.59			1,165.60			835.60			654.83
Reserve/CO			16,182.81			11,092.05			9,334.40			7,972.97
Reserve/M&O			17.50			13.49			9.36			7.20
Reserve/F&P			3,991.25			3,474.45			1,556.54			1,329.13
Reserve/RCA												
CONSISTING OF:												
Checking Account	439,984.78	21,751.83	70,951.63	420,357.72	31,422.78	33,188.61	992,587.35	27,633.06	19,724.59	913,920.64	471,096.54	696,699.83
L.A.I.F. Account	13,488,435.82	13,538,435.82	13,269,205.76	13,199,205.76	13,546,208.76	13,121,205.76	13,117,279.66	13,527,279.66	13,376,906.01	13,266,906.01	14,066,906.01	14,078,155.50
<b>TOTAL CASH</b>	<b>13,928,420.60</b>	<b>13,560,187.65</b>	<b>13,340,157.39</b>	<b>13,619,563.48</b>	<b>13,577,631.54</b>	<b>13,154,394.37</b>	<b>14,109,867.01</b>	<b>13,554,912.72</b>	<b>13,396,630.60</b>	<b>14,180,826.65</b>	<b>14,538,002.55</b>	<b>14,774,855.33</b>
<b>% of Funds Invested</b>	<b>96.84%</b>	<b>99.84%</b>	<b>99.47%</b>	<b>96.91%</b>	<b>99.77%</b>	<b>99.75%</b>	<b>92.97%</b>	<b>99.80%</b>	<b>99.85%</b>	<b>93.56%</b>	<b>96.76%</b>	<b>95.28%</b>

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2020

**BALANCE PER BANK**

Ending Balance on Bank Statement	30-Jun-21	697,262.78
Less Outstanding Warrants		(562.95)
Equals Adjusted Bank Balance at	30-Jun-21	<u>696,699.83</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	1-Jun-21	<u>471,096.54</u>
Deposits		372,461.40
Less Warrants Written		(95,345.96)
Less Net Payroll Warrants		(51,512.15)
Equals Adjusted Checkbook Balance	30-Jun-21	<u>696,699.83</u>



**BETTY T. YEE**

**California State Controller**

**LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE**

**SEWERAGE COMM OROVILLE REGION**

**Agency Name**

**Account Number**

**70-04-001**

As of 07/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2021.

Earnings Ratio		.00000897371743018
Interest Rate		0.33%
Dollar Day Total	\$	1,253,603,678.01
Quarter End Principal Balance	\$	14,066,906.01
Quarterly Interest Earned	\$	11,249.49

# **Sewerage Commission – Oroville Region Task Order No. 36 – Ruddy Creek Lift Station Design**

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## **General**

This Task Order authorizes CH2M HILL Inc. (Consultant) to perform the services described in the Scope of Work below in accordance with the terms and conditions of our agreement dated July 27, 1998, as amended June 2, 2006. This task order is for engineering and consulting services related to the preliminary and final design services and bid phase services for the new lift station adjacent to the existing Ruddy Creek Lift Station. The official name for the project will be SC-OR Ruddy Creek Lift Station Design, hereinafter referred to as the "Project."

## **Background**

SC-OR owns and operates a wastewater treatment plant (WWTP) that serves three member agencies (Thermalito Water and Sewer District, Lake Oroville Area Public Utilities District and City of Oroville). SC-OR also owns and operates a small portion of the collection system that conveys the wastewater from the member agencies to the WWTP. During wet weather events, the existing Rudy Creek Lift Station pumps operate at maximum capacity with no permanent backup pumps available at the collection system pump station.

This Task Order presents Consultant's scope of work, preliminary schedule, and budget for the Project, to include the following services:

- Preliminary design, design development, contract documents, bid phase services and project coordination services for the new replacement lift station
- Site survey and mapping
- Geotechnical services

The design will be based upon the findings of the design report prepared as part of this Task Order. Engineering services outside the scope of this Task Order, such as Engineering Services During Construction, and Construction Management services may be contracted under separate Task Order(s) or Amendments.

## **Scope and Fee Development**

Consultant's services will consist of performing tasks necessary for the development of Bid Documents for one detailed set of construction documents. The project will include project management and quality control (QC) activities to help ensure that project objectives, deliverables, and schedule are met.

