

**CITY OF CLOVERDALE
CITY COUNCIL
RESOLUTION NO. 040-2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE
APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH BRELJE AND RACE
CONSULTING CIVIL ENGINEERS TO PREPARE A REVISED PRELIMINARY ENGINEERING REPORT AND
ENVIRONMENTAL DOCUMENTS FOR A USDA LOAN APPLICATION FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City is pursuing USDA low interest loan funding for water system improvement projects; and

WHEREAS, the City has submitted a preliminary application to USDA and USDA has made a determination of eligibility; and

WHEREAS, as required by the USDA for a full loan application, the City hired Brelje and Race Consulting Engineers which prepared a Preliminary Engineering Report and environmental review of the proposed improvements (supporting documents); and

WHEREAS, since the full application and supporting documents were prepared, additional information has become available and water utility needs continue to evolve prompting the need to revise the USDA application and supporting documents; and

WHEREAS, Brelje and Race Consulting Engineers prepared the Preliminary Engineers Report and Environmental documents and have extensive experience with USDA funded project and are, therefore, uniquely qualified to revise these documents; and

WHEREAS, Staff requested and Brelje and Race Consulting Engineers provided a proposed scope of services to revise the Preliminary Engineer's Report and Environmental documents for a proposed maximum not to exceed fee for these services of \$45,950.00, and

WHEREAS, Staff has reviewed the Brelje and Race proposal and finds it to be fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CLOVERDALE AS FOLLOWS:

The City Manager is hereby authorized to execute an amendment to the professional services agreement, with Brelje and Race Consulting Civil Engineers for services necessary to complete the revised Preliminary Engineering Report and environmental documents for a USDA loan application for water system improvements in the not-to-exceed amount of \$45,950.00

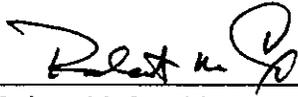
It is hereby certified that the foregoing Resolution No. 040-2012 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on the 12th day of September, 2012 by the following vote: (5 ayes – 0 noes)

AYES in favor of: Mayor Cox, Vice Mayor Palla, Councilmember Maacks, Councilmember Russell, and Councilmember Wolter

NOES:

ABSENT:

ABSTAIN:
APPROVED:

Handwritten signature of Robert M. Cox in black ink, featuring a stylized 'R' and 'C'.

Robert M. Cox, Mayor

ATTESTED:

Handwritten signature of Roberto J. Bartoli Jr. in black ink, appearing as 'Roberto J. Bartoli Jr.'.

Roberto J. Bartoli Jr. , Deputy City Clerk

EXHIBIT A

Scope of Services

Design Professional Services for the City of Cloverdale for Water System Improvements

Brelje & Race prepared a Preliminary Engineering Report (PER) and California Environmental Quality Act (CEQA) document for the City of Cloverdale's (City) 2011 Water System Improvements in 2010. Since the documents were completed additional information has become available and water utility needs continue to evolve suggesting that it would be advisable to revise the PER and CEQA documents prior to utilizing the documents in a funding application. The revisions are to include expansion of the well exploration area, an updated description of proposed SCADA system improvements and additional tank rehabilitation work (south tank roof replacement at the Main Tank site). This scope of services includes revising the PER and preparing appropriate documentation to include the new and revised project elements in the CEQA documentation. We would also prepare an application and administer the process for obtaining assistance from the USDA Rural Development (RD) under their Water and Waste Disposal Loan and Grant program.

Our approach will recommend drilling three test wells north of Well 11. Each well would be tested and the highest producer completed and improved as the replacement for Well 7. Should new well production fall short of expectations, the approach could be modified to include completing and developing two wells instead of one. By moving the replacement well(s) northerly the drawdown interference on the existing wells should be reduced. However, the aquifer in that area may not be as productive and a new well(s) may have a lower capacity(ies). The goal is to strike a balance between the capacity increase of the existing well field associated with constructing the new well(s) to the north, and the potentially lower production from the new well(s) that might result. The goal is to strike a balance between these competing results and maximize well field production on a year round basis.

We propose the following tasks to revise existing documents and create new documents necessary to complete the Application for Federal Assistance on behalf of the City. We would administer and process the application during the RD review period and respond to inquiries. Once review and processing was completed by RD, they would generate a "Letter of Conditions." (LOC). The LOC would establish conditions that must be agreed to by the City before further consideration is given to their application and defines the potential funding package (amount and division between loan and grant amounts, if any) and the loan term and guaranteed interest rate. With this information the City could then proceed with other necessary aspects of the project such as water rate adjustments and project design. The following scope of work addresses completion of tasks up to and including the receipt of the LOC.

SCOPE OF SERVICES

Task 1.1 Develop Project Schedule, Task List

Produce a preliminary project schedule that includes tasks in this scope and carries the project through construction. Develop a list of duties that the City will be responsible for. Compile a list of USDA application materials for the City's consideration. Conduct a project strategy meeting with the City to review project scope, review duties and review the preliminary project schedule. A memo will be prepared and forwarded to the City confirming the meeting outcome.

Task 1.2 Information Gathering

Identify new information needed to revise the PER and submit an information request to the City. Conduct a preliminary assessment of the northern well field area.

Task 1.3 Special Engineering Review

Perform a review of the South Main tank to determine condition. Establish a scope of improvements, preliminary plan and cost.

