



# City of Biggs

Agenda Item for the  
Next regular City Council Meeting  
April 14, 2015 at 6:30pm

To: **Honorable Mayor  
And Members of the City Council**

Date: **April 6, 2015**

From: **Brian Martin, PE – City Engineer**

Subject: **Task Order No. 31 to the Engineering Services Agreement dated June 11, 2011**

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## **Background**

On April 1, 2015, Governor Edmond G. Brown, Jr. directed the State Water Resources Control Board to implement mandatory water reductions in cities and towns across California to reduce water usage by 25 percent. The City of Biggs is only about 60 percent metered. In an effort to meet the new requirements imposed by this mandatory water reduction measure and future requirements, it is necessary for the City to complete the installation of meters for all services. To address this issue Task Order No. 31 has been prepared and is submitted for the Council's consideration.

Task Order No. 31 includes two tasks. The tasks include preparing and submitting the application package and environmental coordination. The total cost of Task Order No. 31 is \$11,730.

The City submitted a pre application for SRF water meter funding last year, but due to the shift of the Division of Drinking Water from the California Department of Public Health to the State Water Resources Control Board the City's application was not processed. At the end of last year, the City was informed that we would need to file a new application under the Policy for Implementing the Drinking Water State Revolving Fund effective January 1, 2015.

## **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. 31 for the preparation of a funding application for water meters for the City.

# EXHIBIT B: Fee Estimate

To TASK ORDER NO. 31

Client: City of Biggs

Consultant: Bennett Engineering Services Inc.

Project: Water Meter Funding Application

Date: April 6, 2015



Fee Estimate	Principal Engineer 120 \$/hr		Engineer IV 120 \$/hr		Engineer II 120 \$/hr		Engineering Tech II 105 \$/hr		CAD Tech III 110 \$/hr		Administrative 65 \$/hr		BEN EN Subtotal		MISC. EXPENSES	TOTAL
	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
<b>Task 1: Prepare and Submit SRF Application Package</b>																
1.1 - Gather Information	1 hrs	\$120	2 hrs	\$240	2 hrs	\$240	4 hrs	\$420	4 hrs	\$0	4 hrs	\$260	2 hrs	\$240	\$10	\$250
1.2 - Prepare SRF Application Package	1 hrs	\$0	46 hrs	\$5,520	16 hrs	\$1,920	4 hrs	\$420	4 hrs	\$0	4 hrs	\$260	57 hrs	\$6,560	\$330	\$6,890
1.3 - Submit SRF Application Package	1 hrs	\$120	2 hrs	\$240	64 hrs	\$7,680	4 hrs	\$420	4 hrs	\$0	4 hrs	\$260	16 hrs	\$1,920	\$100	\$2,020
Subtotal	3 hrs	\$360	72 hrs	\$8,640	8 hrs	\$960	4 hrs	\$420	2 hrs	\$220	2 hrs	\$130	22 hrs	\$2,450	\$440	\$9,160
<b>Task 2: Environmental Coordination</b>																
Subtotal	2 hrs	\$240	4 hrs	\$480	8 hrs	\$960	4 hrs	\$420	2 hrs	\$220	2 hrs	\$130	22 hrs	\$2,450	\$120	\$2,570
<b>PROJECT TOTAL</b>	3 hrs	\$360	72 hrs	\$8,640	8 hrs	\$960	4 hrs	\$420	2 hrs	\$220	2 hrs	\$130	97 hrs	\$11,170	\$560	\$11,730

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

INITIALS: \_\_\_\_\_

# Exhibit A: Scope of Services

To PROFESSIONAL SERVICES AGREEMENT, Task Order 31

Client: City of Biggs  
Consultant: Bennett Engineering Services Inc.  
Project: SRF Funding Application for Water Meters  
Date: April 6, 2015



## TASK 1. Prepare and Submit SRF Application Package

Bennett Engineering (BEN|EN) will prepare the application package for SRF and submit it in a timely manner to meet schedule milestones for the project. This will involve meeting with various City staff to gather necessary information. We will manage and organize all of the information. If necessary we will prepare a timeline for the application package preparation and distribute to Agency staff that may be involved in contributing to the information needed.

### Subtask 1.1. Gather Information

Collect and review project information.

### Subtask 1.2. Prepare SRF Application Package

Prepare the SRF Application package including

- Detailed project description
- Estimated cost break down (by phase if applicable)
- Evaluation of existing rate structure to cover project costs
- Verification that the Proposition 218 rate increase process was followed, if necessary
- Operating budget information
- Financial audits from previous years
- Required financial forms
- California Environmental Quality Act (CEQA) document
- National Environmental Policy Act (NEPA) document (if required)
- Other required environmental forms
- Various resolutions to be approved by the City Council
- Bond counsel opinion
- Water rights documentation
- Proof of land ownership or public R/W documentation
- Water conservation compliance
- Exemption request for Urban Water Management Plan documentation requirement

### Subtask 1.3. Submit SRF Application Package

Submit the SRF Application package and respond to questions and comments from SRF staff. Attend meetings with SRF as necessary

## TASK 2. Environmental Coordination

Bennett Engineering (BEN|EN) will coordinate the City's environmental consultant to prepare the necessary environmental documents (CEQA and NEPA). We will help to provide project information

necessary to complete the environmental documents. We will participate in necessary meetings with Fish and Wildlife or other interested parties to successfully complete the environmental process.

**DELIVERABLES:**

- SRF Application Package

**ASSUMPTIONS:**

- Assumes this will be a separate application from the WWTP Phase 2 funding application



## City of Biggs

465 C Street  
P.O. Box 307  
Biggs, California 95917  
Telephone (530) 868-5493  
www.biggs-ca.gov

Date: April 6, 2015

TASK ORDER No. 31

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:** Water Meter Funding Application

**Budget:** \$11,730 to be invoiced at Special City Assignment Rates for the City Engineer per Agreement and Revised Compensation Schedule for Fiscal Year 2014/2015, effective July 1, 2014.

**Scope of Work:** Services include preparing and submitting to Cal SRF an application for project funding for Water Meter Installation throughout the City, as described in attached Exhibits A - Scope of Services and B - Fee Estimate dated April 6, 2015.

### City of Biggs

Approved: \_\_\_\_\_  
Mark Sorensen, City Administrator

Date: \_\_\_\_\_

### Bennett Engineering Services

Approved: \_\_\_\_\_  
Orin N. Bennett, President

Date: \_\_\_\_\_