Design activities involve preparation of Bid Documents that will be used by SC-OR to obtain bids for and construction of the following components of the Project:

- Below-ground, concrete wetwell with rail-mounted submersible pumps
- Concrete valve and piping vault
- Standby power generator
- Local controls with communication interface to WWTP
- Electrical and lighting for the lift station
- Buried piping modifications
- Site grading with fenced perimeter

The following key assumptions were made in the compilation of this scope of work and the estimation of the level of effort:

1. The design will be based on the federal, state, and local codes and standards in effect on the effective date of the authorization to proceed. Any changes in these codes may necessitate a change in scope.
2. The siting of all new facilities will be based on site survey information and any existing drawings and related location information provided by SC-OR and member agencies. When there are conflicts or uncertainty, Consultant will provide SC-OR notice of the issue so that SC-OR can attempt to correct the information.
3. Any investigation and remediation of possible hazardous waste, asbestos, lead paint or other types of contamination will be conducted as a separate contract.
4. Landscaping will not be included in the final design.
5. The only roadway work considered for this Project will be to provide access in immediate area of new facilities.

## Consultant's Scope of Work

Consultant's services will consist of performing tasks necessary for the development of preliminary design services, final design package, and bid phase services. The project will include project management, design management and quality control (QC) activities to help ensure that project objectives, deliverables, and schedule are met.

### Task 1 - Project Management

Consultant will initiate and manage the project activities, schedule, and plan work such that activities are completed in a properly integrated and timely manner. Project management activities will include the following:

- Progress Monitoring – Monitor budget, work progress, and schedule for each Task. Monitor work efforts and evaluate actual versus planned progress. Supervise the Consultant's project team and identify actions needed to maintain the project schedule. Manage scope changes and act to resolve impacts on budgets as soon as scope changes have been identified.

- Coordination and Staff Management – Coordinate and schedule appropriate staffing to meet project requirements of each Task. Supervise activities of assigned Consultant staff, to help ensure that the authorized work is completed on schedule and within budget.
- Administration – Maintain project records, manage and process project communications, subcontracts, and coordinate project administrative matters for each Task.
- Meeting Preparation – Arrange for site visits and project update meetings with SC-OR's project team. Prepare and distribute agenda and meeting notes.

### **Kickoff Meeting**

Consultant will facilitate a Project kickoff meeting which will also serve as Workshop No. 1.

### **Health and Safety**

Consultant will manage the health, safety, and environmental activities of its staff and the staff of its subconsultants to achieve compliance with applicable health and safety laws and regulations. Consultant will coordinate its health, safety, and environmental program with the responsibilities for health, safety, and environmental compliance specified in the construction contract documents. Consultant will provide project specific Field Safety Instructions for use by team members when performing field work on the Project site. Consultant will review health and safety plans of its subconsultants prior to executing subcontract agreements.

### **Progress Meetings**

Consultant will facilitate progress meetings and phone calls to keep SC-OR apprised of progress, review pertinent issues, and obtain direction from SC-OR. Meetings will be held either at SC-OR's office, concurrent with other planned workshops and field activities, at the Consultant's office, or via phone conference. At a minimum, meetings will be attended by one member of Consultant's project team.

Conference calls will be held periodically to supplement the progress meetings. Conference calls will typically be one hour in duration. These conference calls will be informal and will not have specific agendas or meeting notes produced.

### **Deliverables**

- Kickoff meeting agenda
- Kickoff meeting summary
- Progress meeting agendas and meeting notes
- Monthly project billings showing labor hours by staff member and by task

## **Task 2 – Project Definition (10 Percent)**

The primary purpose of the project definition phase is to firmly establish the project design criteria (basis for design). Work of this project definition phase as defined below will culminate in the preparation of the 10 Percent Design Report.

### **Subtask 2.1 - Design Workshop No. 1**

This first workshop will serve as a kickoff meeting for the project. Prior to the workshop SC-OR will provide future flow rate information for the pump station and any existing pump station layout information. Using the flow information Consultant will prepare preliminary

site layout options for review at the workshop. Unless further investigation is needed, a final site layout will be selected during the workshop.

