



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



PLATINUM LEVEL

SDLF Platinum-Level of Governance

President – Ashley Porter • Vice-President – Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

**NOTICE OF THE REGULAR MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, October 4, 2023, 5:30 P.M.**

TO ATTEND IN PERSON: The meeting will be held at the Community Center located at 1601 Discovery Bay Boulevard.

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting.

TO ATTEND BY ZOOM WEBINAR: <https://us06web.zoom.us/j/81370654114>

TO ATTEND BY PHONE: +1 (669) 444 9171 or +1 (719) 359 4580 **WEBINAR ID:** 813 7065 4114

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

Water and Wastewater Committee Members

Chair Ashley Porter

Vice-Chair Kevin Graves

A. ROLL CALL

1. Call business meeting to order 5:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the viewpoint of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Water and Wastewater DRAFT Meeting minutes of September 6, 2023.

D. PRESENTATIONS

1. Veolia Business Development and Energy Presentation.

E. UPDATES

1. Building Update.

F. DISCUSSION

1. Discussion and Possible Feedback Regarding Luhdorff & Scalmanini Scope of Work to Provide Design and Construction Engineering Services for Cathodic Protection Test Station Improvements, in the amount of \$58,882, plus 10% for Contingencies.
2. Discussion and Possible Feedback Regarding the Scope of Services From Stantec Consulting to Prepare the Documents Necessary for Renewal of the Town's NPDES Permit in the Amount of \$45,314.

G. FUTURE DISCUSSION/AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Standing Water and Wastewater Committee meeting on November 1, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



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President – Ashley Porter • Vice-President –Michael Callahan • Director – Kevin Graves • Director – Bryon Gutow • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE WATER AND WASTEWATER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, September 6, 2023, 5:30 P.M.**

Water and Wastewater Committee Members

Chair Ashley Porter

Vice-Chair Kevin Graves

A. ROLL CALL

1. Called business meeting to order 5:30 p.m.
2. Roll Call was taken, and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

- First speaker asked if legal had looked into the matter of tenants in Town owned buildings. President Porter clarified that this falls under item E1 – Building Update. She also stated that all information will be presented when available.

C. DRAFT MINUTES TO BE APPROVED

1. Approve Special Water and Wastewater DRAFT Meeting minutes of August 16, 2023.

Vice-Chair Graves made a Motion to Approve the Draft Minutes of August 16, 2023.

Chair Porter seconded.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

D. PRESENTATIONS

None.

E. UPDATES

1. Building Update.

Presented by General Manger Dina Breitstein.

- Staff has reached out to an organization that builds modular buildings. They are trying to coordinate a meeting.

F. DISCUSSION

1. Crane Truck repurchase.

Presented by Water and Wastewater Manager Aaron Goldsworthy.

- Staff needs to replace the crane truck that was damaged shortly after purchase.
- Staff is requesting that the purchase amount be increased to \$150,000.
- Item will be brought to the Board of Directors Meeting.

Committee agrees on bringing it to the entire Board of Directors for a vote.

G. FUTURE DISCUSSION/AGENDA ITEMS

None.

H. ADJOURNMENT

1. Adjourned at 5:36p.m. to the next Standing Water and Wastewater Committee meeting on October 4, 2023, at the Community Center located at 1601 Discovery Bay Boulevard.

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DRAFT



Veolia North America

Sustainable Industries & Buildings (SIB)

Opportunities for the Town of Discovery Bay CSD

Energy, Water & Wastewater Solutions

Prepared by: John J. Burdette III, CEM, CDSM, LEED AP

10/04/2023



INTRODUCTIONS



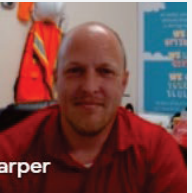
John J. Burdette III, CEM, CDSM, LEED AP
Senior Business Development Manager
Sustainable Industries & Buildings
Veolia North America

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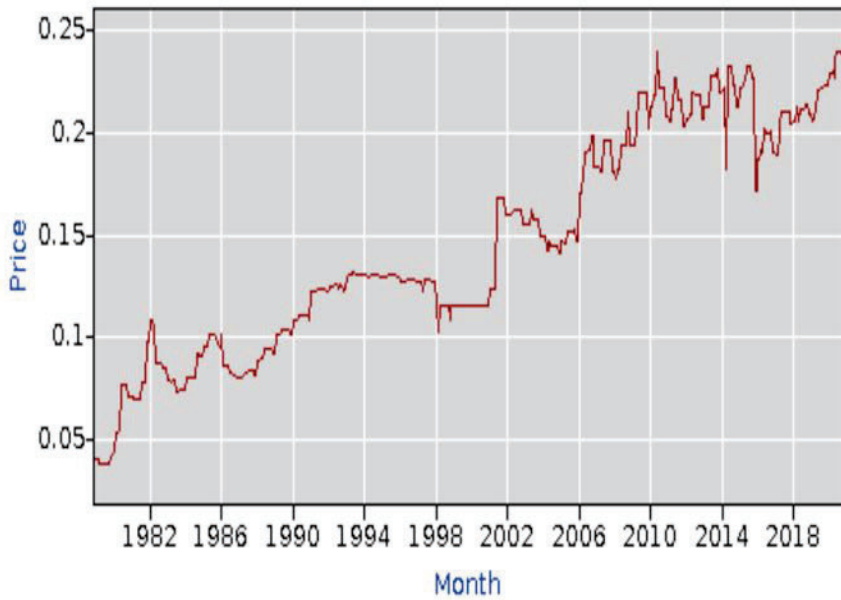
CHALLENGES – TOWN OF DISCOVERY BAY

Where do you go from here?

- Utility Grid Reliability – Dirty Power – Equipment Loss
- Resiliency – Power Outages - Public Safety Power Shutoffs
- High Energy Costs Escalation
- Stranded / Aging Assets and Infrastructure
- Climate Change – Drought, flooding, wildfires and severe weather events are more common now than ever before in our history.
- Limited Financial Resources
- Growing Pains – Future Planned Expansion
- Limited Internal Resources to Develop Programs



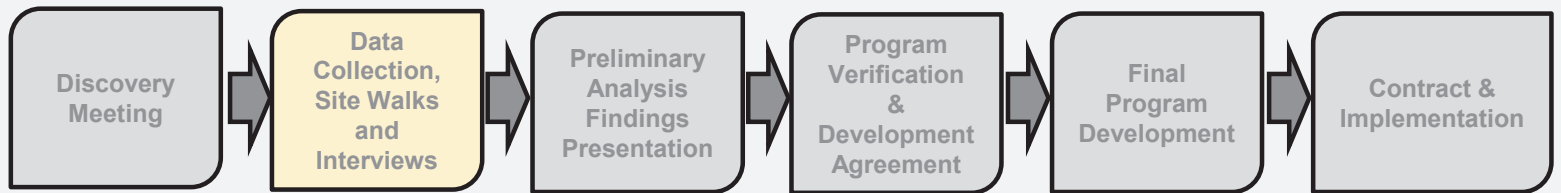
UTILITY COSTS ON THE RISE (PG&E TERRITORY)



476%	Total Price Increase over dataset
11.32%	Average Annual Increase

<https://data.bls.gov/pdq>

VEOLIA'S PROVEN (SIB) PROGRAM



- Introduce Veolia SIB Program
- Identify Challenges/ Trends
- Identify Goals & Objectives
- Action Plan

- Collect facility information and square footages of your facilities.
- Collect and analyze your utility cost and consumption data.
- Identify any existing technical issues or deferred maintenance scope items..

