



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

8

Meeting Date: 3/22/2011

Report Type: Consent

Title: Supplemental Agreement No. 2 - Sewer System Management Plan (I14110100)

Report ID: 2011-00249

Location: Citywide

Recommendation: Adopt a Resolution authorizing the City Manager to execute Supplemental Agreement No. 2 to City Agreement No. 2008-0919 with RMC Water and Environment, to provide assistance with the preparation of the Sewer System Management Plan during FY2010/11, for an amount not to exceed \$75,000.

Contact: Bill Busath, Interim Engineering Manager, (916) 808-1434; Sherill Huun, Supervising Engineer, (916) 808-1455, Department of Utilities

Presenter: None

Department: Department Of Utilities

Division: Water Quality Engineering

Dept ID: 14001331

Attachments:

- 1-Description/Analysis
- 2-Background
- 3-Resolution
- 4-Unexecuted Agreement Cover
- 5-Exhibit A - Agreement

City Attorney Review

Approved as to Form
Joe Robinson
3/15/2011 11:13:43 AM

City Treasurer Review

Prior Council Financial Policy Approval or
Outside City Treasurer Scope
Russell Fehr
3/10/2011 4:48:58 PM

Approvals/Acknowledgements

Department Director or Designee: Marty Hanneman - 3/14/2011 4:11:46 PM

Assistant City Manager: John Dangberg - 3/15/2011 10:22:38 AM



Description/Analysis

Issue: The City's separated sewer system is regulated under the Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003. Among other things, the WDR requires the City to develop and implement a Sewer System Management Plan (SSMP) to eliminate sewer overflows that enter waterways. The SSMP must also reduce and mitigate the overflows that do occur. The firm of RMC Water and Environment (RMC) was selected in 2008 through a Request for Qualifications process to assist the City with the preparation of various elements of the SSMP for a period of up to three years. This Supplemental Agreement will cover the services to be performed for the third and final fiscal year of the agreement.

Policy Considerations: Compliance with the WDR, specifically, the requirement to eliminate sewer overflows, is consistent with the City Council focus areas of public safety, economic development, and sustainability and livability.

Environmental Considerations:

California Environmental Quality Act (CEQA): Consultant assistance with the preparation of various elements of the SSMP will not result in any potentially significant environmental effects and is exempt from CEQA [CEQA Guidelines Section 15061(b)(3)].

Sustainability: The WDR requires implementation of a SSMP that eliminates sewer overflows to waterways and mitigates the overflows that do occur, in order to reduce public health nuisance and the potential pollution of surface or ground waters. As such, the project scope of work is consistent with the City Sustainability Master Plan in advancing the following goals:

1. Conserving the use and protection of sources of water
2. Protecting and restoring the City's urban creeks

Commission/Committee Action: Not Applicable

Rationale for Recommendation: Engineering Services solicited qualifications from consulting firms. On July 3, 2008, Utilities received qualifications from five firms and the Selection Committee subsequently selected RMC Water and Environment to assist the City with the preparation of various elements of the SSMP for a period of up to three years.

Financial Considerations: The cost for the Professional Services Agreement is \$75,000 for services through the end of FY2010/11, bringing the total cost for the three year agreement to \$225,000. There is sufficient funding in I14110100 (Sewer Fund), for this 3rd year of the agreement. The prior two years of the agreement were paid in the SSMP Project (X14004100). In FY2011, the Department created I14110100 to start tracking the SSMP as a multi-year operating project instead of a capital improvement project (Approved Budget for FY2011, Reso 2010-388).

Emerging Small Business Development (ESBD): RMC Water and Environment is not certified as an Emerging or Small Business Enterprise.

Background

On May 2, 2006 the California State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003, for all publicly owned sanitary sewer collection systems. The purpose of the WDR is to prevent Sanitary Sewer Overflows (SSOs). An SSO is any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including backups into buildings and on private property.

The City applied for coverage under the WDR on November 2, 2006 for the City maintained and owned separated sewer system. In addition to preventing SSOs, the WDR require the City to report SSOs to the State and implement a Sewer System Management Plan (SSMP) to eliminate SSOs.