Agenda items for the workshop will be:

- Project Kickoff – discuss objectives, standards, and preferences
- Confirm design flow rates
- Review preliminary site layouts
- Define SC-OR operational requirements
- Confirm control communications interface

For the purposes of estimating the cost for this work it is assumed that four members of the Consultant's team will attend Workshop No. 1. Immediately following the workshop, a site visit will be conducted to gather information that the design team does not already possess.

Consultant will prepare a draft technical memorandum (TM) documenting decisions made during the workshop, describing any alternatives to be evaluated, and identifying any additional information still required.

#### **Subtask 2.2 – Definition of Project**

Consultant will develop alternatives identified during the Kickoff workshop and review benefits and disadvantages with SC-OR by conference call. Incorporating SC-OR's input, Consultant will recommend a final site layout and design criteria and prepare a Project Definition Report. A construction cost estimate will be included with the memorandum.

#### **Subtask 2.3 - Preliminary Construction Cost Estimate**

Consultant will prepare an estimate of construction costs for the Project using the final site layout and design criteria as a basis for this estimate.

The cost estimate will be a Class 4 "Engineer's Cost Estimate" with level of accuracy as defined by the American Association of Cost Engineering International, AACE Recommended Practice No. 18R-97.

### **Task 3 - Field Investigation**

#### **3.1 - Survey and Mapping**

Consultant will prepare survey and mapping information to be used during the Project.

Consultant will provide mapping, and field survey work to support the design efforts associated with this Project. This work is expected to include:

- Verifying existing or setting a minimum of three new survey control points for use during design and construction; vertical control datum to be NAVD 88; horizontal datum to be NAD 83 California State Plane System, latest adjustment, US Survey Feet.
- Property survey of existing Ruddy Creek Pump Station.
- Consultant will prepare electronic topographic files at 1"=20' scale with 1-foot contours.

#### **3.2 - Geotechnical Investigation**

Consultant will conduct a geotechnical investigation consisting of advancing a soil boring to a depth of 30 feet, collecting soil samples, and testing the soil in the laboratory. The site geotechnical investigation will take place during the project definition phase.

**Deliverables**

- Contour map of Ruddy Creek Pump Station site for use during final design with utility locations
- Geotechnical Investigation Report

**Task 4 - Schematic Design (30 Percent)**

Consultant will perform schematic design services for the Project. Components of this facility improvement will be as defined in the Project Definition Report.

This task will consist of four subtasks: Geotechnical Evaluation, Schematic Design, Quality Control, and Schematic Design Report. The information collected and the concepts defined in each subtask will form the basis for subsequent work.

Each subtask will include specific deliverables as listed therein. QA/QC reviews will be conducted to monitor the quality of the Project at critical design milestones. Consultant assumes SC-OR will provide review comments at the Review Meeting and any additional SC-OR written review comments will be submitted to Consultant within two weeks after each design submittal identified herein.

**Subtask 4.1 - Geotechnical Evaluation**

The data collected in the geotechnical investigation will be evaluated to develop design criteria for the design team. The design recommendations will be presented in a technical memorandum. Consultant will also prepare a geotechnical data report that can be part of the contract documents available to the contractor. The geotechnical data report will include the soil boring log, laboratory test reports, and details of field work performed.

**Subtask 4.2 - Schematic Design**

In this subtask, decisions included in the Project Definition Report will be used to develop the major project elements, equipment selections and layouts, process flow diagrams, and the preliminary site and electrical plans. Drawings will be submitted prior to the Schematic Design Review Meeting.

**Schematic Design Review Meeting**

Consultant will conduct a review meeting with SC-OR staff to discuss the major concepts and findings of the 30 percent submittal including presenting the pdf versions of the 3D models of the proposed facilities. Consultant will receive SC-OR's review comments at the meeting and will discuss major design concepts, layout, and operational impacts accompanying the new design. Major action items and decisions will be documented in minutes that will be distributed to SC-OR and Consultant's design teams. It is anticipated that a maximum of one 4-hour meeting, held in SC-OR's office, will be required for this subtask.



### **Subtask 4.3 - Quality Control Review**

Consultant will implement and carry out a quality control (QC) program. The review process includes coordinating the participation of senior reviewers at appropriate points in the Project as noted above. Consultant will perform multidisciplinary internal QC review activities using a senior review team during the progress of the design. QC review activities will be governed by the requirements of an overall Project Quality Management Plan. Project deliverables will be reviewed from the perspective of sound engineering design, constructability, construction cost, and operability.

