



Operations Committee Meeting
Tuesday, June 1, 2021 at 1:00 PM
Valley Sanitary District
45-500 Van Buren Street, Indio, CA 92201

*****SPECIAL NOTICE – VIA VIDEOCONFERENCE*****

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Operations Committee regular meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link:** <https://zoom.us/j/92480496016> Meeting ID: 924 8049 6016 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at hgould@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

2. PUBLIC COMMENT

This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.

3. DISCUSSION / ACTION ITEMS

- 3.1. Discuss the Diversity, Equity, and Inclusion Policy and Provide


3 - 8

Feedback

[3.1 Staff Report Diversity Equity Inclusion Policy.pdf](#) 


[3.1 Attachment A Diversity Equity Inclusion Policy.pdf](#) 

- 3.2. Review and Discuss the Draft Parking Lot Expansion Plan and Provide Feedback 9 - 12

[3.2 Staff Report Review and Discuss Draft Parking Lot Expansion Plan.pdf](#) 

[3.2 Attachment A Parking Lot Expansion Drawings.pdf](#) 

- 3.3. Discuss Next Steps in the Design of the New Office & Training Building and New Laboratory Building and Provide Feedback 13 - 28

[3.3 Staff Report Review and Discuss New Office & Training and Laboratory Buildings.pdf](#) 

[3.3 Attachment A](#)

[Proposal_VSD_SGH_TrainingOfficeBldg_20200519.pdf](#) 

[3.3 Attachment B Proposal_VSD_Laboratory_SGH_201111.pdf](#) 

4. FUTURE MEETING ITEMS

5. ADJOURNMENT

6. ADJOURNMENT

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.



**Valley Sanitary District
Operations Committee
June 1, 2021**

TO: Operations Committee

FROM: Beverli A. Marshall, General Manager

SUBJECT: Discuss Draft Diversity, Equity & Inclusion Policy

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Operations Committee to review and discuss the draft Diversity, Equity & Inclusion Policy and provide feedback.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1: Fully Staffed with a Highly Trained and Motivated Team.

Fiscal Impact

There is no fiscal impact from this report.

Background

Diversity is the concept of having and supporting individual and group differences. Equity is the concept of fair and just access for all. Inclusion is the concept of feeling included in a group or structure. These concepts have become omnipresent at all levels of government discussions for the past few years and most notably in 2020. Many agencies have hired individuals specifically to design, implement, and manage DEI programs.

According to national workforce data, only 6% of all water and wastewater operators are women and only 18% are people of color. These have been a relatively static figures and few inroads have been made to increase the diversity of the industry’s workforce.

A 2018 Brookings Institute Report, *Renewing the Water Workforce: Improving Water Infrastructure and Creating a Pipeline to Opportunity*, identified that only 15% of all occupations in the water sector were held by women, most of which were in administration and accounting and only 6% were in trade occupations. It further identified that only about one-third of the occupations were held by people of color, most of which were in construction and maintenance occupations, and that they were less represented in water occupations than compared to all occupations nationwide.

In addition to identifying the lack of diversity in various water sector occupations, several key issues were identified “to hire, train, and retain a skilled and diverse water workforce in years to come.” Specifically, the report identified two major needs.

- ✓ Emphasize that the water workforce needs greater public visibility, especially when trying to reach younger workers and other prospective job candidates.
- ✓ Consider barriers to support a more diverse water workforce, including the importance of looking for talent in places that may not traditionally have attracted as much attention.

In response to that report, the Water Environment Federation (WEF) board established its Workforce Diversity and Inclusion Task Force in 2019 with a charge to provide recommendations on how to develop a more diverse workforce. The recommendations included establishing a diversity, equity, and inclusion (DEI) subcommittee to provide guidance to the board and hiring a consultant with DEI expertise to assess WEF and developing a strategic DEI plan.

In 2020, the Environmental Protection Agency and its industry partners (AMWA, NACWA, AWWA, and WEF) hosted a series of workforce webinars. On June 23, 2020, the webinar topic was *Utility Workforce Diversity Programs* and featured ten managers from several agencies who have implemented diversity, equity, and inclusion programs focused on recruiting, training, supporting, and retaining diverse and underrepresented individuals in the water and wastewater industries.

In March 2021, the National Association of Clean Water Agencies offered a three-part series of executive leadership workshops that includes a workshop on inclusive leadership and DEI. It was so popular and well-attended they are offering the series again starting in June.

Recently, the California Water Environment Association (CWEA) conducted a round table discussion with four women who are California water leaders to discuss how the industry can narrow the gender gap. In addition, CWEA and BAYWORK hosted a joint webinar on March 30, 2021, titled *Women in Water: Addressing Barriers to Joining and Advancing in CA Water*, to develop strategies on how to remove the barriers and show support for women in this industry. CWEA has also published two articles in its monthly magazine on the topic of DEI: *Invisible Barriers – Diversity, Equity, and Inclusion in Water*, and *Moving the Racial Equity Conversation Forward*.

CASA is planning a session titled *Gender Diversity & Equity in the Workforce* for its upcoming annual conference in San Diego on August 11. This could lead to a work group or team within CASA to focus on this issue.

The draft policy is based on several existing policies and recommended language that demonstrates the District’s commitment to DEI but does not commit the District to a specific plan or expenditure. This allows flexibility to address issues as they arise as

well as the opportunity to partner with other agencies in supporting diversity in industry occupations and programs.

Recommendation

Recommend that the Operations Committee discuss the draft policy and provide feedback.

Attachments

Attachment A: Draft Diversity, Equity & Inclusion Policy



VSD

Diversity, Equity & Inclusion Policy

Adopted: __/__/2021

I. PURPOSE

The purpose of this policy is to provide a roadmap for the District in developing, implementing, and maintaining diversity, equity, and inclusion in its workforce and approach to customer service.

II. POLICY

The Valley Sanitary District (VSD) values and respects the diversity of its employees, customers, and community and is committed to ensuring that diversity, equity, and inclusiveness are integral parts of our day-to-day management, work, and service delivery.