- Select Scope of Work Measures to include in the program development process
- Estimated Savings
- Estimated Implementation Costs
- Estimated Greenhouse Gas Emission Reductions

- Verify Detailed Scope of Work
- Funding Solution
- Identify and Apply for Rebates, Grants and Incentives
- Confirm Schedule
- Review Financial Performance
- Draft Program Contract Review

- Finalize Funding Solutions
- Post Two Week Notice for CA Government Code 4217 Compliance
- Public Hearing & Resolution During Regularly Scheduled Board Meeting
- Present Final Guaranteed Costs & Savings
- Board Resolution

- Execute Contract
- Implementation of Measures
- Measurement & Verification (M&V)
- Energy Management Services
- Performance Guarantee
- Hubgrade

COMMON ENERGY CONSERVATION MEASURES FOR LOCAL GOVERNMENT

Facility & Infrastructure Controls System (BAS)

- Energy Dashboards with Analytics
- New Building Controls Systems
- Integrating Existing Controls Systems
- Occupancy Control Systems
- Control System Maintenance
- Measurement & Verification Systems

Energy Education & Training

- Conservation Curriculum
- Dedicated On-Site Resources
- Energy Policy Development
- Climate Action Planning (CAP)
- Energy Kiosks
- Energy Management Services

Building Envelope

- Window Replacements / Upgrades
- Door Systems
- Cool Roof Systems
- Wall Insulations
- Weather Stripping

Renewable & Non-Renewable Energy Generation & Storage

- Landfill Gas Capture
- Solar Photovoltaic
- Solar Thermal
- Battery Storage
- EV Charging Stations
- Biogas Cogeneration
- Geothermal
- Wind Turbines
- Generation System Maintenance

Lighting Systems

- Daylight Harvesting
- Street Lighting
- Traffic Lighting
- Interior & Exterior Lighting Retrofits
- Occupancy Sensors
- Exit Sign LED Retrofits
- Dimming Systems
- Bi-Level Switching
- Lighting Maintenance Services

Water / Wastewater Management

- Pumping Optimization
- Irrigation Controls & Retrofit
- Weather Based Irrigation Systems
- AMR - Automated Meter Reading
- AMI - Advanced Meter Infrastructure
- Wastewater Treatment Upgrades
- Waste Water Treatment Maintenance

HVAC Systems

- Central Utility Plants
- Central Plant Optimization
- HVAC Equipment Replacements
- Variable Speed HVAC Controllers
- Demand Control Ventilation
- Piping System Retrofits
- Air Handling System Retrofits
- Waterside Economizers
- Water Treatment Systems
- HVAC System Maintenance

Other Systems & Services

- Smart City Technologies
- Fire Alarm Systems
- CCTV Security Systems
- Intrusion Security Systems
- Oil Recycling Programs
- Computer Power Management
- High Efficiency PC's
- Vending Machine Controls
- Power Factor Correction
- Program & Construction Management
- Master Planning

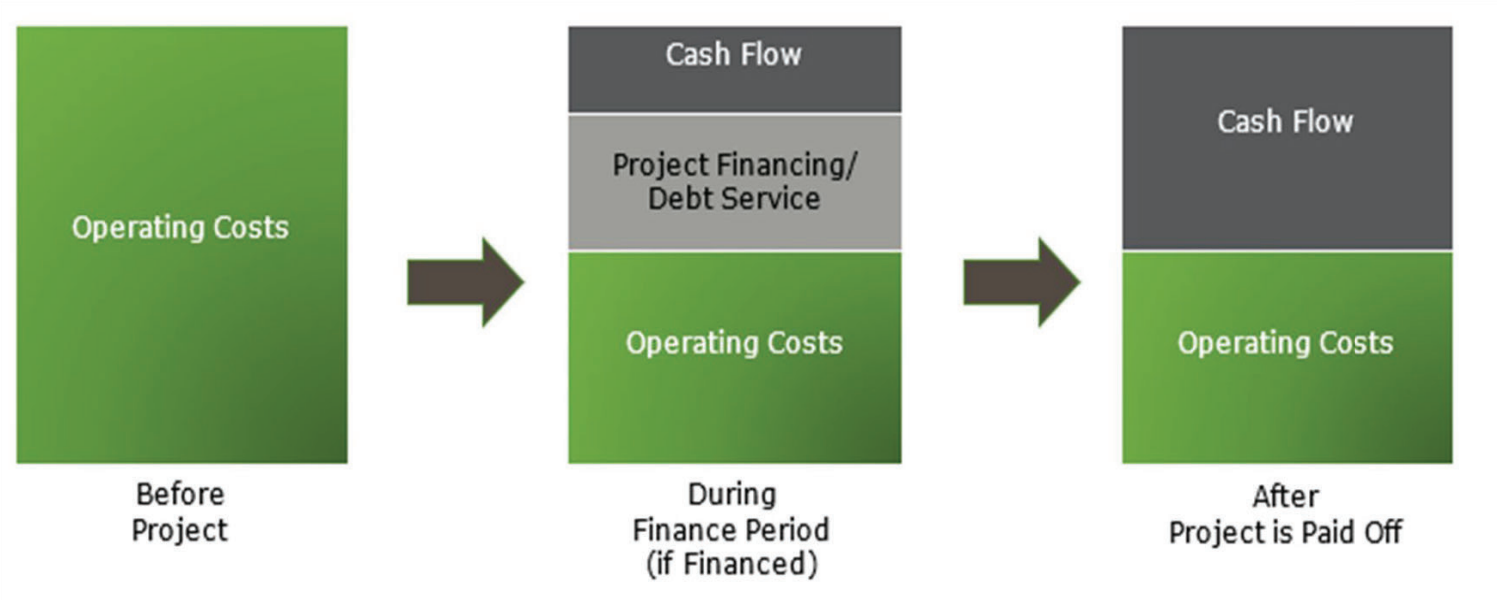
PROGRAM GOALS – TOWN OF DISCOVERY BAY

Where do you go from here?



