

RESOLUTION NO. 5345

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
APPROVING A TASK ORDER WITH HARRIS AND ASSOCIATES TO DEVELOP A  
SANITARY SEWER MASTER PLAN AND CAPITAL IMPROVEMENT PLAN IN THE  
AMOUNT OF \$149,959 AND AUTHORIZING THE CITY MANAGER TO EXECUTE  
SAID TASK ORDER ON BEHALF OF THE CITY OF SOLEDAD**

**WHEREAS**, on March 6, 2013, Council awarded a contract to Harris and Associates to provide on-call engineering services as needed and since authorized amendments to continue Harris services through 2019; and

**WHEREAS**, Infrastructure Master Plans are necessary to ensure the current highest priority projects are prioritized, planned, funded and commenced as intended with collected funds; and

**WHEREAS**, the City of Soledad's has not developed a Sanitary Sewer Master Plan (SSMP); and

**WHEREAS**, a SSMP is needed to meet State requirements to assess and maintain the sanitary sewer system to prevent sanitary sewer overflows (SSO), and to ensure that the sanitary sewer system is analyzed followed by the highest priority projects being identified and completed as necessary to adequately maintain service to the existing connections as well as future growth within the existing City boundary; and

**WHEREAS**, the City's contracted water resources engineering firm, Harris & Associates, has proposed a Task Order (attached) in the amount of \$149,959 to prepare an updated SSMP.

**BE IT HEREBY RESOLVED**, by the City Council of the City of Soledad that the Task Order #68 from Harris & Associates for a Sanitary Sewer Master Plan and Capital Improvement Plan, a copy of which is attached hereto as **Exhibit A** and by reference incorporated herein, is hereby approved in an amount not to exceed \$149,959 and the City Manager is authorized and directed to execute the same on behalf of the City.

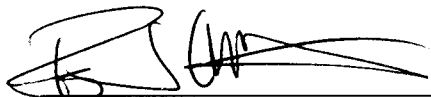
**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 4<sup>th</sup> of October, 2017, by the following vote:

**AYES**, and in favor thereof, Councilmembers: Mayor Pro Tem Alejandro Chavez, Anna Velazquez, Christopher Bourke, Carla Stewart and Mayor Fred Ledesma

NOES, Councilmembers:           None

ABSENT, Councilmembers:       None

ABSTAIN, Councilmembers:     None



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FRED J. LEDESMA, Mayor

ATTEST:



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MICHAEL MCHATTEN, City Clerk

### TASK ORDER FOR ENGINEERING SERVICES

#### Task Order No. 68

- 1. Pursuant to the Non Exclusive Consulting Service Agreement for engineering services dated March 7, 2015 ("Agreement") between the City of Soledad and Harris & Associates ("Engineer"), City hereby requests that Engineer provide engineering services for the following Project: **Develop a Sanitary Sewer Master Plan and Capital Improvement Plan**
- 2. Engineer shall provide the following engineering services for the Project: See Attached proposal.
- 3. Engineer's services for the project are to commence on October 4, 2017, with anticipated completion by April 30, 2018.
- 4. Engineer shall be compensated for its services for the project as follows: See Attached Fee Schedule.

City and Engineer agree to the terms and conditions of this Task Order, and upon execution of this Task Order by both parties, this Task Order shall be approved, subject to all terms and conditions contained herein and in the Agreement, and this Task Order shall be appended to and become a part of the Agreement.

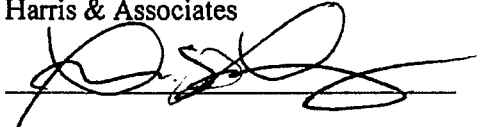
City of Soledad



By: Michael McHatten, City Manager

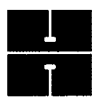
Date: 10/5/17

Harris & Associates



By: Frank S. Lorenz

Date: 10/10/2017



September 20, 2017

Donald Wilcox, PE  
Public Works Director  
City of Soledad  
248 Main Street  
[Post Office Box 156]  
Soledad, CA 93960

**City of Soledad Sanitary Sewer Master Plan and Capital Improvement Plan**

Dear Mr. Wilcox:

Thank you so much for the opportunity to serve the City of Soledad ("City") and we appreciate your knowledge and guidance in describing the needs of the City. As a result of this valuable brainstorming, it is our understanding that the following paragraphs describe those needs and also outline a clear recipe for providing a Sanitary Sewer Master Plan and Capital Improvement Plan. Harris & Associates has partnered with Akel Engineering Group, Inc. to utilize their strong background in infrastructure modeling and master planning to team and better serve the City of Soledad. Additionally, we understand that the most pressing needs are specifically as follows.

