



City of Biggs

Agenda Item for the
Next regular City Council Meeting
December 9, 2014 at 6:30pm

To: Honorable Mayor
And Members of the City Council

Date: December 4, 2014

From: Brian Martin, PE – City Engineer

Subject: Task Order No. 27 to the Engineering Services Agreement dated June 11, 2011

Background

The California Rural Water Association (CRWA) has a contract with the State Water Resources Control Board to prepare Water Rate Studies for Disadvantaged Communities. The State has directed CRWA to work with the City of Biggs in preparing and presenting a water rate study for the City. The purpose of this rate study is to develop a water rate study for the City in anticipation of a Loan/Grant to the City to complete the installation of water meters within the City. To implement the rate study the City must provide information requested by the CRWA. This Task Order No. 27 is to provide that assistance and information to the CRWA. Task Order No. 27 to the Engineering Services Agreement Dated June 11, 2011 is attached to this memorandum.

Task Order No. 27 includes four tasks. The tasks include coordinating with CRWA, preparing a list of capital assets, preparing a list of planned projects and funding sources, and preparing a Technical, Managerial, and Financial Tune-up (TMF) Questionnaire. The total cost of Task Order No. 27 is \$4,875.

Budget

The source of funds for this task order will come from Water Improvement Fund, 110.

Recommendation

Staff recommends that the City Council authorize the City Administrator to execute Task Order No. 27 for technical assistance in the preparation of a water rate study for the City.



City of Biggs

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Telephone (530) 868-5493
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Date: November 18, 2014

TASK ORDER No. 27

Bennett Engineering Services
1082 Sunrise Ave, Ste 100
Roseville, CA 95661

This Task Order authorizes you to provide the professional services described below. Services are to be performed in accordance with the Agreement dated June 21, 2011 between the City of Biggs and Bennett Engineering Services, as amended.

Project Name: City of Biggs Water Rate Study

Budget: To be invoiced at Special City Assignments for the City Engineer per Agreement and Revised Compensation Schedule for Fiscal Year 2014/2015, effective July 1, 2014.

Scope of Work: Services include Engineering duties for the City of Biggs Water Rate Study as described in attached Exhibit A, Scope of Services dated October 23, 2014 and Exhibit B, Fee Estimate dated November 18, 2014.

City of Biggs

Approved: _____
Mark Sorensen, City Administrator

Date: _____

Bennett Engineering Services

Approved: _____
Orin N. Bennett, President

Date: _____

EXHIBIT A: Scope of Services

To Task Order No. 27

Client: City of Biggs

Consultant: Bennett Engineering Services Inc

Project: City of Biggs Water Rate Study

Date: November 18, 2014



TRUSTED ENGINEERING ADVISORS

Bennett Engineering Services
1082 Sunrise Avenue, Suite 100
Roseville, California 95661

T 916.783.4100
F 916.783.4110

www.ben-en.com

In general, the work under this Task Order will include providing engineering and technical assistance for the preparation of a water rate study for the City of Biggs. The intent of this study is to develop a metered water rate structure that will be implemented when the City completes the installation of water meters for the remainder of the City's water system that are currently not metered.

TASK 1. Coordinate with California Rural Water Association (CRWA)

CRWA has a contract with the State Water Resources Control Board (SWRCB) to prepare water rate studies for disadvantaged communities. The SWRCB has authorized CRWA to prepare a water rate study for the City of Biggs in anticipation of a Loan/Grant to the City to complete the installation of water meters within the City. This task includes coordinating with CRWA by providing requested information, answering questions and attending review meetings with CRWA and the City.

TASK 2. Prepare a list of Capital Assets

This task involves the preparation of a list of existing water system assets including wells, standby power, pipelines, valves, meters and related facilities. Part of this work includes assigning costs and projected life of these facilities. The life of these facilities will be based on the EPA's list of Typical Equipment Life Expectancy (EPA Publication EPA 816-R-03-016, September 2003). The other information will be based on the City's existing Water System Master Plan, City water system maps, and the City's 2006 USDA Waterline Rehabilitation Project. Since some of the system does not have documentation of the date of construction or materials used, an estimate will be made based on the master plan and discussions with City Maintenance Staff.

TASK 3. Prepare a list of Planned Funding Sources

The rate study requires the submission of planned projects for the water system and assumed funding sources. These capital improvements will be based on the City's existing Water System Master Plan and general knowledge of deficiencies in the system from City Staff. Costs will be updated from the City's Water Master Plan based on the Engineering News Record Index and from industry standards.

TASK 4. Prepare TMF Tune-up Questionnaire

This task involves the preparation and submittal of a TMF Tune-up for the City's public water system. It is a questionnaire of general information on the City's water system and includes 44 questions regarding the City's ability to provide the proper technical, managerial and financial capabilities for its water system. Information to complete the questionnaire will be derived from the City Staff and other related documents.

INITIALS:

EXHIBIT B: Fee Estimate

To: TASK ORDER NO. 27

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: City of Biggs Water Rate Study

Date: November 18, 2014

HIDE ROW

Hidden Row [Usually] / Employee Names

Fee Estimate

Task	Engineer IV Brian & Emer 120 \$/hr		Administrative Jennifer, Ava, Jenn, Karman & Natalie 65 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL				
	Qty	Cost	Qty	Cost	Qty	Cost						
1. Coordinate with California Rural Water Association (CRWA)	2 hrs	\$240	2 hrs	\$130	4 hrs	\$370	\$20	\$390				
2. Prepare a list of Capital Assets	20 hrs	\$2,400	1 hrs	\$65	21 hrs	\$2,465	\$120	\$2,585				
3. Prepare a list of Planned Funding Sources	8 hrs	\$960	1 hrs	\$65	9 hrs	\$1,025	\$50	\$1,075				
4. Prepare TMF Tune-up Questionnaire	6 hrs	\$720	1 hrs	\$65	7 hrs	\$785	\$40	\$825				
5.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
6.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
7.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
8.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
9.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
10.	hrs	\$0	hrs	\$0	hrs	\$0	\$0	\$0				
PROJECT TOTAL					36 hrs	\$4,320	5 hrs	\$325	41 hrs	\$4,645	\$230	\$4,875

- * Rates are subject to change with 30-day notice.
- * This fee estimate contains an abbreviated list of staff classifications and does not restrict BEN|EN to those classifications. The Standard
- * This fee estimate is valid for 90 days.

INITIALS:
