

RESOLUTION NO. 2011-162

Adopted by the Sacramento City Council

March 22, 2011

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.

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Exhibit A - Supplemental Agreement No. 2

Adopted by the City of Sacramento City Council on March 22, 2011 by the following vote:

Ayes: Councilmembers Ashby, Cohn, D Fong, R Fong, McCarty, Pannell, Schenirer, Sheedy.

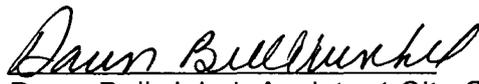
Noes: None.

Abstain: None.

Absent: Mayor Johnson.


Bonnie Pannell, Vice-Mayor

Attest:


Dawn Bullwinkel, Assistant City Clerk



City of Sacramento

Tax ID # if applicable:

Requires Council Approval: No YES Meeting: 3/5/11

Real Estate

Other Party Signature Needed

Recording Requested

General Information

Type: Professional Services Formal Bid-Prof Service	PO Type:	Attachment: Supplement No.: 2
\$ Not to Exceed: \$ 75,000.00		Original Doc Number:
Other Party: RMC Water and Environment		Certified Copies of Document::
Project Name: Sewer System Management Plan		Deed: <input type="checkbox"/> None <input type="checkbox"/> Included <input type="checkbox"/> Separate
Project Number: I14110100	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

Department	Signature or Initial	Date
Project Mgr:	<i>Delia McGrath</i>	2/24/2011
Accounting:		
Contract Services:		
Supervisor:	<i>D.H.</i>	2-24-11
Division Manager:	<i>Bill Busath</i>	2/28/11
City Attorney	Signature or Initial	Date
City Attorney:		

Send Interoffice Mail Notify for Pick Up

Authorization	Signature or Initial	Date
Choose Director		
Department Director:		
City Mgr: yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

For City Clerk Processing

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

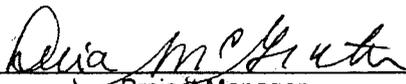
4. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 3, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect 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:

Approved As To Form By:


Project Manager

City Attorney

Approved By:

Contractor

Attested To By:

Approved By:

City of Sacramento

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 ⁽²⁾	Total Fee
	Dava Richardson PIC	Michael Flores PM	Aaron Hope Project Engineer- Laterals	Glenn Hermanson SSMP Audit- Design Practices	Gisa Ju SSMP Audit- Capacity Planning	Adam Fox Graphics Support- Handout	Erin Payne Project Administrator				
	\$255	\$235	\$175	\$235	\$255	\$115	\$120				
Task 1: Project Management											
1.1 Project Administration	4	12					8	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	8	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	2	24		4	4			34	\$8,110		\$8,110
Subtotal Task 2:	2	60	0	12	12	0	0	86	\$20,490	\$510	\$21,000
Task 3: Sanitary Sewer Overflow Reduction Action Plan											
3.1 Develop SSO Reduction Action Plan	2	80			8			90	\$21,350	\$650	\$22,000
Subtotal Task 3:	2	80	0	0	8	0	0	90	\$21,350	\$650	\$22,000
TOTAL	16	152	0	12	20	0	8	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					6	104	\$23,830	\$670	\$24,500
Subtotal Task 4:	4	94	0	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			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	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.