At VSD, we will:

- Ensure equity and inclusion in recruitments and hiring processes.
- Promote a climate that is welcoming and conducive to the success of all employees through respect, inclusion, equity, and cultural awareness.
- Develop and support policies and procedures that promote diversity, equity, and inclusion.
- Provide equitable access to District services, events, and activities that further develop diversity and inclusion in our community.

The Indio community is made up of individuals from a wide range of backgrounds, including gender, age, ethnic and cultural backgrounds, religious beliefs, sexual orientation, family responsibilities, socio-economic status, and life and work experience. These are some of the things that make Indio such a great place to live and work, and the District greatly values that diversity.

VSD strives to hire the best possible employees for each position, without discrimination, and to attract and retain a qualified workforce. VSD will develop recruitment strategies and outreach efforts that maximize the applicant pool for all District positions.

All customers shall have the same opportunities to apply for or access available services. This includes providing high quality, culturally sensitive services to all customers.

This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

III. DEI COMMITTEE

The DEI Committee will advise and assist the General Manager in coordinating diversity, equity, and inclusion activities of the District, including:

- compliance with rules and regulations,
- establishing policies and procedures, and
- identifying and coordinating training.

Members of the DEI Committee will include the General Manager, Business Services Manager, Human Resources Specialist, and others appointed to represent diverse racial, ethnic, and gender groups. The General Manager will review and, if necessary, adjust the Committee membership.

The DEI Committee will meet at least monthly within the first year and quarterly thereafter.

IV. RESPONSIBILITIES

DEI is everyone's responsibility at VSD and it requires purposeful action every day.

Managers:

Managers are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include all the responsibility identified for supervisors as well as the following:

- ensuring that employment-related decisions are free from discrimination,
- setting individual DEI goals to foster diverse representation and an inclusive environment within their teams,
- mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring),
- drawing from a broad pool of talent in region to inclusively reach talent, create diverse slates and, ultimately, a workforce that reflects the Indio community we serve,
- consistently displaying inclusive leadership behaviors valuing all perspectives, listening to diverse points of view, and
- cultivating a culture that inspires respect for all employees, customers, vendors, contractors, and others in the work environment.

Supervisors:

Employees in supervisory positions are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include, but are not limited to, the following:

- creating an inclusive and safe work environment that supports DEI and behaviors that reinforce VSD's values,
- engaging in conscious inclusion and other behaviors that promote equity,
- role modeling inclusive and respectful behavior in the work environment and all work-related activities,
- encouraging employees to collaborate, make suggestions, and to respect and listen to diverse opinions,
- ensuring a work environment that is free from discrimination, harassment, and bullying,
- contacting the Human Resources Specialist when aware of an employee who may be subject to discrimination, harassment, or bullying, either by receiving such a complaint or otherwise receiving information about such conduct, and
- appropriately addressing any other behavior not consistent with this, other policies and applicable laws relating to equal opportunity, diversity, equity, or inclusion.

Employees:

Employees that are not in supervisory or management positions are still responsible for DEI actions such as:

- respecting the dignity and diversity of all people,
- creating an inclusive environment that is free from discrimination, harassment, and bullying,
- enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another,
- focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity, and belonging, and
- committing to an individual goal as part of annual goals and objectives setting to help VSD meet our DEI goals.

V. DEFINITIONS

As used in this policy, the following words and phrases shall have the following definitions.

Diversity: refers to having a range of people across gender identities, racial backgrounds, geographic locations, socioeconomic backgrounds, ages, ability, sexual orientation, and other characteristics represented and participating in a space, event, or community.

Equity: an approach that recognizes that the magnitude of systemic barriers posed to a person will vary based on their gender identity, race, geographic location, class, age, ability, sexual orientation, and other factors.

Inclusion: having a wide range of voices and perspectives present and participating.



**Valley Sanitary District
Budget & Finance Committee
June 1, 2021**

TO: Operations Committee
FROM: Ron Buchwald, Engineering Services Manager
SUBJECT: Review and Discuss Draft Parking Lot Expansion Plan

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is to review and discuss the draft Parking Lot Expansion Plan and provide feedback.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 3: Excellent Facilities.

Fiscal Impact

There is no fiscal impact from this report.

Background

The District needs additional parking for employees and customers. An employee team proposed to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping. Staff completed a preliminary design layout of the expanded parking and drought landscaping (Attachment A).

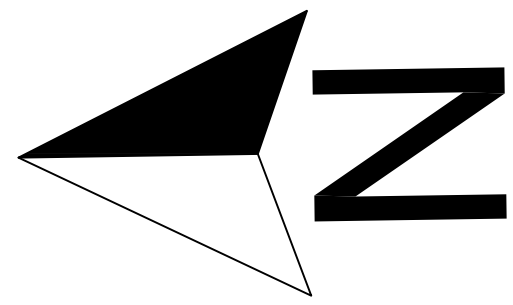
The next step is to hire a consultant to complete the design plans and bid documents. This project is on hold due to lack of staff availability to complete the project appropriately.

Recommendation

Staff recommends that the Operations Committee discuss the draft parking lot expansion plan and provide feedback.

Attachments

Attachment A: Draft Parking Lot Expansion Drawings



Administration Building

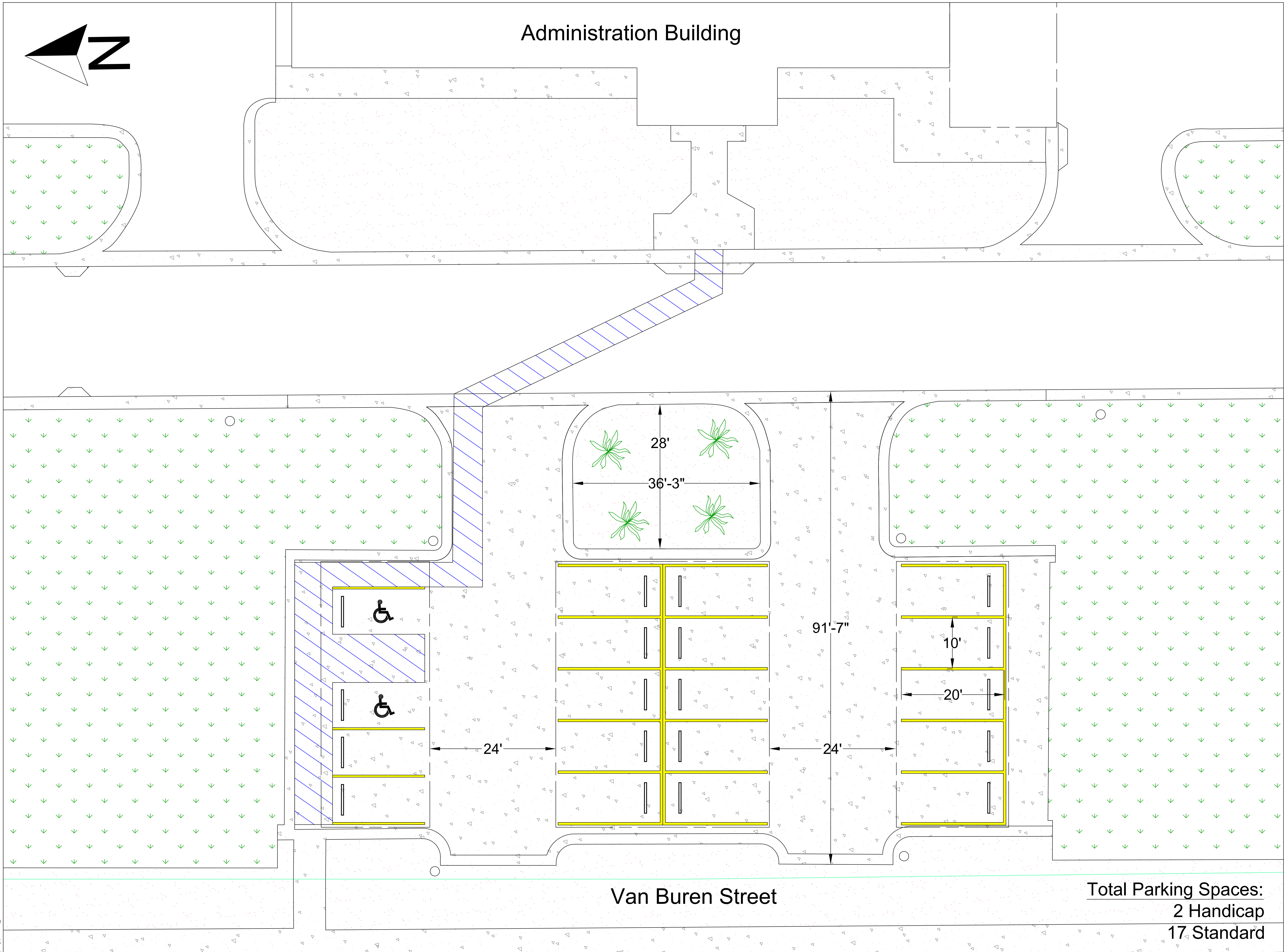


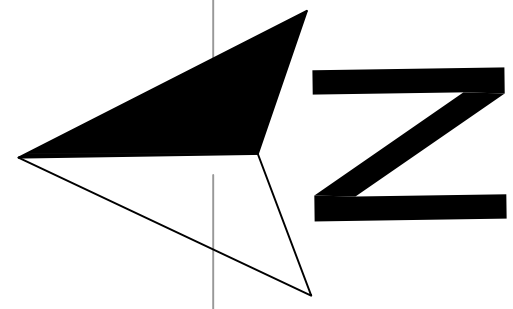
Valley Sanitary District Parking Lot
Expansion Project
Existing Parking Lot

DISC Team 1
Ron Buchwald
Adrian Contreras
Andy Boyd
Hector Guzman
Cassidy Laughy
Joey McElrone

Scale = 1":8'

Drawing No.
1 of 3





Administration Building

New Rock Landscape
to Match Existing

New Parking Lot (Right Side)

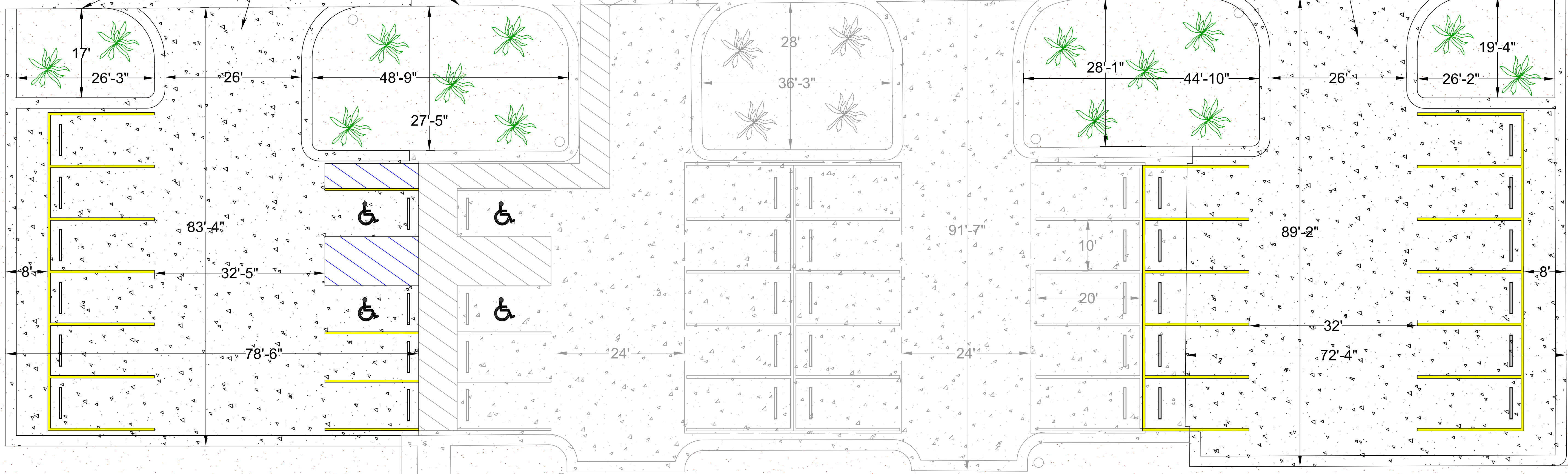
New Rock Landscape
to Match Existing

New Parking Lot (Left Side)

