

OTAY WATER DISTRICT
ENGINEERING, OPERATIONS & WATER RESOURCES COMMITTEE MEETING
and
SPECIAL MEETING OF THE BOARD OF DIRECTORS

2554 SWEETWATER SPRINGS BOULEVARD
SPRING VALLEY, CALIFORNIA
Board Room

TUESDAY
January 20, 2015
12:00 P.M.

This is a District Committee meeting. This meeting is being posted as a special meeting in order to comply with the Brown Act (Government Code Section §54954.2) in the event that a quorum of the Board is present. Items will be deliberated, however, no formal board actions will be taken at this meeting. The committee makes recommendations to the full board for its consideration and formal action.

AGENDA

1. ROLL CALL
2. PUBLIC PARTICIPATION – OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE BOARD ON ANY SUBJECT MATTER WITHIN THE BOARD'S JURISDICTION BUT NOT AN ITEM ON TODAY'S AGENDA

DISCUSSION ITEMS

3. AWARD A PROFESSIONAL SERVICES CONTRACT TO AEGIS ENGINEERING MANAGEMENT (AEGIS) FOR AS-NEEDED PLAN REVIEW, INSPECTION, AND PROJECT MANAGEMENT SERVICES FOR DEVELOPER POTABLE AND RECYCLED WATER PROJECTS IN AN AMOUNT NOT-TO-EXCEED \$400,000, FOR A PERIOD OF TWO (2) FISCAL YEARS (FYs 2015 AND 2016) WITH THE CONTRACTUAL END DATE OF JUNE 30, 2017 (MARTIN) [5 minutes]
4. APPROVE THE CERTIFICATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT (FEIR) FOR THE DISTRICT'S NORTH-SOUTH DISTRICT INTERCONNECTION SYSTEM PROJECT THAT HAS BEEN COMPLETED IN COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, THE CURRENT STATE GUIDELINES, THE DISTRICT'S LOCAL GUIDELINES, AND THAT IT REFLECTS THE INDEPENDENT JUDGMENT OF THE DISTRICT (COBURN-BOYD) [5 minutes]
5. SAN DIEGO COUNTY WATER AUTHORITY UPDATE (WATTON) [10 minutes]

6. ADJOURNMENT

BOARD MEMBERS ATTENDING:

Gary Croucher, Chair
Tim Smith

All items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

The Agenda, and any attachments containing written information, are available at the District's website at www.otaywater.gov. Written changes to any items to be considered at the open meeting, or to any attachments, will be posted on the District's website. Copies of the Agenda and all attachments are also available through the District Secretary by contacting her at (619) 670-2280.

If you have any disability that would require accommodation in order to enable you to participate in this meeting, please call the District Secretary at 670-2280 at least 24 hours prior to the meeting.

Certification of Posting

I certify that on January 16, 2015 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Otay Water District, said time being at least 24 hours in advance of the meeting of the Board of Directors (Government Code Section §54954.2).

Executed at Spring Valley, California on January 16, 2015.

/s/ Susan Cruz, District Secretary

AGENDA ITEM 3



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	February 4, 2015
SUBMITTED BY:	Dan Martin Engineering Manager	PROJECT NO./ SUBPROJECT:	P1438- DIV. NO. ALL 010000
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Award of Professional Services Contract for As-Needed Plan Review, Inspection, and Project Management Services for Developer Potable and Recycled Water Projects		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) award a Professional Services contract for As-Needed Plan Review, Inspection, and Project Management Services for Developer Potable and Recycled Water Projects to Aegis Engineering Management (Aegis) and authorize the General Manager to execute an agreement with Aegis in an amount not-to-exceed \$400,000, for a period of two (2) fiscal years (FY 2015, FY 2016). The contractual end date will be June 30, 2017.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board authorization for the General Manager to enter into a Professional Services contract for As-Needed Plan Review, Inspection, and Project Management Services for Developer Potable and Recycled Water Projects with Aegis in an amount not-to-exceed \$400,000, for a period of two (2) fiscal years (FY 2015, FY 2016). The contractual end date will be June 30, 2017.