A consultant was selected to assist staff in preparing and implementing portions of the SSMP and reviewing overall compliance of the procedures and programs documented in the SSMP. A Request for Qualifications was issued on June 12, 2008 for the work, and RMC was selected as the top ranked firm. The Request for Qualifications included various permit required tasks to be performed over a period of up to three years (through the end of FY 2010/11). The original 2008/09 Sewer System Management Plan Contract (Agreement No. 2008-0919) included work for development and preparation of the City's sewer system management plan, with a potential maximum of two successive one-year extensions upon the approval of a Supplemental Agreement specifying the scope of services and payment provisions for such extended term(s). The total amount for FY 2008/09 services was \$75,000 and Supplemental Agreement No. 1 was approved in FY 2009/10 in the amount of \$75,000 (Resolution number 2009-680).

The final SSMP was adopted by the City Council on April 21, 2009 and includes the following required elements:

- Goals and Organizational Structure
- Overflow Emergency Response Plan
- Legal Authority
- Operation and Maintenance Program
- Fats, Oils and Grease Control Program
- Design and Performance
- System Evaluation and Capacity Assurance Plan
- Monitoring and Program Modifications
- Program Audits
- Communication Program

Supplemental Agreement No. 2 authorizes RMC's services for the third of the three years anticipated by the original agreement, and includes conducting the State required audit of the SSMP and development of a more focused sewer overflow reduction strategy using the results of the audit.



RESOLUTION NO.

Adopted by the Sacramento City Council

AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 2 WITH RMC WATER AND ENVIRONMENT FOR THE FY2010/11 SEWER SYSTEM MANAGEMENT PLAN PROJECT (I14110100)

BACKGROUND

- A. On May 2, 2006 the California State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003, for all publicly owned sanitary sewer collection systems.
- B. The City applied for coverage under the WDR on November 2, 2006 for the City's separated sewer collection system.
- C. The WDR requires publicly owned collection systems to develop a Sewer System Management Plan.
- D. The City issued a Request for Qualifications to provide specified services to assist with the preparation of a Sewer System Management Plan that included various permit-required tasks to be performed over a period of up to three years (FY2008/09 through FY2010/11), and RMC Water and Environment (RMC) was selected to provide these services.
- E. The City entered into a professional services agreement with RMC for FY 2008/09 services, and approved a supplemental agreement for FY 2009/10 services.
- F. City staff has negotiated a second supplemental agreement for RMC to provide assistance with development of Sewer System Management Plan procedures to comply with State requirements for FY 2010/11, the third year of this three year agreement.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to execute Supplemental Agreement No. 2 to City Agreement No. 2008-0919 with RMC Water and Environment, to provide assistance with the preparation of the Sewer System Management Plan during FY2010/11, for an amount not to exceed \$75,000, bringing the total cost for the three year agreement to \$225,000.

Section 2. Exhibit A is made a part of this Resolution.

Exhibit A - Supplemental Agreement No. 2



Unexecuted Contract/Agreements

- The Unexecuted Contract/Agreement is signed by the other party, is attached as an exhibit to the resolution, and is approved as to form by the City Attorney.

- The Unexecuted Contract/Agreement (Public Project) is NOT signed by the other party, is attached as an exhibit to the resolution, and is approved as to form by the City Attorney.

- The Unexecuted Contract is NOT included as an exhibit to the Resolution because the Agreement(s) is with other another governmental agency and it is not feasible to obtain the other agency's signature prior to Council action (be they denominated Agreements, MOUs, MOAs, etc.); however, the City Attorney approves the forwarding of the report to Council even though the signed agreement is not in hand yet.

- The Unexecuted Contract is NOT included as an exhibit to the resolution because, due to special circumstances, and the City Attorney confirms in writing that it is okay to proceed with Council action even though the signed agreement is not in hand yet.

All unexecuted contracts/agreements which are signed by the other parties are in the Office of the City Clerk before agenda publication.



Requires Council Approval: No YES Meeting: 3/15/11

Real Estate Other Party Signature Needed Recording Requested

General Information

Form with fields: Type: Professional Services Formal Bid-Prof Service, PO Type, Attachment: Supplement No.: 2, Original Doc Number, \$ Not to Exceed: \$ 75,000.00, Other Party: RMC Water and Environment, Certified Copies of Document::, Project Name: Sewer System Management Plan, Deed: [] None [] Included [] Separate, Project Number: 114110100, Bid Transaction #:, E/SBE-DBE-M/WBE:

Department Information

Department: Utilities Division: Engineering Services
Project Mgr: Delia McGrath Supervisor:
Contract Services: Date: 2/22/2011 Division Mgr: Bill Busath
Phone Number: 808-5390 Org Number: 14001321
Comment: Please return one copy of the agreement to Delia McGrath

Review and Signature Routing

Table with columns: Department, Signature or Initial, Date. Rows for Project Mgr, Accounting, Contract Services, Supervisor, Division Manager, City Attorney.

Send Interoffice Mail Notify for Pick Up

Authorization section with fields for Choose Director, Department Director, City Mgr: yes [x] No []

Contract Cover/Routing Form: Must Accompany ALL Contracts; however, is not part of the contract. (01-01-09)

For City Clerk Processing box containing fields: Finalized: Initial, Date; Imaged: Initial, Date; Received: (City Clerk Stamp Here)

The City of Sacramento ("City") and RMC Water and Environment ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2008-0919, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

The Contractor shall perform the 2010-2011 Sewer System Management Plan support services described in "Attachment 3 to Exhibit A", attached hereto and incorporated herein by this reference.

2. The Budget for the 2010-2011 Sewer System Management Plan support services described in section 1, above, is set forth on "Attachment 3 to Exhibit B," attached hereto and incorporated herein by this reference.

3. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is **increased by \$75,000**, and said maximum not-to-exceed amount is amended as follows:

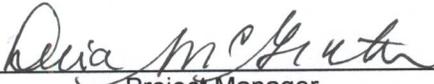
| | |
|---|-----------|
| Agreement's original not-to-exceed amount: | \$75,000 |
| Net change by previous supplemental agreements: | \$75,000 |
| Not-to-exceed amount prior to this supplemental agreement: | \$150,000 |
| Increase by this supplemental agreement: | \$75,000 |
| New not-to exceed amount including all supplemental agreements: | \$225,000 |

4. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 3, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.

5. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.

6. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:



Project Manager

Approved As To Form By:

City Attorney

Approved By:

Contractor

Approved By:

City of Sacramento

Attested To By:

City Clerk

Attachment 3 to Exhibit A
SCOPE OF SERVICES
Sewer System Management Plan Support Services, 2010-2011

This document describes RMC's proposed Scope of Services to assist with the implementation of the City's SSMP and other strategies in FY10-11 to comply with the Statewide General Waste Discharge Requirements (WDR) issued by the State Water Resources Control Board (SWRCB).

1 Scope of Services

Task 1 – Project Management and Quality Assurance/Quality Control – \$7,500

RMC will monitor project budget, labor hours expended, and schedule on a weekly basis throughout the project; prepare invoices on a monthly basis; and administer sub-consultant and any vendor contracts, to the extent they are needed. A kickoff meeting will be held with City staff at the beginning of the project, and telephone and email communications will be conducted to address project status and issues.

Quality Control/Quality Assurance (QA/QC) procedures will include review of all key deliverables by senior RMC staff not involved in the day-to-day work on the project.

Task 2 – SSMP Audit - \$21,000

The purpose of this task is to prepare an audit of the City of Sacramento's Sanitary Sewer Management Plan to satisfy the requirements of the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems (Order No. 2006-003-DWQ). A summary of the work to be performed includes:

Document Review: RMC will review the following documents. Note that RMC is already familiar with the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems (Order No. 2006-003-DWQ) and best management practices. This background will be used in conjunction with the City's specific documents.

- 1) Sewer System Management Plan
- 2) Applicable SOPs and references from the SSMP
- 3) Previous reports and findings

Audit Process Review Meeting: At the beginning of the audit, the procedures, schedule and additional planning will be discussed with the City project manager and appropriate personnel. The proposed audit checklist will be discussed and RMC will incorporate comments into the final audit process.

Staff Interviews: Staff interviews will be over three consecutive days. RMC may follow up with City staff to ask for clarification on information provided.

Audit Report and Presentation: RMC will consolidate comments and complete audit reporting as follows:

- 1) RMC will prepare a draft audit report for the City. One approach that RMC has used successfully is to prepare a detailed audit report for internal use only. This can present more detail and discussion than required by the WDR requirements, with identification of the information that would typically be included in the official report.
- 2) City staff would review and provide comments on the draft audit report
- 3) RMC prepares final audit report for City submission.
- 4) RMC will present findings to City staff at a closing conference.

Task 2 Deliverables

- Draft SSMP Audit Report
- Final SSMP Audit Report

Task 3: Sanitary Sewer Overflow Reduction Action Plan -\$22,000

RMC will prepare an SSO Reduction Plan that will include analysis of historical SSOs (location, cause, maintenance history, and associated CCTV data), a review of existing maintenance activities and practices, and recommendations for changes to sewer cleaning methods, tools, and schedules to reduce the frequency of SSOs. RMC will interview City staff to identify known locations of maintenance issues in the system. RMC will also work with City staff to identify specific pipes causing past blockages and sewer overflows based on available data. RMC will analyze the location, frequency, and schedule of past sewer cleaning activities along with any available data relating to the type and severity of material found in pipes during cleaning activities to determine if specific pipes require modifications to cleaning frequency, methods, and/or schedule to reduce the risk of future sewer overflows.

Task 3 Deliverable

- SSO Reduction Plan

Assumptions:

- City will identify the specific pipe containing a blockage leading to an SSO for all SSOs occurring over the past 5 years.
- City will provide available maintenance records indicating the dates and equipment utilized to clean sewers (in electronic format).
- The City will provide an updated table of preventive maintenance frequencies of all gravity mains currently on a preventive maintenance program.

Task 4 – Sewer Operations and Maintenance Staffing Plan - \$24,500 (OPTIONAL ALTERNATIVE, to be performed only if directed by City)

This task will include an assessment of the staffing and major equipment needs for operations and maintenance of the sewer collection system. Under this task, it is assumed that the City will provide RMC with a complete list of key/major assets (e.g., length of pipeline system, manholes, siphons, force mains, pump stations, etc.) existing in the collection systems as well as any existing performance data for existing operations and maintenance activities performed by City staff.

RMC will utilize a workload projection methodology to estimate the staffing, materials, and equipment required to perform O&M activities for each of the three systems. The quantity of each of these activities will first be estimated based on the current workload performed by existing O&M staff. RMC will document any opportunities for improvement in operational efficiencies identified during this analysis along with the estimated impact on workload and staffing.

Task 4 Deliverables

- Draft and Final Future O&M Staffing Needs technical memorandum documenting the results of the analysis
- Final Future O&M Staffing Needs technical memorandum

Task 5: Private Lateral Policy Support - \$24,500 (OPTIONAL ALTERNATIVE, to be performed only if directed by City)

RMC will provide professional services to support the development and implementation of a modified approach to addressing private sewer lateral blockages and deficiencies in the private sewer lateral between the private property line and the City sewer main (also known as the lower lateral). The City currently responds to customer requests for assistance with private lateral-related issues and will clean private sewer laterals and/or perform repairs on private sewer laterals with structural deficiencies. The City wants to change this process to place responsibility for cleaning the sewer lateral on the private property owner and wants to develop a process to minimize the impacts of lower lateral repairs on City resources. RMC will develop a one-page lateral policy handout documenting a City policy making private property owners responsible for hiring a private contractor to perform the initial cleaning and inspection of a private lateral prior to the City performing any work a lower lateral. RMC will also develop an implementation plan for the City to potentially place the responsibility for lower lateral repairs on the private property owner. This will include identifying business process modifications required including permitting and inspection of work performed in the public right of way.

Task 4 Deliverable

- Lower Lateral Cleaning Policy handout
- Lower Lateral Repair Policy technical memorandum

Assumptions:

- City will provide staff time to review and finalize the Lower Lateral Cleaning Policy handout
- City will provide staff time to explain existing business processes related to lower lateral repair and to brainstorm potential business process modifications required to implement a new lower lateral repair policy.