1. **To increase resiliency for critical facilities for the Town of Discovery Bay**
2. To reduce long-term cost savings through reduced electricity, gas and water usage.
3. Upgrade antiquated and inefficient equipment
4. To reduce carbon footprint and greenhouse gas emissions
5. To secure grants, rebates and incentives that are available to Town of Discovery Bay
6. To utilize the Community Center as an Emergency Response Center in the event of a climate or other emergency.
7. Provide a comfortable and safe environment for all occupants of TODB CSD facilities
8. Minimize the financial and technical risk to the TODB CSD
9. Community Outreach
10. Provide comprehensive funding solution to the TODB CSD
11. EV Infrastructure Planning and Implementation
12. Water tower / storage, gravity flow through pipes
13. Design for future expansion of community

BUDGET NEUTRALITY



FUNDING SOLUTIONS

Leveraging Available Funding

California State Grants & Financing Programs

The State of California has issued many grants and subsidized financing programs for Energy Efficiency, Energy Storage, Renewable Energy Generation and Electric Vehicle (EV) Infrastructure.

Infrastructure Investment and Jobs Act

Provides funding for Western Water Infrastructure, Water Storage, Water Recycling and Reuse, Desalination, Critical Maintenance and Repair, Water Efficiency, Resiliency, ZEV and Energy Efficiency. Applications opening 4Q 2022! Now!

Public-Private Partnerships

Allows for access to private sector financing and the transfer of risk from the public entity to the private sector. P3's provide guaranteed performance and uptime and increased operational efficiency.



INFLATION REDUCTION ACT of 2022

Let's take a closer look!

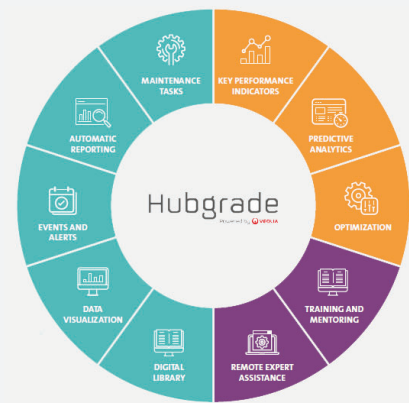
- \$749 billion funding includes \$369 billion for climate-related emissions reduction activities!
- Creates new credits for anaerobic digestion plus other biofuels
- Expands and extends more tax credits
- Allows projects to monetize tax credits directly
- Authorizes investment tax credits (ITCs) up to 50% or more of qualified project costs rather than the historic 30%
- Establishes a stand-alone ITC for battery or certain thermal storage
- Creates a \$27 billion national Green Bank (called the Greenhouse Gas Reduction Fund) to leverage funding for early-stage or other hard-to-finance renewable energy projects
- Appropriates over \$100 billion to support (e.g.) federal, state, local and tribal project permitting, carbon capture and clean hydrogen development, clean transportation, GHG reduction planning, and Energy Department loan guarantees

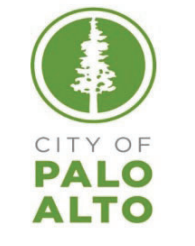
Hubgrade


Advanced Intelligence coupled with Human Experience

Hubgrade Energy and Climate Action Planning Solutions

- Energy Benchmarking
- Historical Usage Patterns
- General Load Analysis
- Routine Site Visits
- Project Feasibility Assessments
- HVAC Scheduling & Optimization
- Utility Rate Analysis and Optimization
- Measurement & Verification
- Commissioning, Retro-Commissioning & Continuous Commissioning
- Custom Energy, Water, Waste, and GHG Reduction Dashboards
- EnergyStar Certification
- LEED Certification
- Staff Training
- Community Awareness and Education Programs
- Utility rates, incentives and rebate updates





 Environmental solutions for business, industry and communities

RECENT CALIFORNIA LOCAL GOVERNMENT ENERGY AND WATER PROGRAM CLIENTS

- County of San Luis Obispo
- County of San Mateo
- County of Santa Clara
- Solano County
- City of Oakland
- City of Burbank
- City of Rialto
- City of Arvin
- City of Rio Vista
- City of Palm Springs
- West Basin Municipal Water District

Town of Discover Bay Sustainability Journey

- Introduction to Veolia’s Facility & Building Services (FBS) Program 08/21/2023
- Presentation to Water & Wastewater Committee 10/04/2023
- Utility and Site Data Collection TBD
- Preliminary Site Walks TBD
- Preliminary Utility Data Analysis TBD
- Presentation of the Preliminary Analysis and ECM Selection TBD
- Program Development Agreement TBD
- Finalize Funding Solutions TBD
- Board of Supervisors Approval TBD



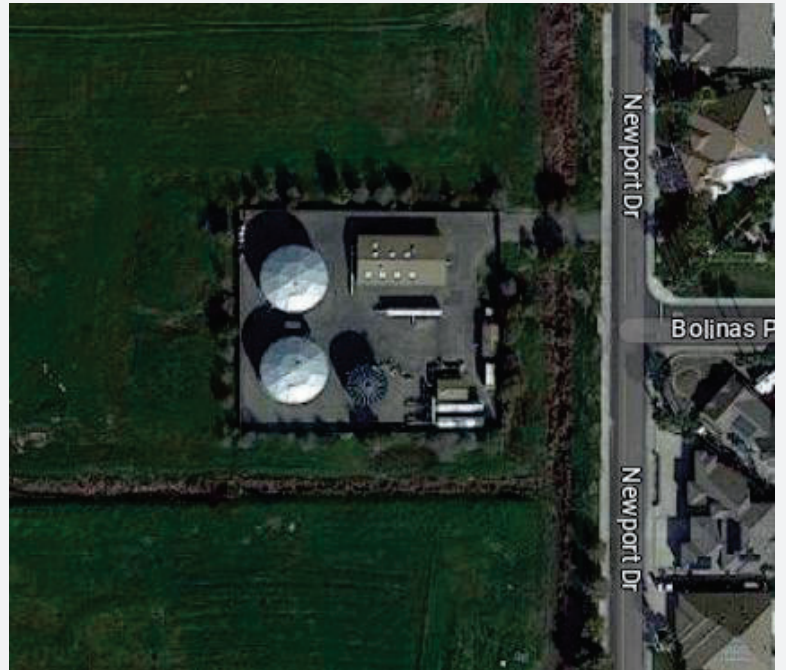
Willow Water Treatment Facility

- Energy Efficiency
- LED Lighting Upgrades
- Operational Efficiency
- Solar Renewable Energy Generation
- Battery Energy Storage Systems
- Microgrid Controls for Resiliency
- High Efficiency Motors
- Variable Frequency Drives on Pumps
- Water storage tower and pumped hydro renewable energy generation