New Desertscape Planters

Existing Parking Lot

New Desertscape Planters



Van Buren Street

Total Parking Spaces:
4 Handicap
36 Standard



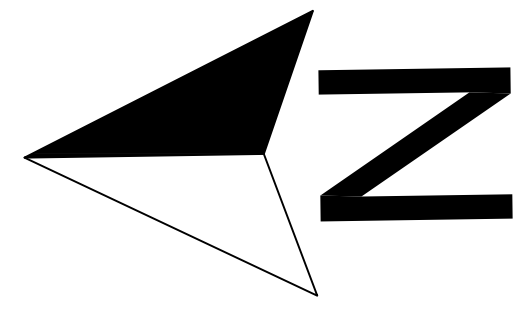
Valley Sanitary District Parking Lot
Expansion Project

Proposed Improvements

DISC Team 1
Ron Buchwald
Adrian Contreras
Andy Boyd
Hector Guzman
Cassidy Laughy
Joey McElrone

Scale = 1":10'

Drawing No.
2 of 3

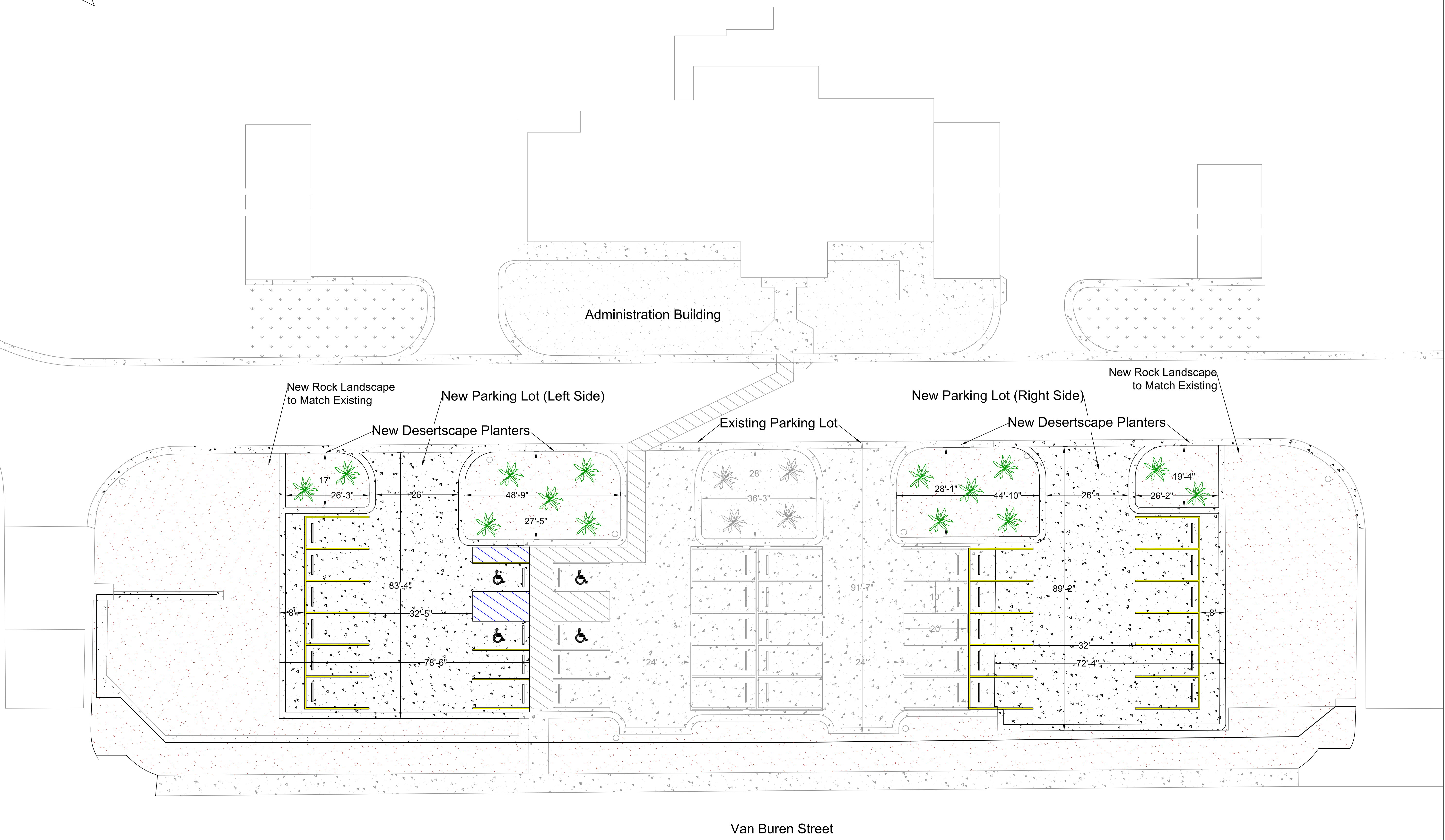


Valley Sanitary District Parking Lot
Expansion Project
Proposed Improvements

DISC Team 1
Ron Buchwald
Adrian Contreras
Andy Boyd
Hector Guzman
Cassidy Laughy
Joey McElrone

Scale = Not to
Scale

Drawing No.
3 of 3



Total Parking Spaces:
4 Handicap
36 Standard



**Valley Sanitary District
Budget & Finance Committee
June 1, 2021**

TO: Operations Committee
FROM: Ron Buchwald, Engineering Services Manager
SUBJECT: Review and Discuss Next Steps in the Design of the New Office & Training Building and New Laboratory Building

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is to review and discuss the next steps in the design of the new Office & Training and Laboratory buildings.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 3: Excellent Facilities.