**Los Coches Business Park: Soliciting Business Growth and Delivering Infrastructure Capacity**

The Los Coches Business Park is an area within the southern portion of the City of Soledad, adjacent to and directly north of the Salinas River and east of U.S. Route 101. The Los Coches Business Park has developed and undeveloped parcels and provides opportunities for business growth in commercial & retail. Harris & Associates and Akel Engineering Group, Inc. can investigate and analyze the existing sanitary sewer system capacity for which the City of Soledad can confidently solicit businesses and determine if the City can offer immediate adequate sewer service capacity. As we understand it, this is the most important near-term focus for our work when evaluating the existing sanitary sewer collection system.

**Sanitary Sewer Master Plan (SSMP) with Capital Improvement Plan (CIP) Development and Planning Level Costs**

In the interest of producing a dynamic planning document and fiscal management instrument, the City of Soledad is embarking on a City-wide Sanitary Sewer Master Plan that will ultimately reflect sanitary sewer collection system infrastructure needs of the community, priorities, planning level costs, and scheduling information. This will include the pending Mira Monte Housing Development, Salinas Valley State Prison, and Correction Training Facility to the north of the City of Soledad.

**PROJECT UNDERSTANDING**

The City of Soledad is interested in developing a SSMP in an effort to achieve two (2) main objectives. The subject of the first objective is the Los Coches Business Park, which serves the City as an ideal location for commercial and retail development and growth opportunities. The second objective, which requires more comprehensive, sophisticated, and detailed investigation and technical analysis, is the development of a complete Sanitary Sewer Master Plan including the Capital Improvement Plan (CIP). The CIP will essentially have two (2) distinct parts; a capital program (i.e. specific projects that improve or maintain infrastructure) and planning level cost (i.e. a basis for which to fund and schedule anticipated expenditures).



# SCOPE OF SERVICES

## Scope of Services

### **Task 001 – Project Initiation and Data Gathering**

This task consists of the initial kick-off meeting, data gathering, and collaborative efforts with the City of Soledad. Individual and specific requests in outlined format will be provided to the City of Soledad for assistance, guidance, and/or direction. Any available relevant data will also be reviewed, including the General Plan, Urban Water Management Plan, and other pertinent documentation.

### **Task 002 – Sanitary Sewer Collection System Mapping (Data Gaps)**

This task consists of limited field work to provide approximate invert elevations of “critical” elements of the sanitary sewer collection system in support of Task 003 *Sanitary Sewer Collection System Modeling and Metering* below. Currently, there is a working GIS database, but there are some existing data gaps or omissions. As we understand it, GIS data does exist for 542 of the 688 sanitary sewer manholes. Following requests and direction from Akel Engineering Group, Harris & Associates will locate and dip accessible sanitary sewer manholes to estimate invert elevations. During this work, a visual assessment will be conducted in an effort to identify sanitary sewer manholes that should be rehabilitated or replaced entirely. Following the field work, the GIS inventory of existing sanitary sewer facilities will be updated.

### **Task 003 – Sanitary Sewer Collection System Modeling and Metering**

This task consists of performing a sanitary sewer analysis to reflect existing populations and land uses, as well as projections that include the Los Coches Business Park and future Mira Monte residential housing development. The work also includes a City-specific hydraulic sewer model following necessary data collection activities and model development.

In addition to the modeling, sanitary sewer flow monitoring will be conducted at six (6) individual locations throughout the City of Soledad. The monitoring period is set for four (4) weeks in an effort to capture wet-weather flows. As such, an infiltration and inflow study will be produced and will be included in the SSMP. Similarly, the sanitary sewer flow monitoring will be documented separately, but included to support the SSMP. Any and all of this information will be used to calibrate and re-calibrate the hydraulic sewer model.

For additional specifics, see details from the attached Proposal from Akel Engineering Group.

### **Task 004 – Sanitary Sewer Collection System Capacity Analysis**

This task consists of developing, reviewing, and updating design and planning criteria for sanitary sewers in order to evaluate the capacity adequacies or deficiencies of the existing sanitary sewer collection system. The hydraulic sewer model will be utilized and revisited when extending the sanitary sewer collection system to service future growth; more specifically now, the Los Coches Business Park (southern end of the City), and the Mira Monte residential housing development (northern end of the City).

### **Task 005 – Los Coches Business Park Technical Memorandum**

This task consists of a stand-alone effort dedicated specifically to the Los Coches Business Park. Similar to the earlier phases of the Scope of Work, the Los Coches Business Park will be evaluated, modeled, flow monitored, analyzed, and reported on as a Technical Memorandum. This document will be available for use when determining and discussing business growth and opportunities for industry.