Task 1.4: Review proposal of SCADA System Consultant

In coordination with the City, review a proposal from the City's current SCADA vendor for a pre-design report for upgrades to the City's SCADA facilities. Provide assistance to the City in evaluating the proposal concepts, equipment and programming of the SCADA system.

Task 1.5 Revise the Draft Preliminary Engineering Report

Revise the draft PER based on the new project elements, comments received from the City and information obtained in Tasks 1.2, 1.3 and 1.4 and update all estimated costs. Submit three (3) copies to the City for review.

Task 1.6 Environmental Documentation

Prepare an Addendum to the MND to reflect project changes. The MND was adopted in 2010 and did not include the now proposed well field area or tank rehabilitation work at the Main Reservoir site. Two potential resources could be impacted by inclusion of the additional well field area that were not discussed in the Initial Study—biological resources and cultural resources. Because the area has been expanded to include areas not examined for those resources, the new area would need to be assessed and the original biological assessment and cultural resources assessment reports would be amended. The amended documents would be included in an Addendum to the MND (defined by Section 15164 of the CEQA Guidelines). An Addendum is appropriate as long as new potential impacts are not discovered. If new potential impacts are discovered (for example, tree removal), a Subsequent MND (defined by Section 15162 of the CEQA Guidelines) would be required. It is assumed for this scope that any potential impacts could be avoided and that an Addendum will be prepared.

Revise the Environmental Checklist that USDA will use to achieve compliance with the National Environmental Policy Act (NEPA), as necessary.

Task 1.7 Final Preliminary Engineering Report

Update the draft PER as necessary to incorporate City comments and to define final improvement recommendations. Publish and deliver ten (10) original copies of the final PER to the City.

Task 1.9 City Council Meeting

Attend City Council meeting to support staff's presentation of the revised project and costs included in the updated PER.

Task 1.9 Prepare and Administer Application for Federal Assistance

Utilizing the final PER, amended environmental document, and documents generated as a part of the application process, complete and file an Application for Federal Assistance with USDA Rural Development. Complete and process required forms and documents with USDA. Coordinate with City to obtain necessary information and signatures of City officials. Respond to USDA staff questions and requests for additional information as needed. A partial listing of the documents is as follows:

1. Preliminary Engineering Report
2. Mitigated Negative Declaration
3. Application for Federal Assistance Form
4. City Resolution authorization execution of USDA application and related documents
5. Initial Operating Budget
6. Financial Statements
7. Representation letter from City's attorney
8. Statement regarding proposed water rate schedule
9. Interim financing plan statement
10. Evidence of public meeting
11. Statement of proposed security for loan
12. List of City Council members
13. Various executed documents assuring RD that the City accepts the loan terms, will maintain a drug free work place, provide equal opportunity under the law, etc.

BUDGET

Based on assumptions contained herein, the budget for specific tasks is below. Services would be provided on a time and materials basis, not to exceed \$46,000 without prior authorization.

<u>Task</u>	<u>Budget</u>
1.1 Develop Project Schedule, Task List	\$1,650
1.2 Information Gathering	\$1,650
1.3 Special Engineering Review	\$3,600
1.4: Review proposal of SCADA System Consultant	\$1,650
1.5 Revise the Draft Preliminary Engineering Report	\$7,400
1.6 Environmental Documentation	\$11,000
1.7 Final Preliminary Engineering Report	\$5,500
1.8 Attend City Council Meeting	\$700
1.9 Prepare and Administer Application for Federal Assistance	\$12,850

ASSUMPTIONS AND LIMITATIONS

1. Site-specific studies are limited to those included herein. Should the process reveal additional studies are necessary; a budget amendment will be required for any such supplemental studies.
2. The proposed scope of services assumes that no potential environmental impacts will be identified that can't be avoided by project design thereby allowing for preparation of an Addendum to the MND. If a potential impact cannot be avoided, a budget amendment will be required to prepare and process a Subsequent MND.

EXHIBIT B

TASK AND WORK HOUR TABULATION
 for
Design Professional Services for the City of Cloverdale
Water System Improvements
 Brelje & Racc Consulting Civil Engineers – August 2012

TASK	WORK HOURS					
	Principal	Engineer	Planner	CAD Tech	Clerical	Other Services
1.1 Develop Project Schedule, Task List	8				4	
1.2 Information Gathering	4	8				
1.3 Special Engineering Review	4	24				
1.4 Review proposal of SCADA System Consultant (1)	4	8				
1.5 Revise the Draft Preliminary Engineering Report	16	24		12	8	
1.6 Environmental Documentation	4		40		8	
1.7 Final Preliminary Engineering Report	16	16			4	
1.8 Attend City Counsel Meeting	4					
1.9 Prepare and Administer Application for Federal Assistance	60		16		8	
Cultural Resources Subconsultant						\$1,180
Biologist Subconsultant						\$3,750
Report Duplication and Misc Expenses						\$700
	120	80	56	12	32	\$5,630
	\$ 175	\$ 120	\$ 115	\$ 100	\$ 65	
	\$ 21,000	\$ 9,600	\$ 6,440	\$ 1,200	\$ 2,080	\$ 5,630
TOTAL						\$ 45,950
BUDGET						\$ 46,000

1. Assumes two review meetings with SCADA vendor and City