Fiscal Impact

There is no fiscal impact from this report.

Background

In February of 2020, staff sent out a Request for Qualifications (RFQ) to solicit architects to complete the initial design of a new office and training building. SGH Architects provided the best qualifications from the two architects that responded to the RFQ. Staff negotiated a scope of work to complete the design of the building along with a proposed fee. The total cost to complete the design of the building is \$257,026. On May 26, 2020, the Board authorized the General Manager to sign a contract with SGH to begin initial design (Phase 1) at a cost of \$73,436.

The RFQ that lead to the selection of SGH Architects stated that the new office and training building should have space for a laboratory, if possible. During the initial design, it was determined that including a laboratory would limit the size of both the training room and the laboratory. The laboratory was then removed from the new office and training building plans. Staff requested a proposal from SGH to design a new Laboratory Building. The total cost to complete the design of the building was \$225,500. On December 8, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design (Phase 1) at a cost of \$49,610.

The Phase 1 designs for both buildings are complete and ready to proceed to final design. On May 11, the Board approved a five-year rate increase that will fund CIP projects including the new buildings. Staff began identifying financing options to pay for the construction of the buildings as well as other CIP projects.

Staff would like to proceed with final design for both buildings. SGH's original proposal for each design is included for review and discussion.

Recommendation

Staff recommends that the Operations Committee discuss the new buildings and provide feedback.

Attachments

Attachment A: SGH Proposal for new Office and Training Building dated May 19, 2020.

Attachment B: SGH Proposal for new Laboratory Building dated November 11, 2020.

May 19, 2020

Mr. Ron Buchwald, PE
Valley Sanitary District
45-500 Van Buren Street
Indio, CA 92201

Re: Proposal for Architectural and Engineering Services
Valley Sanitary District, Indio, California

Dear Ron:

We are pleased to present to you the following proposal draft for professional services for the Valley Sanitary District's new Training and Office Building.

1.0 PROJECT DESCRIPTION

The Project is the construction and build-out of a Training and Office Building at the Valley Sanitary District site in Indio, California. The proposed building is two-stories of approximately 7,000 ft² and consists of a structural system and exterior materials that are yet to be determined.

The first floor of this building will consist of 14 offices, ADA unisex restroom(s), locker-rooms and potentially a water-quality type of laboratory. The second story will consist of a training room and a quiet room.

The Project will be delivered in a traditional Design/Bid/Build method with a potential Construction Manager. The Project will be developed in three primary phases, with the 1st phase of the project to commence with Program Development and be completed through Schematic Design; the 2nd phase to commence with Design Development and be completed through Permitting; and the 3rd phase to commence with Bidding Assistance and conclude with Enhanced "Owners Agent" Construction Administration.

1.1 It is understood that the construction budget is approximately \$4.0M.

1.2 It is our understanding the following services will be provided:

- Program Development (PD)
- Site Planning
- Preliminary Site Design/Planning
- Sustainable Design Utilizing Best Management Practices
- Architectural Design:
 - Schematic Design (SD)
 - Design Development (DD)
 - Construction Documents (CD)
 - Specifications
- Permitting/Agency Approvals (City of Indio Building & Safety)
- Bidding and Buy-Out Assistance
- Enhanced "Owner's Agent" Construction Administration (CA) Services
- Close-out and Record Drawings

1.3 SGH Architects proposed consultant team is as follows:

- Structural Engineering – KNA Structural Engineers
- Mechanical and Electrical Engineering – DCGA

- Civil Engineering – MSA Consulting, Inc.
- Landscape Architecture – Lynn Capouya, Inc.
- Cost Estimating – HL Construction Management
- Site Survey – On-Point Surveying

1.4 It is understood that the project will be subject to building department plan check by the City of Indio.

1.5 SGH Architects will provide a statement of probable construction cost at completion of Program Development (PD), at completion of the 100% Schematic Design (SD) phase documents, at completion of 100% Design Development (DD) phase documents, and at 90% completion of Construction Documents (CD).

2.0 SCOPE OF SERVICES

2.1 Program Development (PD)

- 2.1.1 Verify assignable and gross square-footage space requirements.
- 2.1.2 Identify and verify circulation and massing assumptions.
- 2.1.3 Determine internal and external department adjacencies and relationships as applicable.
- 2.1.4 Identify architectural, mechanical, plumbing, and electrical requirements necessary to achieve a functional facility. Perform code analysis against the identified requirements and validate.
- 2.1.5 Identify any special requirements such as ceiling heights, floor loading conditions, temperature controls, acoustics, lighting, and air exchanges.
- 2.1.6 Provide and coordinate the services of a site topographical survey and incorporate it into the design process.
- 2.1.7 Prepare a statement of probable construction cost at the conclusion of programming.

2.2 Sustainability Goals

- 2.2.1 Coordinate sustainability goals with Valley Sanitary District or contracted consultants.

2.3 Schematic Design (SD)

Utilizing the approved program produced from the comments received from Valley Sanitary District and the project stakeholders during the program development phase, we will develop the design of this project. Our services during this phase include the following:

- 2.3.1 Coordinate the functional and circulation aspects of the floor plan.
- 2.3.2 Prepare a schematic site plan, floor plan and exterior elevations for review and approval.
- 2.3.3 Coordinate a preliminary site plan with the Civil Engineer and Landscape Architect.
- 2.3.4 Prepare a statement of probable construction cost at completion of the Schematic Design phase.