### **Task 006 – Development of Sanitary Sewer Master Plan and Capital Improvement Plan**

This task consists of producing the City of Soledad SSMP and CIP. It is anticipated that the SSMP will have the following outline:

- 1) Executive Summary
- 2) Introduction and Background
- 3) Existing Conditions, Populations, and Land Uses
- 4) Sanitary Sewer Collection System and Wastewater Flows Analyses
- 5) Sanitary Sewer Collection System Evaluation
- 6) Capital Improvement Plan
- 7) Recommendations

Additionally, the Capital Improvement Plan will be prioritized and ranked based on existing deficiencies, potential deficiencies, urgency, professional judgement, planning-level costs, and City feedback and input.

#### **Task 007 – Project Management and Administration**

- 1) This task consists of overall Project management and administration, which consists of planning, executing, monitoring and controlling, and coordinating the Project to successfully execute the scope, schedule, budget, quality, and resources. Other activities like correspondence, meetings, progress reporting, invoicing, and general management will also be performed under the Task 007 umbrella.

## **Assumptions and Exclusions**

For purposes of clarity, please see the following assumptions and/or exclusions related to this Proposal:

- 1) There is no closed circuit televising (CCTV) work included as part of this Proposal. It is our understanding that the City does have CCTV capabilities in-house and may be utilized or scheduled in the future as part of a more detailed, separate effort, but it is unaccounted for under this Proposal.
- 2) There is no pipeline assessment work included as part of this Proposal. As outlined above, the City may have in its possession, performed previously, or intends to perform CCTV, but for purposes of this Proposal, such information has not been reviewed or incorporated to make such condition assessments.
- 3) As part of Task 002 *Sanitary Sewer Collection System Mapping*, Harris & Associates will need to perform field work that 'dips' sanitary sewer manholes to obtain approximate invert elevations. The number of sanitary sewer manholes will be determined as the 'critical' locations for hydraulic modeling. Given the limitations of the Scope and Budget, professional judgement will be used in selecting the appropriate sanitary sewer manholes for dipping to establish the approximate invert elevations. All other invert elevations will be assumed or extrapolated in an effort to develop and run a hydraulic sewer model to determine hydraulic capacity, adequacies, and deficiency throughout the sanitary sewer collection system. It is our intention to focus first on the Los Coches Business Park and Mira Monte Housing Development. The budgeted amount of time for this effort is three (3) days for two (2) Harris & Associates staff members, or 48 labor-hours.
- 4) There is no environmental documentation (CEQA), support, or consideration included as part of this Proposal. It is our understanding that following development of the CIP, Harris & Associates can offer such environmental services for each individual project as the implementation of the CIP commences and unfolds.
- 5) The meetings identified involving time commitment under Project Management and Administration may utilize Skype, telephone conference calls, or similar platforms for certain Harris & Associates, Akel Engineering Group, Inc., or other subconsultants to minimize costs to the Project. Harris & Associates, when available and requested, will have our Project Director, Frank Lopez, meet in-person and all others are budgeted as otherwise.
- 6) Also as part of Task 002 *Sanitary Sewer Collection System Mapping*, Harris & Associates will need to make visual assessments of the conditions of specific sanitary sewer manholes. Given the constraints of the Scope and Budget, Harris & Associates will rely on the City of Soledad's Operations and Maintenance Staff (or other knowledgeable City staff member) to identify which sanitary sewer manholes have the most problems, service requests, maintenance concerns, et cetera.
- 7) This SSMP does not include assessment of the City's existing Water Reclamation Facility capacity, condition or discharge.

## PROJECT SCHEDULE

The Project Schedule anticipates a completion date of March 31, 2018.

## PROPOSED FEES

The proposed fee for the subject Scope of Work is \$149,959. For a detailed breakdown on Scope of Services, personnel categories, and estimated labor hours, please see the attached Fee Breakdown.

Sincerely,  
**Harris & Associates, Inc.**

A handwritten signature in black ink, appearing to read "Frank Lopez", written in a cursive style.