### **Subtask 4.4 Schematic Design Report**

Consultant will incorporate the decisions made during the Schematic Design Review Meeting into the preliminary design. Consultant will compile the preliminary drawings, renderings, and specifications list in a technical memorandum that will serve as the Schematic Design Report. The report will include a description of the planned site layout and provide design criteria for each of the major components at the site. It is anticipated that the Schematic Design Report will include the following elements:

- Description of pump station improvements
- Half-size construction drawings (11-inch by 17-inch)
- List of anticipated specification sections
- List of anticipated final design drawings
- Geotechnical Data Report and Geotechnical Design Criteria Technical Memorandum

## **Task 5 – Design Development (60 Percent)**

In this task, the preliminary design engineering decisions made in the Schematic Design Report will be used and further developed. Structures, equipment, main piping, demolition, instrumentation and control concepts, electrical, and site plans will be developed during this phase to allow final detailing during the next phase of design. Utility location services provided during this phase will provide accurate information to aid in design development.

### **Subtask 5.1 Design Development**

The Design Development is intended to show the major design concepts and features included in the Bid Package.

#### **Workshop**

Consultant will conduct a review workshop with SC-OR staff to present and discuss the major concepts and findings of the Design Development. This review is intended to be done by viewing the design models and design drawings on-screen during the workshop. Consultant will receive SC-OR's initial review comments at the workshop and will discuss outstanding issues. Major action items and decisions from the workshop will be documented in meeting minutes that will be distributed to SC-OR and Consultant's design team. It is anticipated that one 6-hour workshop will be required for this subtask.

### **Subtask 5.2 Quality Control**

Consultant will implement and carry out a quality control (QC) program. The review process includes coordinating the participation of senior reviewers. Consultant will perform multidisciplinary internal QC review activities using a senior review team during the progress

of the final design. QC review activities will be governed by the requirements of an overall Project Quality Management Plan. Project deliverables will be reviewed from the perspective of sound engineering design, constructability, construction cost, operability, and maintainability.

### **Subtask 5.3 Construction Cost Estimate**

Consultant will develop a Class 2 construction cost estimate for the planned construction project based on the information available, within normal industry standards. Estimates will be formatted in accordance with the Construction Specifications Institute (CSI) specification format. Where sufficiently detailed information is lacking to obtain reasonably accurate quantities of materials, allowances will be used to provide an opinion of the estimated construction costs at the midpoint of construction. Cost estimates and levels of accuracy will conform to American Association of Cost Engineering International, AACE Recommended Practice No. 18R-97.

### **Deliverables**

- Design Development 60 Percent Submittal – half-size construction drawings, and technical specifications in PDF format and two hard copy sets of drawings and specifications
- Design Development Construction Cost Estimate – Consultant will furnish SC-OR with a Class 2 estimate of construction costs at the completion of the Design Development task, PDF format
- Review Workshop Meeting Minutes

## **Task 6 – Contract Documents (90 Percent)**

Consultant will prepare Contract Documents which will be the basis for the final review submittal. This submittal will include the Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical Specifications (CSI MasterFormat), Standard Details, and Drawings intended for bidding the construction contract. The Contract Documents will include the applicable general, demolition, civil site, structural, mechanical, instrumentation and control, and electrical technical specifications, standard details, and construction drawings necessary for permitting, bidding, and construction.

### **Subtask 6.1 Contract Documents Preparation**

The contract document 90 percent submittal is intended to be a near final version of all construction drawings, standard details, and technical specifications that will be included in the Bid Documents.

### **Subtask 6.2 Review Workshop**

Consultant will conduct a review workshop with SC-OR staff to present and discuss the major concepts and findings of the Contract Document 90 Percent Submittal. Consultant will receive SC-OR's initial review comments at the workshop and will discuss outstanding issues. Consultant will prepare workshop minutes listing SC-OR's review comments and submit to SC-OR. Final written comments will be received from SC-OR within one-week after receiving the workshop minutes. It is anticipated that one 4-hour workshop will be required for this subtask.

### **Subtask 6.3 Quality Control**

Consultant will implement and carry out a quality control (QC) program. The review process includes coordinating the participation of senior reviewers. Consultant will perform multidisciplinary internal QC review activities using a senior review team during the progress of the final design. QC review activities will be governed by the requirements of an overall Project Quality Management Plan. Project deliverables will be reviewed from the perspective of sound engineering design, constructability, construction cost, operability, and maintainability.