2.3.5 Coordinate requirements of project with Valley Sanitary District or contracted consultants as required.

2.3.6 Submit SD documents to Valley Sanitary District for review and approval.

2.4 Design Development (DD)

With the intention of further refining the Schematic Design to incorporate the various building systems, details and design requirements as provided by you, our services during this phase will include the following:

2.4.1 Establish the final design for all architectural systems.

2.4.2 Coordinate consultant team to establish the final design for the following systems:

2.4.2.1 Final design for mechanical and plumbing systems.

2.4.2.2 Final design for electrical systems.

2.4.2.3 Final civil engineering requirements.

2.4.2.4 Coordinate the final design of the site improvements.

2.4.3 Upon Valley Sanitary District approval, review the Design Development drawings with the various agencies having jurisdiction and make modifications as required.

2.4.4 Prepare a statement of probable construction cost at completion of the Design Development phase.

2.4.5 Assist in the coordination of the project with Valley Sanitary District consultants as required.

2.4.6 Develop an Outline Specification for Valley Sanitary District review and approval.

2.5 Construction Documents (CD)

With the intention of developing documents for the bidding and construction of the project, our services will include the following:

2.5.1 Prepare final architectural drawings, specifications, and bidding documents. We will coordinate with Valley Sanitary District as required to incorporate applicable standards into contract documents.

2.5.2 Coordinate with any Valley Sanitary District or contracted consultant/professionals for incorporating their respective work, as required, into the set for plan check, bidding, and construction.

2.5.3 Coordinate final CD comments from Valley Sanitary District with drawings, specifications, and bidding documents.

2.5.4 Prepare statement of probable construction cost at 90% completion of the construction document phase and at completion of the Construction Document phase.

2.5.5 Prepare Final Specifications for Valley Sanitary District review and approval.

2.6 Permitting

With the intention of Valley Sanitary District obtaining plan check approvals and a building permit, our services during this phase will include the following:

- 2.6.1 Provide technical assistance in obtaining approvals from public agencies having jurisdiction over the project, including City of Indio Building & Safety Department.
- 2.6.2 Assist District with filing permit extensions to the extent permitted by the agencies having jurisdiction.

2.7 Bidding Assistance

With the intention of providing assistance in negotiating a contract for construction with the General Contractor(s), our services will include:

- 2.7.1 Provide technical assistance in bidding the various elements of the construction contract, inclusive of pre-bid RFI's and issuance of supplemental clarifications as required.
- 2.7.2 Provide technical assistance for the bid walk for the perspective bidders.

2.8 Enhanced "Owners Agent" Construction Administration (CA)

With the intention of administering the construction process, our services during this phase will include the following:

- 2.8.1 At a pre-construction meeting SGH Architects will establish the methods for administering the construction process with the General Contractor and Valley Sanitary District.
- 2.8.2 Provide on-site observation visits up to one (1) day a week by a representative of the Architect with the intention of assisting Valley Sanitary District, General Contractor, and Construction Manager; assistance in determining the General Contractor's compliance with the contract documents.
- 2.8.3 Provide the Construction Manager and General Contractor(s) with technical assistance in reviewing shop drawings, submittals, and issuance of timely supplemental clarifications.
- 2.8.4 Issue clarifications and responses to Requests for Information (RFI) as required for the progress of the project.
- 2.8.5 Review applications for payment by the General Contractor.
- 2.8.6 Upon completion of the project, develop, with the General Contractor, a final punch list of all items to be completed.
- 2.8.7 Assist Valley Sanitary District and Construction manager with the filing of the Certificate of Substantial Completion and other close out requirements of the City of Indio.

3.0 ASSUMPTIONS

- 3.1 Valley Sanitary District will prepare Legal and Plats, where required for dedication of off-site road right of way or other easement, if needed.

- 3.2 Valley Sanitary District will contract directly for laboratory professional design services and all construction testing & inspection services as required.
- 3.3 SGH Architects is not responsible for the accuracy of the contents and deliverables of any existing site survey prepared by Valley Sanitary District consultant.
- 3.4 Valley Sanitary District will provide all assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state and federal guidelines.
- 3.5 The architect and consultants will have access to the site and the existing facilities.
- 3.6 Adequate utilities are available to the proposed building to provide service for this project. If such services do not exist, SGH Architects will coordinate demand needs with utility agencies.
- 3.7 A Title Report will be available for our use, if necessary. It is recommended that the Valley Sanitary District's Civil Engineer review the report and notify Valley Sanitary District of any issues or concerns that may affect the project site.
- 3.8 Valley Sanitary District will provide Division 0 of the specifications. SGH Architects will review and make recommendations for modifications. Valley Sanitary District will prepare the following:
- Notice Inviting Bid
 - Instructions to Bidders
 - Contractor's Proposal
 - Agreement Form
 - Payment and Performance Bonds
 - Contractor's Certificate Regarding Worker's Compensation
 - General Conditions
- 3.9 Valley Sanitary District is responsible for the bid advertising and opening. SGH Architects will assist the District and Construction Manager in the bidding, answer bid questions and attend the bid opening.
- 3.10 Valley Sanitary District will provide a flow test report at the nearest fire hydrant to assist the civil engineer in completing the fire flow calculations.
- 3.11 The project delivery method is assumed to be Design/Bid/Build at this time.
- 3.12 Construction Administration Fee assumes a nine (9) months construction duration. Should the time duration for construction be extended, we will notify Valley Sanitary District for additional time approval prior to exceeding the amount identified for construction administration.

4.0 EXCLUDED SERVICES

- 4.1 Laboratory design.
- 4.2 Furniture Selection services.
- 4.3 Traffic analysis design, signalization of any intersection or street lighting design.
- 4.4 Utility relocation services have not been included until actual scope of work is determined. Currently, the utility location is unknown until field verified by Valley Sanitary District.