Newport Water Treatment Facility

- Energy Efficiency
- LED Lighting Upgrades
- Operational Efficiency
- Solar Renewable Energy Generation
- Battery Energy Storage Systems
- Microgrid Controls for Resiliency
- High Efficiency Motors
- Variable Frequency Drives on Pumps




Wastewater Treatment Plant

- Energy Efficiency
- LED Lighting Upgrades
- Operational Efficiency
- Solar Renewable Energy Generation
- Battery Energy Storage Systems
- Microgrid Controls for Resiliency
- High Efficiency Motors
- Variable Frequency Drives on Pumps & Blowers



Discovery Bay Community Expansion

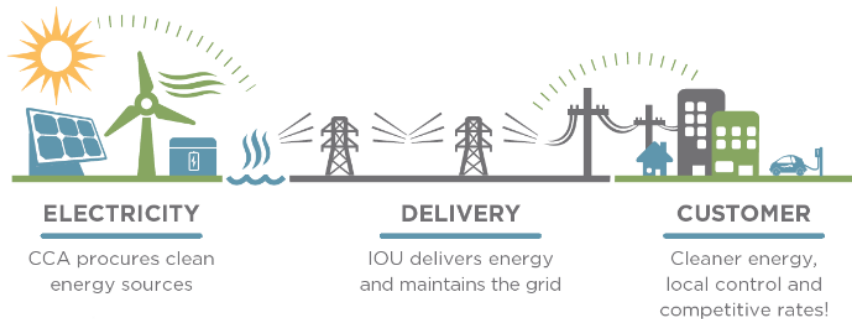


 Environmental solutions for business, industry and communities

Community Choice Aggregation

How Community Choice Works

Through Community Choice Aggregation (CCA), communities can join together to pool (or aggregate) their electricity load in order to purchase clean energy and develop local projects and programs on behalf of their residents and businesses. Aggregators work in partnership with the region's existing Investor-Owned Utility (IOU), which continues to deliver power and maintain the grid.



Community Choice Aggregation

- ✓ Consumer choice, local control, and accountability
- ✓ Policy tool to help communities reach their climate and economic goals
- ✓ Transition to a cleaner, more efficient energy supply
- ✓ Revenues reinvested in the community, not distributed to shareholders
- ✓ Development of new renewable energy projects
- ✓ Tool for communities to establish local energy resources and programs such as solar+storage for resilience, low-income solar, EV vehicle and infrastructure incentives, feed-in-tariff, net energy metering (NEM), energy efficiency, demand response, and more





| *Questions?*





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2023

Prepared By: Mike Yeraka, Projects Manager
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Feedback Regarding Luhdorff & Scalmanini Scope of Work to Provide Design and Construction Engineering Services for Cathodic Protection Test Station Improvements, in the amount of \$58,882, plus 10% for Contingencies.

Recommended Action

- a. Discuss the proposed scope of work from LSCE and provide input to Staff for approval by the Board of Directors at the October 4, 2023, Board Meeting.

Executive Summary

Cathodic protection is the term used for protecting the Town's buried metallic water fittings from corroding by connecting them to buried sacrificial Zinc anodes installed during construction of the water lines and installing test stations in order to check that the protection is working properly. During an inventory survey of the Town's cathodic protection system it was discovered that several dozen test stations are in need of repair in order for them to function properly and protect the buried metal fittings they are connected to from corroding.

Attached is a Scope of Work from Luhdorff and Scalmanini in the amount of \$58,882 to complete the survey of the test stations that need to be repaired, prepare the design to have a contractor perform the repairs and provide engineering services during construction of the repairs. It is expected that the construction costs will be in the order of \$150,000 plus contingencies for an overall project budget of \$220,000.

Staff will also be working on the necessary project CEQA document for approval at a subsequent Board Meeting.

Specific Committee Action:

- a. Discuss the proposed scope of work from LSCE and provide input to Staff for approval by the Board of Directors at the October 4, 2023, Board Meeting.

Previous Relevant Board Actions for This Item

The project has been identified in previous fiscal year budgets.

Fiscal Impact: Funds are available from the Water Reserves Account

Amount Requested: \$58,882 and \$5,888 as 10% contingencies

Sufficient Budgeted Funds Available? Yes

Prog/Fund # Category: TBD

Attachments

1. LSCE Proposal "Scope and Budget for Cathodic Protection Test Station Improvements" dated September 20, 2023.

AGENDA ITEM: F1

September 20, 2023
File No. 23-5-105

Mr. Mike Yeraka
Projects Manager
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94514

**SUBJECT: Scope and Budget Proposal
Cathodic Protection Test Station Improvements
Town of Discovery Bay**

Dear Mr. Yeraka:

Luhdorff and Scalmanini Consulting Engineers (LSCE) is pleased to provide this scope and budget to the Town of Discovery Bay Community Services District (District) to provide design engineering and construction project management support for the Cathodic Protection Test Station Improvements project. The services include project management and administration, plans and specifications, bidding assistance, and engineering services during construction.

BACKGROUND

From mid-2021 through early 2022, JDH Corrosion Consultants, Inc. (JDH) has broadly surveyed the existing cathodic protection test stations already installed throughout the District's service area while simultaneously conducting a soil corrosivity study. Based on the findings developed by JDH, many of the test stations are in satisfactory condition and provide adequate protection to the water system infrastructure per NACE Standards. JDH has also found many other test stations and areas of the water system which require repair or installation of new cathodic protection stations which are included in the scope of this proposal.

This project focuses on improvements to all unsatisfactory or otherwise non-functional cathodic protection test stations to ensure that all stations are fully functional and compliant per NACE Standards. The scope includes developing design plans and specifications identifying the specific scope of work needed to repair the test stations, providing bidding assistance to the District once the bid package is distributed for public solicitation, construction management support through the start of construction to project closeout, cathodic protection system testing/checkout after installation, and a stamped checkout report issued by JDH. LSCE will principally provide overall project management oversight for the project from design to completion. JDH will be a sub-consultant to LSCE and will principally provide design services, construction support as needed, and testing/checkout services.

SCOPE OF WORK

The scope of work outlined below includes the tasks required to support the design and construction phases of the overall project. The proposed scope of work items were developed based on our understanding of the District's needs and our experience with projects of similar size and scope.