#### **Deliverables**

- Contract Documents 90 Percent Submittal – half-size construction drawings, standard details, and specifications emailed in PDF format and two hard copy sets.
- Review Workshop Meeting Minutes

### **Task 7 - Bid Documents (100 Percent)**

Consultant will prepare Bid Ready Contract Documents. This submittal will include the Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical Specifications, Standard Details, and Drawings for bidding the construction contract.

#### **Subtask 7.1 Bid Document Preparation**

Following receipt of SC-OR's review comments on the Contract Document 90 percent submittal, Consultant will address and incorporate changes, and prepare the final, 100 percent complete Bid Ready Documents.

#### **Subtask 7.2 Construction Cost Estimate**

Consultant will develop a Class 1 construction cost estimate for the planned construction project based on the information available, within normal industry standards. Estimates will be formatted in accordance with the Construction Specifications Institute (CSI) specification format. Where sufficiently detailed information is lacking to obtain reasonably accurate quantities of materials, allowances will be used to provide an opinion of the estimated construction costs at the midpoint of construction. Cost estimates and levels of accuracy will conform to American Association of Cost Engineering International, AACE Recommended Practice No. 18R-97.

#### **Deliverables**

- Two hard copy sets to SC-OR of the 100 Percent Bid Ready Documents, including Bidding Requirements, Contract Forms, Conditions of the Contract, General Requirements, Technical specifications, standard details (8 ½-inch by 11-inch), and signed and stamped half-size construction drawings (11-inch by 17-inch). Two sets to SC-OR of signed and stamped full-size construction drawings (22-inch by 34-inch)
- Electronic copies of Bid Ready Documents in PDF file format
- Final Construction Cost Estimate – Consultant will furnish SC-OR with a Class 1 estimate of construction costs at the Bid Document completion level in PDF format

### **Task 8 - Bid Phase Services**

Consultant will provide services to assist SC-OR in selection of a single Contractor for the construction of the project. These services will consist of the following.

**Project Advertisement**

Consultant will assist SC-OR in preparing and placing advertisements and notices announcing or soliciting bids for the construction of the project. Consultant will advise with SC-OR on the number and range of distribution of the advertisements and notices. SC-OR will pay directly for all advertisements and notices.

**Preparation and Delivery of Bid Documents**

Consultant will transmit an electronic version of the Bid Documents to SC-OR and to an online document distribution service for access by prospective bidders. The online distribution service will maintain a list of prospective bidders receiving the Bid Documents.

**Bid Period Information Requests**

Consultant will develop and implement procedures for receiving and answering bidders' questions and requests for additional information. The procedures shall include a log of significant bidder questions and requests and the response thereto. Consultant will provide technical interpretation of the contract bid documents and will prepare proposed responses to bidders' questions and requests, which may be in the form of addenda.

**Pre-Bid Conference**

Consultant will assist SC-OR in arranging and conducting one pre-bid conference. Consultant will assist SC-OR in developing the agenda and content of the pre-bid conference. Consultant will take notes and make provision for documenting the results of the pre-bid conference. Consultant will also record questions and requests for additional information and shall coordinate with SC-OR for issuing responses and additional information.

**Addenda**

Consultant shall assist SC-OR in issuing Addenda to the Bid Documents and will distribute Addenda to the bidders. All Addenda will be approved by SC-OR. SC-OR will pay for the expenses of all Addenda.

**Bid Opening**

Consultant will assist SC-OR in opening of bids. Consultant will review the bids and evaluate them for responsiveness and bid amount. Consultant will also verify through reasonable investigation the financial and performance history documentation submitted by the low bidder and second low bidder. Consultant will prepare a summary of its review and evaluation and include recommendations for award of the contract for construction, or other action as may be appropriate. SC-OR will make the final decision on the award of the contract for construction and the acceptance or rejection of all bids. Consultant will provide technical (but not legal) advice in bid protest situations.

**Recommendation of Contract Award**

Consultant will assist SC-OR in preparing the notice of award; assembly, delivery and execution of the contract for construction; and preparation of the notice to proceed. The SC-OR will sign the notice of award and the notice to proceed. Consultant will also provide reasonable assistance with negotiations with the selected bidder prior to execution of the contract for construction.