- 4.5 Fire Sprinkler System design. The MEP Engineer will provide performance specifications and will review the shop drawing submittal.
- 4.6 CCTV/Security or IT design services, including head-in equipment or infrastructure backbone cabling.
- 4.7 Presentation quality models.
- 4.8 Preparation of any California Environmental Quality Act (CEQA) documentation.
- 4.9 All bonds, utility charges, public agency fees, and title company fees.

5.0 PROPOSED FEE

- 5.1 SGH Architects will provide the services described under the Scope of Work outlined above for a fixed fee of **Three Hundred Thirty-Three Thousand Eight Hundred Dollars (\$333,800)**, excluding reimbursable expenses as defined in Exhibit “A”. Refer to Exhibit “C” for fee breakdown by specific phase.
- 5.2 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from Valley Sanitary District for Additional Services. Our hourly rates are defined in Exhibit “B”.

6.0 SCHEDULE

- 6.1 Project schedule will be as mutually agreed.

We trust the above proposal meets with your approval. We at SGH Architects look forward to working with you and the Valley Sanitary District Team on this project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,

SGH Architects, Inc.

Michael J. Stephens, AIA
Principal | Partner

Attachments: Exhibit “A” Reimbursable Expenses
Exhibit “B” Hourly Billing Rates
Exhibit “C” Fee Breakdown by Phase

cc: D. Higginson, S. Griffith, A. Welch, File – SGH Architects

EXHIBIT “A”

1.0 REIMBURSABLE EXPENSES

- 1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by Valley Sanitary District are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by you for the following:
- Reproduction of plans, specifications, and other related materials for review by Valley Sanitary District and submittals to public agencies.
 - Reproduction of the bid documents for general bidding purposes.
 - Reproduction of the construction document sets for the implementation of the construction.
- 1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:
- Reproduction of plans, specifications, and other materials for internal review by A/E team.
 - Travel expenses inside & outside of Riverside or San Bernardino County
 - Postage, telephone calls & facsimile transmissions
 - Delivery charges for printed documents and express/overnight mailings
- 1.3 Reimbursable Expenses, which are not included within our fee and may include the following:
- Permit filing fees
 - Unique presentation of printed material specifically requested by Valley Sanitary District or another public agency.

EXHIBIT “B”

1.0 2020 HOURLY BILLING RATES

1.1 For any additional services that may be authorized by Valley Sanitary District, our 2020 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$225.00
▪ Senior Professional	\$165.00
▪ Professional	\$145.00
▪ Construction Administration Support	\$135.00
▪ Professional Support/Senior Technical	\$125.00
▪ Technical	\$ 90.00
▪ Administrative/Clerical	\$ 75.00

EXHIBIT “C”

1.0 FEE BREAKDOWN BY PHASE

7%	Program Development/Field Survey	\$ 23,366	
15%	Schematic Design	\$ 50,070	Phase 1 Total \$ 73,436
25%	Design Development	\$ 83,450	
30%	Construction Documents/Permitting	\$ 100,140	Phase 2 Total \$183,590
3%	Bidding Assistance	\$ 10,014	
20%	Construction Administration	\$ 66,760	Phase 3 Total \$ 76,774
	Total Project Fee	\$ 333,800	

November 11, 2020

Mr. Ron Buchwald, PE
Valley Sanitary District
45-500 Van Buren Street
Indio, CA 92201

Re: Proposal for Architectural and Engineering Services
Laboratory Building for Valley Sanitary District, Indio, California

Dear Ron:

We are pleased to present to you the following proposal for professional services for the Valley Sanitary District's new Laboratory Building.

1.0 PROJECT DESCRIPTION

The Project is the design of a replacement Laboratory Building at the Valley Sanitary District site in Indio, California. The proposed building is one story of approximately 2,000 ft² and consists of a structural system and exterior materials that are yet to be determined.

The Laboratory Building will contain lab space, single-occupant toilet room, office space, storage, and other support spaces for a fully functional laboratory for the District.

The Project will be delivered in a traditional Design/Bid/Build method with a potential Construction Manager representing the District.

1.1 It is estimated that the construction budget is approximately \$1.8M.

1.2 It is our understanding the following services will be provided:

- Program Development (PD)
- Sustainability Planning/Goals
- Site Planning
- Architectural Design:
 - Schematic Design (SD)
 - Design Development (DD)
 - Construction Documents (CD)
 - Specifications (including lab furnishings and equipment)
- Permitting/Agency Approvals (City of Indio Building & Safety)
- Bidding Assistance
- Enhanced "Owner's Agent" Construction Administration (CA) Services
- Close-out and Record Drawings

1.3 SGH Architects proposed consultant team is as follows:

- Laboratory Consultant - RFD
- Structural Engineering – KNA Structural Engineers
- Mechanical and Electrical Engineering – DCGA
- Civil Engineering – Encompass
- Cost Estimating – HL Construction Management
- Site Survey – On-Point Surveying

1.4 It is understood that the project will be subject to building department plan check by the City of Indio.

1.5 SGH Architects will provide a statement of probable construction cost at completion of Program Development (PD), at completion of the 100% Schematic Design (SD) phase documents, at completion of 100% Design Development (DD) phase documents, and at 90% completion of Construction Documents (CD).

2.0 SCOPE OF SERVICES

2.1 Program Development (PD)

2.1.1 Verify assignable and gross square-footage space requirements.

2.1.2 Identify and verify site location.

2.1.3 Determine optimum internal adjacencies and space utilization.

2.1.4 Identify laboratory, mechanical, plumbing, and electrical requirements necessary to achieve a functional facility. Perform code analysis against the identified requirements and validate.

2.1.5 Identify any special program or building requirements such as ceiling heights, utilities, temperature controls, acoustics, lighting, and air exchanges.