ANALYSIS:

The District will require the As-Needed services of a consulting firm to provide professional services in support of developer projects. The Consultant assists the Public Services Division of the Engineering Department in processing and performing plan check review, approvals, inspection, and project close-out for both developer and retrofit projects. The inspection services require the Consultant to be a Cross-Connection Control Specialist certified through the American Water Works Association (AWWA) or American Backflow Prevention Association (ABPA). Proof of certification was required at the time of proposal. The inspection services shall coordinate coverage testing as well as cross-connection tests, as mandated by the California Department of Public Health. It is anticipated that the Consultant will review and inspect approximately sixty (60) projects or more. Over the same period, staff estimates the cost to perform this responsibility will not exceed \$400,000. Since these services are As-Needed, driven by development, and completely funded by developer deposits, the full amount of this contract may not be expended.

On September 16, 2014, the District solicited for Plan Review Inspection and Project Management Services for Developer Potable and Recycled Water Projects by placing an advertisement on the District's website and several other publications, including the San Diego Daily Transcript. Seven (7) firms submitted a letter of interest and a statement of qualifications. The Request for Proposal (RFP) for Plan Review, Inspection, and Project Management Services for Developer Potable and Recycled Water Projects was sent to the seven (7) firms resulting in three (3) proposals received by October 20, 2014 from the following firms:

- AEGIS Engineering Management of San Diego, CA
- NCE of Fountain Valley, CA
- West Yost Associates of San Marcos, CA

The four (4) firms that chose not to propose are Valley Construction, Atkins, Dudek and Golden State Consultants. Of the three (3) proposals received, all were found to be responsive with respect to the District's requirement for AWWA or ABPA cross-connection control specialist certification. The remaining four (4) declined to propose due to various reasons including expressing difficulty with finding inspectors with AWWA or ABPA certified cross-connection control specialist certifications.

In accordance with the District's Policy 21, Staff evaluated and scored all written proposals and interviewed the three (3) firms on Monday, November 17, 2014. Aegis received the highest score for their services based on their experience, understanding of the scope of work, proposed method to accomplish the work, and their composite hourly rate. Aegis was the most qualified with the best overall rating or ranking. A summary of the complete evaluation is shown in Attachment B.

Aegis submitted the Company Background Questionnaire, as required by the RFP, and staff did not find any significant issues. Staff checked their references and performed an internet search on the company. Staff found the references to be excellent and did not find any outstanding issues with the internet search.

Aegis' project manager and inspector listed in the proposal are AWWA or ABPA certified cross-connection control specialists and have vast plan checking, inspection, and project management experience.

Staff estimated that an average of \$7,000 will be needed per project to perform the plan check review, inspection and project management services. The District recuperates these funds by billing directly to the developer.

The District has historically utilized professional As-Needed services to support the delivery of private recycled water projects that are part of a development. The use of the As-Needed services is directly tied to the rate of development which is influenced by the economy. As-Needed services are flexible and only used as development is initiated. As a result, the use of As-Needed services in support of developer projects has been a useful tool that can flex with the economic swings that may occur over time.

An analysis of the workload associated with the As-Needed plan review and inspection of developer recycled water facilities indicates a stable workload over the last five years. Additionally, the economic outlook of the San Diego County's economy and the future of south San Diego County as it relates to the Otay Water District indicates steady growth in future development over the next five years. This is also reflected in the District's six-year Capital Improvement Program.

As such, staff is evaluating the use of District staff to support the developer projects in lieu of As-Needed services. The annual effort of the As-Needed services used to support the developer projects from calendar year 2010 through 2013 averaged hours that equated to less

than a full-time employee (FTE) at a rate of 0.8 FTE per year. In calendar year 2014, as development work increased, the annual effort grew to approximately 1.4 FTE. Although a cost analysis indicates that the cost for District staff to perform the work is equivalent to the cost of As-Needed services provided under the current contract, other factors indicate that there may be efficiencies gained by performing the work with District staff. These include the elimination of project management and oversight performed by District staff as part of the As-Needed contract. Staff will complete the evaluation as part of the development of the Fiscal Year 2016 budget.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

Plan check, inspection and project management services are an on-going effort provided by the District's Public Services Division in support of developer projects. This particular expense is completely funded by developer deposits and does not affect the District's operating budget.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the General Manager's Vision, "A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

None.

DM/RP:jf

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- Attachments: Attachment A - Committee Action
 Attachment B - Summary of Proposal Rankings



ATTACHMENT A

SUBJECT/PROJECT: P1438-010000	Award of As-Needed Plan Review, Inspection, and Project Management Services for Developer Potable and Recycled Water Projects Contract for Fiscal Years 2015 and 2016
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a meeting held on January 20, 2015. The Committee supported Staff's recommendation.

NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a Committee approved item, or modified to reflect any discussion or changes as directed from the Committee prior to presentation to the full Board.

ATTACHMENT B

**SUMMARY OF PROPOSAL RANKINGS
AS-NEEDED PLAN REVIEW, INSPECTION, AND PROJECT MANAGEMENT
CONSULTING SERVICES**

		WRITTEN							ORAL					TOTAL SCORE	REFERENCES		
Qualifications of Team	Responsiveness, Project Understanding	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Rates*	Consultant's Commitment to DBE	AVERAGE TOTAL WRITTEN	Additional Creativity and Insight	Strength of Project Manager	Presentation, Communication Skills	Quality of Response to Questions	INDIVIDUAL TOTAL - ORAL	AVERAGE TOTAL ORAL				
MAXIMUM POINTS		30	25	30	85	85	15	Y/N	100	15	15	10	10	50	50	150	Poor/Good/Excellent
West Yost Associates	BOB KENNEDY	25	21	25	71	70	1	N	71	11	12	7	6	36	37	108	
	HOWARD ALMGREN	25	19	22	66					12	12	8	8	40			
	KEVIN CAMERON	25	20	24	69					11	12	8	7	38			
	GARY STALKER	24	22	26	72					9	10	8	6	33			
	BRANDON DIPIETRO	25	23	24	72					12	12	8	7	39			
NCE Engineering & Environmental Services	BOB KENNEDY	24	20	24	68	66	7	Y	73	12	12	8	7	39	42	115	
	HOWARD ALMGREN	23	19	19	61					13	13	10	9	45			
	KEVIN CAMERON	24	20	23	67					12	12	9	8	41			
	GARY STALKER	22	20	23	65					12	13	8	8	41			
	BRANDON DIPIETRO	24	22	23	69					13	14	8	8	43			
Aegis Engineering Management	BOB KENNEDY	27	23	27	77	76	15	Y	91	14	12	9	8	43	46	137	Excellent
	HOWARD ALMGREN	26	22	26	74					15	14	9	10	48			
	KEVIN CAMERON	27	23	27	77					14	14	8	8	44			
	GARY STALKER	26	23	27	76					15	14	9	9	47			
	BRANDON DIPIETRO	26	24	27	77					14	14	9	9	46			

RATES SCORING CHART			
Consultant	Proposed Rates	Position	Score
West Yost Associates	\$1,099	lowest	1
NCE Engineering & Environmental Services	\$955		7
Aegis Engineering Management	\$775	highest	15

*The fees were evaluated by comparing rates for seven positions. The sum of these seven rates are noted on the table to the left.
Note: The Review Panel does not see or consider rates when scoring other categories. Rates are scored by the PM, who is not on the Review Panel.

AGENDA ITEM 4



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	February 4, 2015
SUBMITTED BY:	Lisa Coburn-Boyd Environmental Compliance Specialist Bob Kennedy Engineering Manager	PROJECT:	P2511- DIV. NO. 001101 3,4
APPROVED BY:	<input checked="" type="checkbox"/> Rod Posada, Chief, Engineering <input checked="" type="checkbox"/> German Alvarez, Assistant General Manager <input checked="" type="checkbox"/> Mark Watton, General Manager		
SUBJECT:	Certification of the Final Environmental Impact Report for the North-South District Interconnection System Project		

GENERAL MANAGER'S RECOMMENDATION:

That the Otay Water District (District) Board of Directors (Board) certify that the Final Environmental Impact Report (FEIR) for the District's North-South District Interconnection System Project has been completed in compliance with the California Environmental Quality Act, the current State Guidelines, and the District's local Guidelines, and that it reflects the independent judgment of the District.

COMMITTEE ACTION:

Please see Attachment A.

PURPOSE:

To obtain Board certification of the FEIR for the Otay Water District's North-South District Interconnection System Project (see Exhibit A for Project location).

ANALYSIS:

In November 2010, the Board awarded a professional engineering services agreement to Lee & Ro for the design of the North-South Interconnection Project. This Project is the design of a 30-inch pipeline and associated booster pump station that would enable the District to convey potable water from the North District's 640 pressure zone to the South District's 624 pressure zone and vice versa. The Project would increase the District's potable water supply flexibility and reliability.