2 Project Schedule

This scope of services will be conducted from March 15, 2011 through July 30, 2011. The tentative schedule for the scope of services is listed below.

| Task | Project Schedule |
|--|----------------------------|
| Task 1 – Project Management | February 2011 – July 2011 |
| Task 2 – SSMP Audit | February 2011 – March 2011 |
| Task 3 – SSO Reduction Plan | February 2011 – July 2011 |
| Task 4 – Sewer Operations and Maintenance Staffing Plan (OPTIONAL) | February 2011 – May 2011 |
| Task 5 – Private Lateral Program Support (OPTIONAL) | February 2011 – July 2011 |

3 Budget

The total estimated level of effort and cost for the SSMP services is a not to exceed amount of \$75,000.



Attachment 3 to Exhibit B - Fee Estimate

City of Sacramento SSMP Implementation FY10/11

| Tasks | Labor | | | | | | Total Hours | Total Labor Costs (1) | ODCs (4) | Total |
|--|-----------------|----------------|------------|-----------------|-----------|----------|-------------|-----------------------|----------------|-----------------|
| | Dave Richardson | Michael Flores | Aaron Hope | Glenn Hermanson | Gisa Ju | Adam Fox | | | | |
| Task 1: Project Management | | | | | | | | | | |
| 1.1 Project Administration | 4 | 12 | | | | | 24 | \$4,800 | \$660 | \$5,460 |
| 1.2 QA/QC | 8 | | | | | | 8 | \$2,040 | | \$2,040 |
| Subtotal Task 1: | 12 | 12 | 0 | 0 | 0 | 0 | 32 | \$6,840 | \$660 | \$7,500 |
| Task 2: SSMP Audit | | | | | | | | | | |
| 2.1 Document Review | | 12 | | 4 | 4 | | 20 | \$4,780 | | \$4,780 |
| 2.2 Audit Process Review Meeting | | 8 | | | | | 8 | \$1,880 | | \$1,880 |
| 2.3 Staff Interviews | | 16 | | 4 | 4 | | 24 | \$5,720 | \$510 | \$6,230 |
| 2.4 Audit Report and Presentation | | 24 | | 4 | 4 | | 34 | \$8,110 | | \$8,110 |
| Subtotal Task 2: | 2 | 60 | 0 | 12 | 12 | 0 | 86 | \$20,490 | \$510 | \$21,000 |
| Task 3: Sanitary Sewer Overflow Reduction Action Plan | | | | | | | | | | |
| 3.1 Develop SSO Reduction Action Plan | 2 | 80 | 0 | 0 | 8 | 0 | 90 | \$21,350 | \$650 | \$22,000 |
| Subtotal Task 3: | 2 | 80 | 0 | 0 | 8 | 0 | 90 | \$21,350 | \$650 | \$22,000 |
| TOTAL | 16 | 152 | 0 | 12 | 20 | 0 | 208 | \$48,680 | \$1,820 | \$50,500 |
| OPTIONAL ALTERNATIVES (To be performed only if directed by the City) | | | | | | | | | | |
| Task 4: Sewer Operations and Maintenance Staffing Plan (OPTIONAL ALTERNATIVE, to be performed only if directed by City) | | | | | | | | | | |
| 4.1 Develop Sewer O&M Staffing Plan | 4 | 94 | 0 | 0 | 0 | 6 | 104 | \$23,830 | \$670 | \$24,500 |
| Subtotal Task 4: | 4 | 94 | 0 | 0 | 0 | 6 | 104 | \$23,830 | \$670 | \$24,500 |
| Task 5: Private Lateral Policy Support (OPTIONAL ALTERNATIVE, to be performed only if directed by City) | | | | | | | | | | |
| 5.1 Lower Lateral Cleaning Policy Handout | 2 | 6 | 8 | | | | 24 | \$4,240 | | \$4,240 |
| 5.2 Lower Lateral Repair Policy, TM | 4 | 32 | 48 | | 8 | 6 | 98 | \$19,700 | \$560 | \$20,260 |
| Subtotal Task 5: | 6 | 38 | 56 | 0 | 8 | 6 | 122 | \$23,940 | \$560 | \$24,500 |

Total Fee Not To Exceed \$75,000

1. The individual hourly rates include salary, overhead and profit.
 RMC will provide advance notice of any rate changes affecting current contracts.
 3. The project technology and communication charge includes telecomm, copier, computer hardware and software usage.