Task 1 - Project Management and Administration

This task provides for project management and administrative activities throughout the duration of the project, such as:

- Contractual Arrangements
- Ongoing Examination Regarding Adherence to The Scope, Budget, and Schedule
- Coordination of Staff Resources
- Review of Work Products
- Management of Subcontractors
- Billing Review
- Scoping and Budgeting

Task 1 Deliverables

- Monthly Invoices

Task 2 - Design Plans and Specifications

LSCE will utilize the District's existing front-end specifications associated with recently completed CIP projects and update/edit as needed for the overall cathodic protection system improvement project. LSCE will also work with JDH to prepare and review the design plans and technical specifications for the project. JDH will prepare all design drawings, site plans, specifications, and cost estimates for the project. This Task includes the following specific work items:

1. Site reconnaissance to identify locations of missing test stations and verifying which test stations will require anodes.
2. Prepare detailed design drawings and site plans for the new test stations and anodes. Prepare detailed installation drawings showing the location of each test station. Design details will be prepared in AutoCAD Release 2020 format and electronically transmitted to the District for review. At seventy-five (75) percent and hundred (100) percent completion, design plans and specifications will be provided to the District for review and comment. A meeting will be held with the District following each design deliverable to discuss comments and changes to the design.
3. Prepare technical design specifications for all proposed cathodic test station and anode installation work.
4. Prepare detailed engineering cost estimate for supply of materials and installation of the new cathodic test stations.

Task 2 Deliverables

- Two (2) digital sets of Plans and Specifications with an Engineer's Estimate for both the 75-percent and 100-percent design submittals.
- Front-End Specifications
- Cost Estimate

Task 3 - Bidding Assistance

LSCE will coordinate with the District and JDH to identify a minimum of two specialty corrosion control contractors who may be interested in bidding on this project for the District's review and approval. In close coordination with JDH, LSCE plans to advertise the bidding package to local builder's exchanges, send out any addendums, answer questions from contractors, attend and conduct a pre-bid conference at the District's office, review and tabulate bids that have been received, and make a recommendation for bid award.

Task 3 Deliverables

- Plan holders list, pre-bid agenda, and meeting minutes
- Responses to contractor questions, addendums, bid tabulation, and a recommendation letter for award.

Task 4 - Engineering Services During Construction

LSCE's approach to providing construction support services involves a close relationship with construction timing, schedule, and administrative processes. This task assumes the project is constructed in accordance with the approved Plans and Specifications.

Construction Project Meetings

LSCE will hold a pre-construction meeting with TODB and the Contractor to confirm the Contractor's understanding of the intent of the contract documents. LSCE will coordinate with the Contractor and District throughout construction to discuss construction progress, inspections, and technical issues during construction. LSCE will discuss construction status items such as schedules, change orders, RFIs, inspections, progress payments, and any technical issues with the District, JDH, and Contractor as needed. LSCE and JDH will attend a final site visitation (post-construction) with the Contractor and District to confirm all final installation, cleanup, and restoration of the project. Construction meetings are assumed to occur over an estimated four-month construction period.

Submittals and RFI

LSCE will review submittals and requests for information (RFI) submitted by the Contractor according to the bid set of plans and specs. Submittal and RFI spreadsheet logs will be maintained to track and document reviews. After review, LSCE will provide a submittal or RFI response accordingly to the Contractor upon District approval.

On-Site Visits

LSCE/JDH will provide scheduled on-site field visits during construction to assist with installation, system startup and commissioning of the new test stations and anodes. The site visits are also crucial to ensure that the contractor understands the design intent and proper installation methods. A total of up to five (5) inspections between LSCE and JDH are assumed. LSCE or JDH will prepare a field report for each site visit indicating the date and times, people on site, material delivered, work completed, and corrections noted.

Test Station Checkout Report

LSCE/JDH will perform a checkout of the new test stations following installation and prepare a checkout report that contains the base line potentials for the subject buried water mains and fittings (i.e. "On" and "Off" potential measurements).

Cathodic Protection System Checkout Report

LSCE/JDH will provide a checkout report following the final system checkout certifying that the subject test stations have been designed and installed in accordance with Town of Discovery Bay Corrosion Control Standards. This letter will be signed and stamped by a licensed Corrosion Engineer.

Task 4 Deliverables

- Pre-Construction conference in-person meeting, agenda
- Bid Addendums (1 total assumed)
- Bid results tabulation
- Submittal and RFI reviews/responses (10 Submittals and 3 RFIs assumed)
- Milestone Inspections - 3 total by Corrosion Engineer
- Field Reports
- Test Station Checkout Report
- Cathodic Protection System Checkout Report

SCHEDULE

LSCE will start the project upon obtaining the a notice to proceed from the District. LSCE anticipates the design services will be completed in approximately three months assuming timely design review and minimal design comments received between the 75% and 100% design phases. Bidding for the project is targeted to occur in early 2023. Construction of the project is anticipated to be completed by late 2023 or early 2024.

BUDGET

The budget summary associated with the Scope of Work items described above is presented below in the cost table. A detailed cost estimate is also attached.

Task	Description	Outside Services*	LSCE Services	Total
1	Project Management and Administration	\$4,025	\$3,280	\$7,305
2	Design Plans and Specifications	\$23,529	\$6,770	\$30,299
3	Bidding Assistance	\$0	\$4,780	\$4,780
4	Engineering Services During Construction	\$8,878	\$7,620	\$16,498
Total		\$36,432	\$22,450	\$58,882

*Outside services include the subconsultant costs for cathodic protection engineering services provided by JDH Corrosion Consultants.

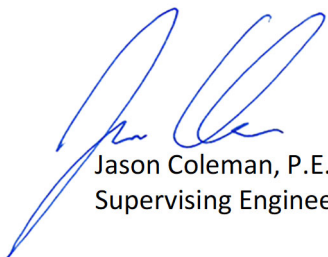
LSCE will bill monthly for labor and expenses in accordance with LSCE's Schedule of Fees for Engineering and Field services (attached). If LSCE is directed to deviate from the proposed scope, or as caused by unforeseen field conditions, LSCE will provide notification of any potential changes in the estimated cost and time and materials to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted by the fiscal agent.

Typical items that may affect the cost of a task include:


- Significant changes in materials cost
- Unforeseen site conditions
- Delays in obtaining required permits
- Items or conditions that could not reasonably be anticipated at the time of proposal preparation
- Delays during construction that extend LSCE's construction administrative roles
- Longer than anticipated review of plans, specifications, and permits by others

We appreciate the opportunity to provide you with this scope and budget. LSCE stands ready to proceed with your authorization. Please do not hesitate to contact Jason Coleman at (530) 661-0109 or jcoleman@lsce.com should you have any questions or require any additional information.