## Additional Services

SC-OR may elect to request the following services from Consultant during the project. The scope, schedule and fee for each additional service will be negotiated and approved by SC-OR prior to Consultant beginning the associated work.

- Multiple construction contracts, phases or schedules.
- Pre-purchase of selected equipment.
- Monitoring of plant facilities from a remote site.
- 3-D renderings and services to support local public interest efforts.
- Unique or individual manual valve tagging on the drawings.
- Rebar presentations in lieu of rebar schedule or abbreviated rebar presentation.
- Corrosion control systems other than materials selection and coating.
- Salvaging or relocation of existing materials and equipment.
- Relocation of utilities except for reasons of avoiding conflicts or allowing needed construction.
- Adjudication of and response to more than one set of SC-OR review comments per deliverable.
- Engineering services that might become necessary if the bids are significantly above the project budget, potentially requiring value engineering by the Consultant and negotiations with the selected Contractor to reduce the project cost.
- Responding to construction claims, unforeseen subsurface considerations or additional construction requested by the Contractor or SC-OR.
- Claims resolution or litigation assistance requested of Consultant, above and beyond those services specifically defined in this scope.

## SC-OR Responsibilities

The services described below are assumed to be provided by SC-OR:

- Furnish copies of existing drawings and other pertinent information related to Tasks included herein.
- Participate in project workshops and provide input & review comments on Project deliverables/recommendations.
- Coordinate input and review of deliverables as required from the permit review agencies.
- Coordinate input/review from any stakeholders beyond SC-OR's core project team.
- Prepare/file applications and pay fees for permits and licenses required by local, state, and federal authorities.

- Give prompt notice to Consultant whenever SC-OR observes or becomes aware of any development that affects the scope or timing of Consultant’s services, or of any defect in the work of Consultant or the Contractor.
- Examine information submitted by Consultant and render in writing or otherwise provide decisions in a timely manner.
- Furnish required information and approvals in a timely manner.

## Schedule

A preliminary milestone schedule for this Task is as follows:

Milestone	Target Start	Target Finish
Task 1 - Project Management	8/1/21	6/29/22
Task 2 - Project Definition	8/1/21	9/16/21
Task 3 - Field Investigation	8/1/21	10/16/21
Task 4 - Schematic Design	9/19/21	11/3/21
Task 5 - Design Development	11/7/21	1/5/21
Task 6 - Contract Documents	1/8/21	3/21/22
Task 7 - Bid Documents	3/24/22	5/4/22
Task 8 - Bid Phase Services	5/7/22	6/29/22

All work under this Task Order is expected to be completed by June 29, 2022. If the work is delayed beyond the reasonable control of Consultant, Consultant reserves the right to request a scope and fee modification for additional administrative and support time.

## Compensation

Compensation for services described herein will be on a time and materials basis for a total not-to-exceed budget of \$398,040. Compensation is based on Salary Costs, times a multiplier of 2.2, plus direct expenses. A minimum bill rate of \$90 per hour will be used on this project. This total fee will not be exceeded without prior authorization from SC-OR. A breakdown of the estimated fee is summarized in Table 1. SC-OR understands and agrees that individual tasks may be completed either under or over budget and that Consultant can reallocate budgets within and across tasks provided the total authorized estimated fee is not exceeded. SC-OR is not obligated to compensate the Consultant for work beyond the authorized budgets nor is the Consultant obligated to incur costs that exceed the authorized budgets. Costs for sub-consultants are rough order of magnitude estimates based upon the anticipated work.

**Table 1 – Estimated Fee Breakdown**

<b>Task</b>	<b>Budget</b>
Task 1 - Project Management	\$23,497
Task 2 - Project Definition	\$45,717
Task 3 - Field Investigation	\$37,593
Task 4 - Schematic Design	\$44,745
Task 5 - Design Development	\$77,491
Task 6 - Contract Documents	\$84,182
Task 7 - Bid Documents	\$43,219
Task 8 - Bid Phase Services	\$41,596
	<b>\$398,040</b>

This Task Order No. 36 is effective as of the date noted below and will become part of the referenced agreement when executed by both parties.

Effective date: DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

IN WITNESS WHEREOF, the parties execute below:

For CLIENT, SEWERAGE COMMISSION - OROVILLE REGION

By: \_\_\_\_\_

Name & Title: Glen Sturdevant/Manager

For CH2M HILL, INC.

By: \_\_\_\_\_

Name & Title: John Schoonover/Manger of Projects



Mr. Glen Sturdevant, Manager/Superintendent  
Sewerage Commission – Oroville Region  
P.O. Box 1350  
Oroville, California 95965

July 23rd, 2021

Subject: Task Order No. 29 – Auxiliary Influent Pump Station Amendment No. 4

Dear Glen,

This proposal is to amend Task Order No. 29, dated October 28th, 2015 (as amended April 27, 2016 and June 13, 2019, and February 24, 2021) for providing design services to SC-OR for a new auxiliary influent pump station (primary influent pump station number 2, Project). Task Order No. 29 has been amended as follows:

Contract	Date	Amount	Total
Original Task Order	October 28 <sup>th</sup> , 2015	\$43,000	\$43,000
Amendment No. 1	April 27 <sup>th</sup> , 2016	\$17,000	\$60,000
Amendment No. 2	June 13 <sup>th</sup> , 2019	\$56,000	\$116,000
Amendment No. 3	February 25 <sup>th</sup> , 2021	\$90,000	\$206,000
Amendment No. 4	July 23 <sup>rd</sup> , 2021	\$44,000	\$250,000

The original intent of Task Order No. 29 was to update the 5-year-old design for code related changes and to update equipment based on current manufacturer's offerings. Subsequent amendments were contracted to:

- Increase the design capacity of the pump station at SC-OR's request and added control of the flow split between the plant headworks and the emergency storage ponds
- Provide bid phase services necessary to hire a construction contractor and commence construction.
- Include additional components identified during the WWTP Upgrade Project in the Auxiliary Influent Pump Station design. Construction of these components within the auxiliary influent pump station will be more efficient, cost effective, and require less installation complexity.

Jacobs (previously CH2M HILL) requests that the budget previously authorized under Task Order No. 29 be increased by \$44,000 for a total not-to-exceed budget of \$250,000 to produce Conformed Documents and Record Drawings for the Project.

- Conformed Documents - Jacobs will incorporate changes made as addenda during the bid phase to the 100 percent Project specifications, drawings, and standard details, and prepare Conformed Documents for use during construction. Two (2) sets of Conformed specifications, two (2) sets of 1/2-size Conformed drawings, and two (2) sets of full-size Conformed drawings will be printed and sent to SC-OR for distribution; Conformed Documents delivered electronically in PDF format will also be prepared and distributed for use during construction.



- Record Drawings - Jacobs will prepare Record Drawings for the Project based on neatly marked up set of full-size Contract Drawings received from the Construction Manager. Two (2) hard copy half-size set of Record Drawings, and a copy delivered electronically in PDF form will be furnished to SC-OR. Record drawings will be prepared, in part, on the basis of information compiled and furnished by Construction Manager and Construction Contractor, and may not represent the exact location, type of various components, or exact manner in which the Project is finally constructed. Jacobs is not responsible for errors or omissions in the information provided by Construction Manager or Construction Contractor, which errors or omissions are incorporated into the Record Drawings, except to the extent that such errors or omissions would have been ascertainable to an engineering professional exercising a reasonable degree of care under similar circumstances. Such duty of care in no way obligates Jacobs to perform field verifications not otherwise required under this Task Order.

Table 1 presents the budget allocated to each task.

**Table 1 – Task Budgets**

Task	Budget
1 – Conformed Documents	\$22,000
2 – Record Drawings	\$22,000

The schedule for completion is revised to an estimated completion by July 31<sup>st</sup>, 2022. The work will be in accordance with the terms and conditions of the original Task Order No. 29 and our master agreement dated July 27, 1998, as amended June 2, 2006, June 13, 2019, and February 24, 2021. To authorize this amendment, please sign and date both copies of this letter, keep one for your files, and return the other copy to Ted Couch. We appreciate the opportunity to continue to provide SC-OR with Engineering related services.

If you have any questions regarding this Task Order No. 29, please call Ted at 650-644-5948.

Sincerely,  
CH2M HILL Inc.