The scope of work for the Project included the preparation of the necessary environmental documents and Lee & Ro hired Helix Environmental Planning, Inc. (Helix) as their sub-consultant for this task. Helix prepared a draft Environmental Impact Report which analyzed the impact of the Project on air quality, biological and cultural resources, geology & soils, greenhouse gas emissions, hazards & hazardous materials, hydrology & water quality, noise and traffic & transportation.

The draft EIR was submitted for a 45-day public review period on June 12, 2013 and ten comment letters were received from state and local agencies, organizations, and individuals. Helix and the District prepared responses to these letters and comments have been incorporated into the EIR. The comment letters and responses are included in the FEIR which also includes the revised draft EIR.

Staff is asking that the Board certify the FEIR, but is not requesting approval of the Project or adoption of Project findings. These will be brought to the Board when construction of the pipeline and pump station is scheduled to move forward. Staff will also ask for approval of the Mitigation, Monitoring and Reporting Program for the selected pipeline alignment and pump station at that time. Construction is expected to start sometime around Fiscal Year 2020.

FISCAL IMPACT: Joe Beachem, Chief Financial Officer

No fiscal impact.

STRATEGIC GOAL:

This Project supports the District's Mission statement, "To provide high value water and wastewater services to the customers of the Otay Water District in a professional, effective, and efficient manner" and the General Manager's

Vision, "A District that is at the forefront in innovations to provide water services at affordable rates, with a reputation for outstanding customer service."

LEGAL IMPACT:

No legal impact is anticipated. However, in compliance with the California Environmental Quality Act process, the FEIR will have the normal 30-day legal challenge period once recorded with the County of San Diego.

LC-B/BK:jf

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Attachments: Exhibit A - Project Location
 Attachment A - Committee Action
 Attachment B - Final EIR