Sincerely,
LUHDORFF AND SCALMANINI
CONSULTING ENGINEERS



Jason Coleman, P.E.
Supervising Engineer



Oscar Serrano, P.E.
Senior Engineer

Attachments

- A. Detailed Cost Estimate Worksheet
- B. 2023 Schedule of Fees for Engineering and Field Services

Client: Town of Discovery Bay
 Project: CP Test Station Improvements
 Estimated By: OS, JC
 Date: August 29, 2023

Cost Estimate for
 CP Test Station Improvements



Task Name and Activities	LSCE (hours and fee)							DIRECT EXPENSES			TOTALS	
	Supervising	Senior	Project	Project	Staff	AutoCAD	Clerical	JDH (Corrosion)	Travel Expenses	Copies / Other		
	Professional	Professional	Professional	Professional	Professional	Drafter/GIS						
	\$220	\$200	\$175	\$175	\$145	\$145	\$87		Incurred	Incurred		
Task 1: Project Management and Administration												
Project Management and Administration	4	12										
LSCE (hours)	4	12	0	0	0	0	0				16	
LSCE (cost)	\$880	\$2,400	\$0	\$0	\$0	\$0	\$0	\$4,025			\$3,280	
Subconsultant											\$4,025	
Direct Expenses									\$0	\$0	\$0	
											Task 1 Subtotal	\$7,305
Task 2: Design, Plans, and Specifications												
50% Plans, Specifications, Front End and Cost Estimate	1	2	4									
100% Plans, Specifications, Front End and Cost Estimate	1	2	4									
Bid Set	1	1	2									
Design Review Meetings (2)	8	8										
LSCE (hours)	11	13	10	0	0	0	0				34	
LSCE (cost)	\$2,420	\$2,600	\$1,750	\$0	\$0	\$0	\$0	\$23,529			\$6,770	
Subconsultant											\$23,529	
Direct Expenses									\$0	\$0	\$0	
											Task 2 Subtotal	\$30,299
Task 3: Bidding Assistance												
Bidding Assistance: Agenda, Pre-Bid Meeting, Meeting Minutes Addendum (1), Bid Review	4	12	8						\$100			
LSCE (hours)	4	12	8	0	0	0	0				24	
LSCE (cost)	\$880	\$2,400	\$1,400	\$0	\$0	\$0	\$0				\$4,680	
Subconsultant											\$0	
Direct Expenses									\$100	\$0	\$100	
											Task 3 Subtotal	\$4,780
Task 4: Engineering Services During Construction												
Pre-Construction Meeting, meetings (4)	4	12	4						\$100			
Submittals, RFI	2	12	4									
LSCE (hours)	6	24	8	0	0	0	0				38	
LSCE (cost)	\$1,320	\$4,800	\$1,400	\$0	\$0	\$0	\$0	\$8,878			\$7,520	
Subconsultant											\$8,878	
Direct Expenses									\$100		\$100	
											Task 4 Subtotal	\$16,498
Total LSCE Hours	25	61	26	0	0	0	0				112	
Total LSCE Cost	\$5,500	\$12,200	\$4,550	\$0	\$0	\$0	\$0				\$22,250	
Total Sub-Consultant Cost								\$36,432			\$36,432	
Total Direct Expenses Cost									\$200	\$0	\$200	
COST PROPOSAL - TOTAL											\$58,882	



500 FIRST STREET • WOODLAND, CA 95695

2023 SCHEDULE OF FEES

ENGINEERING AND RELATED FIELD SERVICES

Professional*

Senior Principal	\$247/hr.
Principal Professional.....	\$236/hr.
Supervising Professional	\$228/hr.
Senior Professional	\$190 to 210/hr.
Project Professional	\$165 to 175/hr.
Staff Professional	\$145 to 160/hr.

Technical

Engineering Inspector	\$145/hr.
ACAD DMS/GIS.....	\$145/hr.
Engineering Assistant.....	\$120 to 145/hr.
Scientist.....	\$120 to 145/hr.
Technician.....	\$120 to 145/hr.

Project Admin Support

Word Processing, Clerical.....	\$94/hr.
Digital Communications Specialist	\$105/hr.
Project Admin/Accounting Assistant	\$110/hr.

Vehicle Use	\$0.655/mi(or curr. IRS rate)
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	\$0.20 ea.
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%

* Engineer, Geologist, Hydrogeologist, and Hydrologist



District of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 4, 2023

Prepared By: Gregory Harris, District Wastewater Engineer
Submitted By: Dina Breitstein, General Manager

Agenda Title

Discussion and Possible Feedback Regarding the Scope of Services From Stantec Consulting to Prepare the Documents Necessary for Renewal of the Town's NPDES Permit in the Amount of \$45,314.

Recommended Action

Provide possible feedback on Stantec's Proposal.

Executive Summary

The Town operates all of its wastewater facilities under a National Pollution Discharge Elimination System (NPDES) permit. This permit is renewed every 5 years and the Town's permit requires renewal in 2024. The current permit requires all documents for the renewal of the permit to be submitted by January 30, 2024. HERWIT has requested a proposal from Stantec Consulting Engineers to prepare the renewal documents. Stantec has prepared the last two NPDES permit renewals for the Town as well as the most recent Wastewater Master Plans. The documents required and the steps needed to renew the permit including a Report of Waste Discharge (RWOD) are summarized in the proposal from Stantec.

As part of this renewal, the Town would like to begin formal negotiation with Water Board staff about possible revisions to some of the current Order requirements for inclusion in the upcoming renewed Order. These revisions include the following:

1. Cattail maintenance at the wastewater lagoons.
2. Modification to the electrical conductivity limits.

A flow increase under the NPDES permit to accept flow from the Cechinni Ranch Development is not currently planned as part of this permit renewal. The Cechinni Ranch Development is scheduled to have a flow increase of approximately 400,000 gallons per day at buildout. Normally this kind of flow increase would be included in a WWTP Order renewal, and the total flow capacity of the Order would be requested to increase by this amount. However, the 2019 Master Plan by Stantec identified that total flows in the District have decreased over time and influent concentrations have gone up over time. As a result, the current Master Plan flow for buildout of the existing community is 1.63 million gallons per day (MGD), and the Order limit is 2.35 MGD. Therefore, a flow increase under the Order for the District is not needed to accommodate the Cechinni Ranch development in the future as long as the wastewater concentrations and flows remain similar to what is currently experienced in the District. Therefore Stantec is not planning on requesting any flow increases as part of this Order renewal and has not included budget for such a request in the scope above.

Stantec has prepared a base scope of work to prepare all required documents. On occasion, the Regional Water Quality Control Board (RWQCB) will require additional studies in support of the ROWD. Since the scope of such additional studies is unknown, any additional studies required by the RWQCB are currently excluded from Stantec's scope of work and will be addressed when feedback on the submitted ROWD is provided by the RWQCB.