Authorized by:  
SC-OR

\_\_\_\_\_  
Ted Couch, P.E.  
Project Manager

\_\_\_\_\_  
Glen Sturdevant  
Manager/Superintendent

\_\_\_\_\_  
John Schoonover  
Manager of Projects

Date Authorized: \_\_\_\_\_, 2021



Mr. Glen Sturdevant, Manager/Superintendent  
Sewerage Commission – Oroville Region  
P.O. Box 1350  
Oroville, California 95965

July 7th, 2021

Subject: Progress Report – Engineering Services for WWTP Upgrade Final Design, General Consulting, and Influent Pump Station Design

Dear Glen,

This progress report for engineering services related to the Wastewater Treatment Plant Upgrade Design, General Consulting, and Influent Pump Station Design covers work performed from May 1st through May 28th, 2021. Our invoices for services performed during this period have are provided in the associated email.

Work performed during this period includes the following:

- General Consulting
  - Submitted final capacity studies for Hampton Inn, and Oroville Heights
  - Developed Draft Village at Ruddy Creek capacity study
  - Developed and submitted draft and final Olive Ranch capacity studies.
- TO 29 – Auxiliary Influent Pump Station Bid Docs
  - Final submittal of design
  - Commencement of bid phase services:
    - Project kickoff
    - Planned and conducted site walk with contractors
    - Issued addendum No. 1
- WWTP Upgrade Final Design
  - Kickoff for 100% design for all disciplines, including
    - Development of draft final SCADA design guide
    - Electrical lighting design
    - Kickoff for additional design elements:
      - women’s restroom
      - 4-walled buildings
      - backwash water system
      - and new road.
- On-going project management and administrative tasks

If you have any questions regarding this progress report, please call me at 650-644-5948.

Regards,

*Ted Couch*

Ted Couch, P.E.  
Project Manager



A Public Agency

410 Grand Avenue  
Oroville, California 95965  
(530) 533-0740  
FAX (530) 533-9243

**DIRECTORS**

Brad Taggart  
Division 1

Trevor Hatley  
Division 2

Susan Latulippe  
Division 3

Bruce Wristen  
Division 4

Ernest L. Reynolds  
Division 5

Jayme Boucher  
Manager/Secretary

John Jeffrey Carter  
Legal Counsel

June 24, 2021

SC-OR  
Attn: Mr. Glen Sturdevant  
P O Box 1350  
Oroville, CA 95965

Re: District's SC-OR Representatives and Voting  
Member

Dear Glen:

At our regular Board meeting held on June 23, 2021 the representatives to serve on the SC-OR commission were appointed. For the following year Mr. Trevor Hatley and Mr. Bruce Wristen will represent the District. Mr. Trevor Hatley will serve as the voting member.

Cordially,

A handwritten signature in blue ink that reads "Jay Boucher". The signature is written in a cursive, flowing style.

Jayme Boucher  
General Manager

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Mikah Salsi and Kendra Morgan

*July 28, 2021*

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for July, as well as their semi-annual self-monitoring reports, as required. All dischargers appear to be in compliance with their permits.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

SC-OR staff has been in conversations with Graphic Packaging International, Inc. (GPI) [located at the airport complex] about an industrial connection. GPI has performed the preliminary sampling and submitted an application with their sampling data for a new industrial connection. SC-OR Environmental Staff is reviewing the application for completeness. If the application is deemed complete, the application package will be sent to the engineers to assess the treatment load on the plant and if SC-OR can treat GPI's industrial waste.

The Environmental Laboratory Accreditation Program (ELAP), a division of the Regional Water Quality Control Board, has notified SC-OR staff that SC-OR's laboratory will be audited/assessed on August 10-12, 2021. This is a new requirement with the renewal of our ELAP Certificate, which is renewed every two years.

# Sewerage Commission - Oroville Region

## Monthly Flows Report -

### Jun-21

Name of Agency	Total Monthly Flow (MG)	Average Daily Flow (MG)	Total Peak Flow (MG)	Date of Peak Flow
<b>SC-OR Plant Total</b>	71.222	2.374	4.80	6/25/2021
<b>Lake Oroville Area P.U.D.</b>	20.166	0.672	1.20	6/26/2021
<b>Thermalito Water and Sewer</b>	11.465	0.382	1.00	6/10/2021
<b>City of Oroville</b>	39.591	1.320	2.94	6/25/2021

Septage Pumps 0.0976 Million Gallons/Month

Monthly Rainfall 0 Total Inches/Month