**Frank Lopez, PE**  
Director of Engineering Services  
(831) 789-8667 ■ Frank.Lopez@WeAreHarris.com

# Fee Estimate for City of Soledad Sanitary Sewer Master Plan

Attachment 1

September 20, 2017

Harris Associates Task Order #68

TASK, PHASE, DESCRIPTION	STAFF	Project Director FL HOURS	Project QA/QC KI HOURS	Project Manager JC HOURS	Associate Engineer O/JCM HOURS	Administrative Support RB HOURS	TOTALS
<b>001 Project Initiation and Data Gathering</b>							
001.1 Project Kick-Off Meeting		4		4		4	
001.2 Record Drawings Collection and Review				4	8	4	
001.3 Review of Existing Reports and Other Research		4	0	12	12	8	36
<b>SUBTOTAL HOURS</b>		<b>\$820</b>	<b>\$0</b>	<b>\$2,340</b>	<b>\$1,800</b>	<b>\$720</b>	<b>\$5,680</b>
<b>SUBTOTAL DOLLARS</b>							
<b>002 Sanitary Sewer Collection System Mapping</b>							
002.1 Initial Site Visit		4	4	4	4		
002.2 Field Work for Dipping Sewer Manholes* (3 Full Field Days for 2 Staff Members)				4	48		
002.3 Field Work for Condition Assessment of Sewer Manholes*			2	4	4		
002.4 GIS Infrastructure Database Mapping (Akel Engineering Group)		4	6	8	56	0	74
<b>SUBTOTAL HOURS</b>		<b>\$820</b>	<b>\$1,290</b>	<b>\$1,560</b>	<b>\$8,400</b>	<b>\$0</b>	<b>\$12,070</b>
<b>SUBTOTAL DOLLARS</b>							
<b>003 Sanitary Sewer Collection System Modeling and Metering</b>							
003.1 Sewer Flow Analysis (Akel Engineering Group)				2			
003.2 Sewer Hydraulic Modeling (Akel Engineering Group)				2			
003.3 Sewer Flow Monitoring (V&A Consulting Engineers)				2		8	
003.4 Data Reporting (Akel Engineering Group)		1	0	8	0	8	17
<b>SUBTOTAL HOURS</b>		<b>\$205</b>	<b>\$0</b>	<b>\$1,560</b>	<b>\$0</b>	<b>\$720</b>	<b>\$2,485</b>
<b>SUBTOTAL DOLLARS</b>							
<b>004 Sanitary Sewer Collection System Capacity Analysis</b>							
004.1 Planning and Design Criteria Development				8	8		
004.2 Evaluation of Capacity Adequacies and Deficiencies (Akel Engineering Group)							
004.3 Evaluation of Capacity for Pending and Future Growth (Akel Engineering Group)							
004.4 Data Reporting (Akel Engineering Group)		1	0	8	8	0	17
<b>SUBTOTAL HOURS</b>		<b>\$205</b>	<b>\$0</b>	<b>\$1,560</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$2,965</b>
<b>SUBTOTAL DOLLARS</b>							



**Fee Estimate for  
City of Soledad  
Sanitary Sewer Master Plan**

September 20, 2017

Harris Associates Task Order #88

**005 Los Coches Business Park Technical Memorandum**

005.1 Los Coches Business Park Technical Memorandum (Harris, Akel)

1	8	16	8	8	[REDACTED]
1	8	16	8	8	[REDACTED]
<b>\$205</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$1,560</b>	<b>\$720</b>	<b>\$4,885</b>

**006 Development of Sanitary Sewer Master Plan and CIP**

006.1 Development of Sanitary Sewer Master Plan and CIP

1	16	24	16	16	[REDACTED]
1	16	24	16	16	[REDACTED]
<b>\$205</b>	<b>\$0</b>	<b>\$3,600</b>	<b>\$3,120</b>	<b>\$1,440</b>	<b>\$8,365</b>

**007 Project Management and Administration**

007.1 General Project Management  
 007.2 Project Meetings (Deliverable-Milestones, 5 Meetings Anticipated)  
 007.3 Coordination with Subconsultants  
 007.4 Progress Reporting and Administration  
 007.5 Quality Assurance and Quality Control Reviews

8	10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10	10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
22	34	0	5	69	[REDACTED]
<b>\$4,510</b>	<b>\$1,720</b>	<b>\$0</b>	<b>\$6,630</b>	<b>\$450</b>	<b>\$13,310</b>

**A. HARRIS HOURS AND COST**

HOURS PER POSITION	34	14	94	116	45
HOURLY RATE (TYPICAL)	<b>\$205</b>	<b>\$215</b>	<b>\$195</b>	<b>\$150</b>	<b>\$90</b>
<b>HARRIS (Design) SUBTOTAL COST</b>	<b>\$6,970</b>	<b>\$3,010</b>	<b>\$18,330</b>	<b>\$17,400</b>	<b>\$4,050</b>

**B. SUBCONSULTANT COST - FIRM**

Akel Engineering Group	\$28,600	FEE
Akel Engineering Group	\$66,828	\$49,760

**SUBCONSULTANT TOTAL COST:**

**\$95,428**

**\$4,771**

**C. TOTAL COST (NOT TO EXCEED):**

**Total : \$149,959**