Specific Committee Action:

Provide possible feedback on Stantec's Scope of services.

Previous Relevant Board Actions for This Item

The Board previously authorized Stantec to prepare renewal of the Town's NPDES permit on May 2, 2018 in the amount of \$49,220.

Fiscal Impact: None.

Amount Requested: \$45,314

Sufficient Budgeted Funds Available? Yes

Prog/Fund # Category: TBD

Attachments

1. Scope of Work from Stantec Dated September 26, 2023

AGENDA ITEM: F2



Stantec Consulting Services Inc.
2250 Douglas Boulevard, Suite 260
Roseville CA 95661-4207

September 26, 2023

Project/File: 184081092

Dina Breitstein, General Manager

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Mrs. Breitstein,

Reference: Proposal to Renew Water Board Order No. R5-2019-0082

Stantec Consulting Services, Inc (Stantec) is pleased to submit this proposal to the Town of Discovery Bay Community Services District (District) to assist the District with its renewal of California Regional Water Quality Control Board (Water Board) Order No. R5-2019-0082 specifying requirements for lawful operation of the District's wastewater treatment plant (WWTP). Stantec's 3-person team assigned to this project has roughly 85 years of cumulative experience with the Water Board, and its permitting and permit renewal policies. Stantec has developed a very positive working relationship with Water Board staff founded on the basic principle that protection of water quality is essential but must be based on sound scientific and statistical analyses to avoid 1) waste of public money and 2) the consequential loss of public trust in both the District and Water Board.

Renewal of the District's Order is necessary for three reasons:

1. Orders such as the District's must be renewed every 5 years under Federal United States Environmental Protection Agency (EPA) regulations. The District's current Order expires on January 30, 2025 and the Report of Waste Discharge (ROWD) is due on January 30, 2024.
2. The District's WWTP is being upgraded/improved to include a "denitrification" process to reduce the total amount of nitrogen released from the WWTP back into the aquatic environment of Discovery Bay.
3. The District would like to begin formal negotiation with Water Board staff about possible revisions to some current Order requirements for inclusion in the upcoming renewed Order. Stantec understands that items currently of concern for the District are limited to cattails maintenance in the lagoons and electrical conductivity limits.

The Water Board has streamlined its Order renewal process over the years to improve efficiency, consistency, and cost-effectiveness for both the Water Board and the dischargers needing an Order. In essence, the streamlined process involves four steps:

1. Submission of facts and special requests by the discharger (the District in this case).

Reference: Proposal to Renew Water Board Order No. R5-2019-0082

2. Analysis of the submission by Water Board and its development of a preliminary assessment of what the renewed Order may look like if no additional information is available (generally from the discharger).
3. The discharger works with the Water Board staff to develop Order requirements with technical support that both parties believe are in compliance with regulations and defensible from a scientific and statistical perspective. This step is key and commonly results in the proposed new Order being “uncontested” before the Water Board.
4. At a public hearing the Water Board takes testimony from its staff, the discharger, and other concerned parties prior to voting to either accept or reject the proposed new Order if it is not “uncontested.” With the Water Board’s streamlined process, particularly Step 3, the “trial” mentality between Water Board staff and discharger is virtually eliminated. Occasionally, staff and discharger will have a legitimate “difference of professional opinion” without animosity upon which each party seeks the Water Board’s collective opinion.

Stantec’s Scope of Work, presented below, is based on the foregoing four step process.

SCOPE OF WORK

Stantec proposes to assist the District with its renewal of Order No. R5-2019-0082 by completing the following tasks using information provided by the District.

Task 1 – Data Request & Review

Stantec will request from the District information known to be needed for various forms that are required under Step 1:

1. State Water Resources Control Board Form 200
2. EPA Form 1
3. EPA Form 2A
4. EPA Form 2S

Such information will include, but is not limited to, flow schematics of proposed revisions to WWTP processes; any revisions to potable water or wastewater characteristics; WWTP service area population, service fees, and median household income estimates; any proposed changes to WWTP operational strategy; etc. Stantec will review the provided data.

Task 2 – Complete Forms

Stantec will complete the forms identified in Task 1 and will submit the forms to the District for review for accuracy and completeness. After discussing any review comments with the District and incorporating revisions as appropriate, Stantec will produce the final forms.

Reference: Proposal to Renew Water Board Order No. R5-2019-0082

Deliverables:

- Draft Forms
- Final Forms

Task 3 – ROWD Cover Letter

Stantec will develop the renewal submittal cover letter. This is an important letter because this is where the District introduces its “subjects of interest” to Water Board staff. Such subjects may include a) discussions of why some information submitted in the required forms may be “factual” but not “representative”, b) requests to revise specific language in the current Order for inclusion in the new Order, and c) discussion as to why an Anti-Degradation Analysis is either not needed or can be focused to specific topics. The cover letter also provides an index to all attached forms/documents so that Water Board staff can easily find materials of interest. The cover letter will be submitted to the District for review. After discussing any review comments with the District and incorporating revisions as appropriate, Stantec will produce the final cover letter.

Deliverables:

- Draft Cover Letter
- Final Cover Letter

Task 4 – Final ROWD and Submission

Stantec will compile and prepare the Final ROWD (Order renewal request cover letter and all attachments) for submission the to the Water Board.

Deliverable:

- Final ROWD

Task 5 – Project Management & Coordination

Stantec will provide project facilitation and management to oversee the project’s progress and complete tasks such as scheduling updates, billing, report coordination, etc. Stantec’s Project Manager will manage the scope and budget for the project through cost control and reporting system measures. As discussed further in the next section, this scope covers Step 1 of the Order renewal process and a separate scope will be required for Steps 2 through 4, which generally include greater coordination with the Water Board. However, Stantec will assist with coordination between the District and the Water Board under this scope as necessary and appropriate. The best solution for the people of the District will come out of a cooperative effort by all involved parties.

Our team is always available for impromptu meetings, calls, and emails to receive direction and to keep the project team informed. Stantec will use Microsoft Teams to conduct meetings.

Reference: Proposal to Renew Water Board Order No. R5-2019-0082

Stantec will provide quality assurance and quality control (QA/QC) which includes peer review of the deliverables. All documents will be reviewed for correctness, completeness, and coordination with current regulatory requirements.