ATTACHMENT A

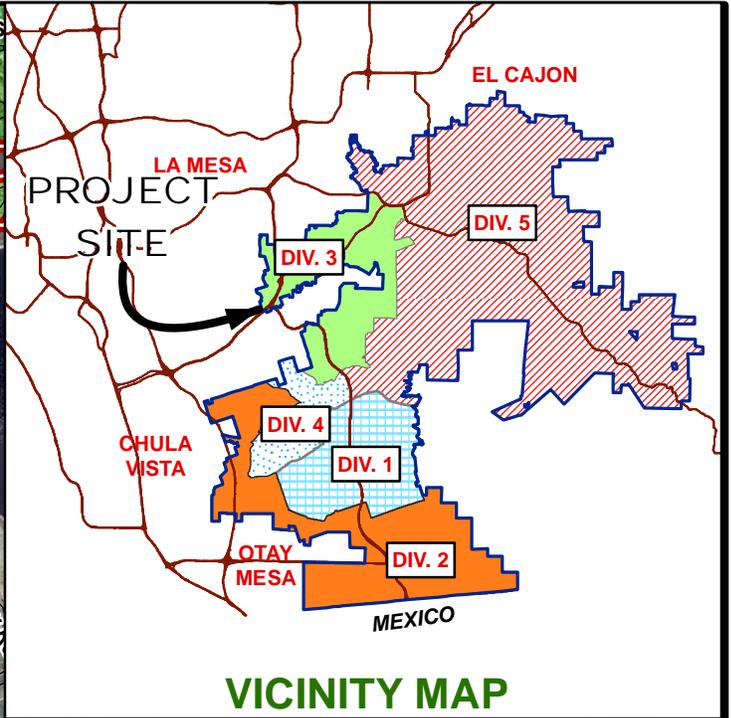
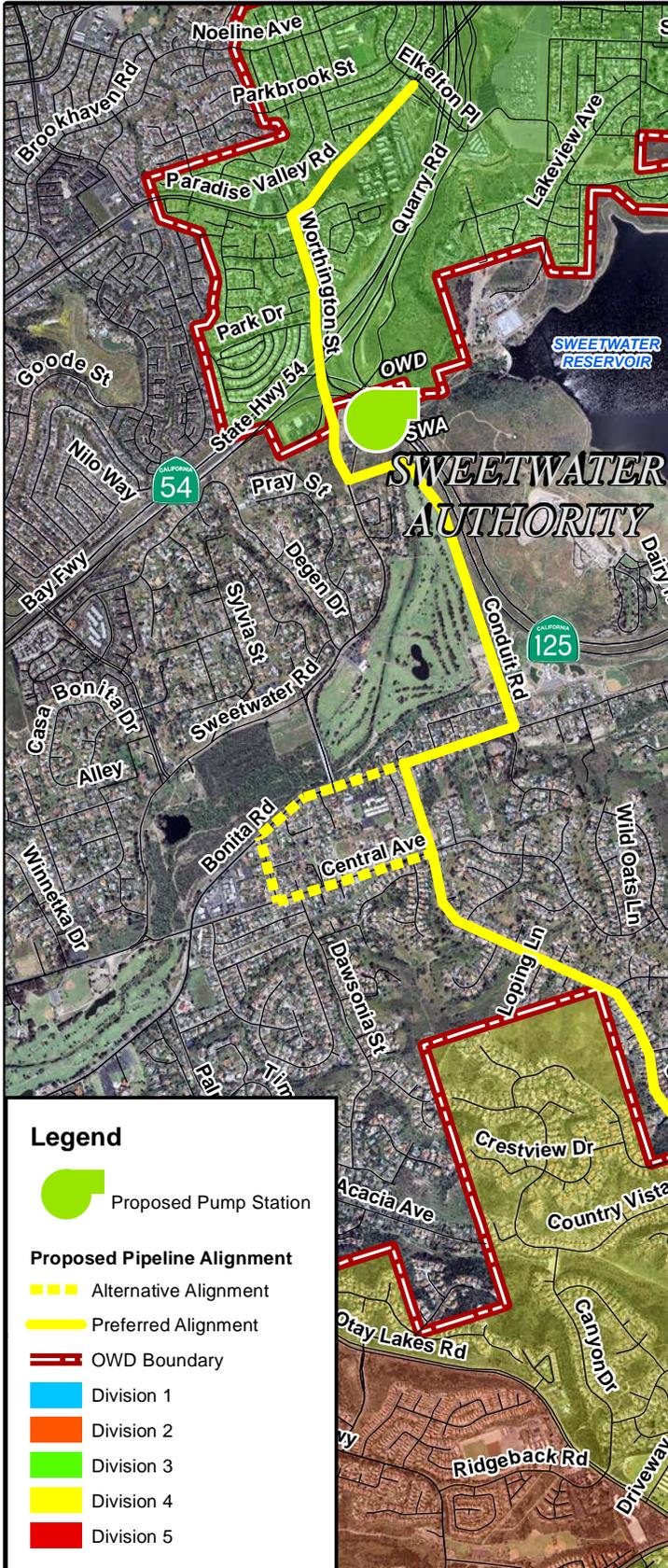
SUBJECT/PROJECT: P2511-001101	Certification of the Final Environmental Impact Report for the North-South District Interconnection System Project
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COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee (Committee) reviewed this item at a meeting held on January 20, 2015. The Committee supported Staff's recommendation.

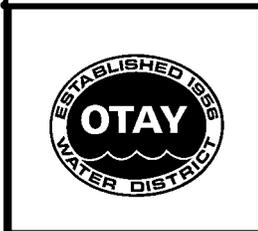
NOTE:

The "Committee Action" is written in anticipation of the Committee moving the item forward for Board approval. This report will be sent to the Board as a Committee approved item, or modified to reflect any discussion or changes as directed from the Committee prior to presentation to the full Board.



Legend

-  Proposed Pump Station
-  Alternative Alignment
-  Preferred Alignment
-  OWD Boundary
-  Division 1
-  Division 2
-  Division 3
-  Division 4
-  Division 5



OTAY WATER DISTRICT

NORTH / SOUTH DISTRICT INTERCONNECTION SYSTEM
PROPOSED PUMP STATION AND PIPELINE ALIGNMENT



CIP # P2511

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EXHIBIT A

ATTACHMENT B SEPARATE FROM STAFF REPORT
REFER TO ATTACHMENT "1" ON DISTRICT WEBSITE



NORTH-SOUTH DISTRICT INTERCONNECTION SYSTEM PROJECT

Final Environmental Impact Report
CIP No. P2511
SCH No. 2011081048

December 2014

Prepared for:
Otay Water District
2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978-2004

Prepared by:
HELIX Environmental Planning, Inc.
7578 El Cajon Boulevard, Suite 200
La Mesa, CA 91942