Additional Tasks Not Covered by Scope of Work

As noted above, Stantec Tasks 1-5 complete Step 1 of the Order renewal process, Submission of Facts and Special Requests. Stantec cannot accurately assess Stantec's involvement on the District's behalf in Steps 2, 3, and 4 of the Order renewal process until Step 1 is complete and both Stantec and the District have a clearer understanding of what the "facts and special requests" are, how controversial they may be, and how strong the foundations for District negotiations with Water Board staff are. From what Stantec knows about the District's situation and previous experiences with Water Board staff, Stantec anticipates that additional fees may be very roughly one to three times the ROWD fee, excluding any field work, sampling, laboratory fees, outside experts, etc. At this time, Stantec does not anticipate any major new studies being needed to allow the District to receive a new Order that the District's constituents can afford and support. However, Stantec recently needed to complete an extensive study to document that cooling towers were not needed at a WWTP. In the past, Stantec completed extensive studies to document that reverse osmosis treatment was neither needed nor appropriate at specific WWTPs in the Central Valley.

The nature of this Scope of Work and Stantec's knowledge of the WWTP are such that neither a site visit nor an in-person meeting is believed to be needed, though can be provided if requested by the District on a time and expense basis. Stantec proposes to complete this project entirely via telephone and electronic information transfer systems.

Please note that the Cechinni Ranch Development is scheduled to have a flow increase of approximately 400,000 gallons per day at buildout. Normally this kind of flow increase would be included in a WWTP Order renewal and the total flow capacity of the Order would be requested to increase by this amount. However, the 2019 Master Plan by Stantec identified that total flows in the District have decreased over time and influent concentrations have gone up over time. As a result, the current Master Plan flow for buildout of the existing community is 1.63 million gallons per day (MGD), and the Order limit is 2.35 MGD. Therefore, a flow increase under the Order for the District is not needed to accommodate the Cechinni Ranch development in the future as long as the wastewater concentrations and flows remain similar to what is currently experienced in the District. Stantec is therefore not planning on requesting any flow increases as part of this Order renewal and has not included budget for such a request in the scope above.

Fee Estimate


Stantec proposes to complete the foregoing tasks on a time and expense basis in accordance with the attached fee schedule with an estimated not to exceed fee of \$45,314 (Attachment 1) using Stantec's applicable fee schedule (Attachment 2). The total estimated fee will not be exceeded without prior written approval from the District. Should additional out-of-scope work be required or requested by the District, Stantec will request a change order to fund additional services.

Please, contact us should you have any questions or comments regarding this proposal. I appreciate the opportunity to work with you on this project.

Reference: Proposal to Renew Water Board Order No. R5-2019-0082

Sincerely,

STANTEC CONSULTING SERVICES INC.



Steven L. Beck PE
Project Manager
Phone: 916-826-3665
Steven.Beck@stantec.com

Attachments:

Attachment 1: Fee Estimate
Attachment 2: Rate Table



Town of Discovery Bay Renew Order Fee Estimate

	Project Manager	Regulatory and Permitting Expert	Regulatory and Permitting Specialist					
Billing Rate, \$/hr	Steve Beck, PE	Rich Stowell, PhD, PE	Kelly McGartland, EIT					
	\$276	\$275	\$200					
Task				Total Hours	Labor	Direct Costs	Total	
Task 1 – Data Request & Review								
Task 1 – Data Request & Review	1	10	28	39	\$8,626	\$0	\$8,626	
			Task 1 Total	39	\$8,626	\$0	\$8,626	
Task 2 – Complete Forms								
Task 2 – Complete Forms	2	16	40	58	\$12,952	\$0	\$12,952	
			Task 2 Total	58	\$12,952	\$0	\$12,952	
Task 3 – ROWD Cover Letter								
Task 3 – ROWD Cover Letter	2	32	48	82	\$18,952	\$0	\$18,952	
			Task 3 Total	82	\$18,952	\$0	\$18,952	
Task 4 – Final ROWD and Submission								
Task 4 – Final ROWD and Submission	1	2	2	5	\$1,226	\$0	\$1,226	
			Task 4 Total	5	\$1,226	\$0	\$1,226	
Task 5 – Project Management & Coordination								
Task 5 – Project Management & Coordination	8	2	4	14	\$3,558	\$0	\$3,558	
			Task 5 Total	14	\$3,558	\$0	\$3,558	
	Total	14	62	122	\$198	\$45,314	\$0	\$45,314
Total Fee							\$45,314	

SCHEDULE OF BILLING RATES – 2023 (USD)

Billing Level	Hourly Rate	Description
3	\$122	Junior Level position <ul style="list-style-type: none"> <input type="checkbox"/> Independently carries out assignments of limited scope using standard procedures, methods and techniques <input type="checkbox"/> Assists senior staff in carrying out more advanced procedures <input type="checkbox"/> Completed work is reviewed for feasibility and soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program or equivalent <input type="checkbox"/> Generally, one to three years' experience
4	\$129	
5	\$145	
6	\$150	Fully Qualified Professional Position <ul style="list-style-type: none"> <input type="checkbox"/> Carries out assignments requiring general familiarity within a broad field of the respective profession <input type="checkbox"/> Makes decisions by using a combination of standard methods and techniques <input type="checkbox"/> Actively participates in planning to ensure the achievement of objectives <input type="checkbox"/> Works independently to interpret information and resolve difficulties <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, three to six years' experience
7	\$164	
8	\$170	
9	\$178	First Level Supervisor or first complete Level of Specialization <ul style="list-style-type: none"> <input type="checkbox"/> Provides applied professional knowledge and initiative in planning and coordinating work programs <input type="checkbox"/> Adapts established guidelines as necessary to address unusual issues <input type="checkbox"/> Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, five to nine years' experience
10	\$187	
11	\$200	
12	\$211	Highly Specialized Technical Professional or Supervisor of groups of professionals <ul style="list-style-type: none"> <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Participates in short and long range planning to ensure the achievement of objectives <input type="checkbox"/> Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures <input type="checkbox"/> Reviews and evaluates technical work <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, ten to fifteen years' experience with extensive, broad experience
13	\$220	
14	\$238	
15	\$250	Senior Level Consultant or Management <ul style="list-style-type: none"> <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Independently conceives programs and problems for investigation <input type="checkbox"/> Participates in discussions to ensure the achievement of program and/or project objectives <input type="checkbox"/> Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, more than twelve years' experience with extensive experience
16	\$267	
17	\$275	
18	\$276	Senior Level Management under review by Vice President or higher <ul style="list-style-type: none"> <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Responsible for long range planning within a specific area of practice or region <input type="checkbox"/> Makes decisions which are far reaching and limited only by objectives and policies of the organization <input type="checkbox"/> Plans/approves projects requiring significant human resources or capital investment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, fifteen years' experience with extensive professional and management experience
19	\$286	
20	\$296	
21	\$314	

All labor rates will be subject to annual increase of 4% on January 1st of each calendar year.