2.1.6 Provide and coordinate the services of a site topographical survey and incorporate it into the design process.

2.1.7 Prepare a statement of probable construction cost at the conclusion of programming.

2.1.8 Includes one (1) virtual work session with the District and Consultant Team.

2.2 Sustainability Goals

2.2.1 Coordinate sustainability goals with Valley Sanitary District or contracted consultants.

2.3 Schematic Design (SD)

Utilizing the approved program produced from the comments received from Valley Sanitary District and the project stakeholders during the program development phase, we will develop the design of this project. Our services during this phase include the following:

2.3.1 Coordinate the functional and circulation aspects of the floor plan.

2.3.2 Prepare a schematic site plan, floor plan, equipment plan, and exterior elevations for review and approval.

2.3.3 Coordinate a preliminary site plan with the Civil Engineer.

2.3.4 Update the statement of probable construction cost at completion of the Schematic Design phase.

2.3.5 Coordinate requirements of project with Valley Sanitary District or contracted consultants as required.

- 2.3.6 Submit SD documents to Valley Sanitary District for review and approval.
- 2.3.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.4 Design Development (DD)
With the intention of further refining the Schematic Design to incorporate the various building systems, details and design requirements as provided, our services during this phase will include the following:
 - 2.4.1 Establish the final design for all systems.
 - 2.4.2 Coordinate consultant team to establish the final design for the following systems:
 - 2.4.2.1 Final design for laboratory, structural, mechanical, electrical, and plumbing systems.
 - 2.4.2.2 Final civil engineering requirements.
 - 2.4.2.3 Coordinate the final design of the site improvements.
 - 2.4.3 Upon Valley Sanitary District approval, review the Design Development drawings with the various agencies having jurisdiction and make modifications as required.
 - 2.4.4 Update the statement of probable construction cost at completion of the Design Development phase.
 - 2.4.5 Assist in the coordination of the project with Valley Sanitary District consultants as required.
 - 2.4.6 Develop an Outline Specification for Valley Sanitary District review and approval.
 - 2.4.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.5 Construction Documents (CD)
With the intention of developing documents for the bidding and construction of the project, our services will include the following:
 - 2.5.1 Prepare final architectural drawings, specifications, and bidding documents. We will coordinate with Valley Sanitary District as required to incorporate applicable standards into contract documents.
 - 2.5.2 Coordinate with any Valley Sanitary District or contracted consultant/professionals for incorporating their respective work, as required, into the set for plan check, bidding, and construction.
 - 2.5.3 Coordinate final CD comments from Valley Sanitary District with drawings, specifications, and bidding documents.
 - 2.5.4 Update the statement of probable construction cost at 90% completion of the construction document phase and at completion of the Construction Document phase.
 - 2.5.5 Prepare Final Specifications for Valley Sanitary District review and approval.

2.6 Permitting

With the intention of Valley Sanitary District obtaining plan check approvals and a building permit, our services during this phase will include the following:

- 2.6.1 Provide technical assistance in obtaining approvals from public agencies having jurisdiction over the project, including City of Indio Building & Safety Department.
- 2.6.2 Assist District with filing permit extensions to the extent permitted by the agencies having jurisdiction.

2.7 Bidding Assistance

With the intention of assisting the District with issuing a contract for construction with the General Contractor(s), our services will include:

- 2.7.1 Provide technical assistance in bidding the various elements of the construction contract, inclusive of pre-bid RFI's and issuance of supplemental clarifications as required.
- 2.7.2 Provide technical assistance for the bid walk for the perspective bidders.

2.8 Enhanced "Owners Agent" Construction Administration (CA)

With the intention of administering the construction process, our services during this phase will include the following:

- 2.8.1 At a pre-construction meeting SGH Architects will establish the methods for administering the construction process with the General Contractor and Valley Sanitary District.
- 2.8.2 Provide on-site observation visits up to one (1) day a week (24 visits max.) by a representative of the Architect with the intention of assisting Valley Sanitary District, General Contractor, and Construction Manager; assistance in determining the General Contractor's compliance with the contract documents.
- 2.8.3 Provide the Construction Manager and General Contractor(s) with technical assistance in reviewing shop drawings, submittals, and issuance of timely supplemental clarifications.
- 2.8.4 Issue clarifications and responses to Requests for Information (RFI) as required for the progress of the project.
- 2.8.5 Review applications for payment by the General Contractor.
- 2.8.6 Upon completion of the project, develop, with the General Contractor, a final punch list of all items to be completed.
- 2.8.7 Assist Valley Sanitary District and Construction manager with the filing of the Certificate of Substantial Completion and other close out requirements of the City of Indio.

3.0 ASSUMPTIONS

- 3.1 Valley Sanitary District will prepare Legal and Plats, where required for dedication of off-site road right of way or any other easement, if needed.
- 3.2 SGH Architects is not responsible for the accuracy of the contents and deliverables of any existing site survey prepared by Valley Sanitary District consultant.

- 3.3 Valley Sanitary District will provide all assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state and federal guidelines.
- 3.4 The architect and consultants will have access to the site and the existing facilities.
- 3.5 Adequate utilities are available to the proposed building to provide service for this project. If such services do not exist, SGH Architects will coordinate demand needs with utility agencies as an additional service.
- 3.6 A Title Report will be available for our use, if necessary.
- 3.7 Valley Sanitary District will provide Division 0 of the specifications. SGH Architects will review and make recommendations for modifications. Valley Sanitary District will prepare the following:
- Notice Inviting Bid
 - Instructions to Bidders
 - Contractor's Proposal
 - Agreement Form
 - Payment and Performance Bonds
 - Contractor's Certificate Regarding Worker's Compensation
 - General Conditions
 - Special COVID requirements
- 3.8 Valley Sanitary District is responsible for the bid advertising and opening. SGH Architects will assist the District and/or Construction Manager in the bidding, answer bid questions and attend the bid opening.
- 3.9 Valley Sanitary District will provide a flow test report at the nearest fire hydrant to assist the civil engineer in completing the fire flow calculations.
- 3.10 The project delivery method is assumed to be Design/Bid/Build at this time.
- 3.11 Construction Administration Fee assumes a six (6) month construction duration. Should the time duration for construction be extended, we will notify Valley Sanitary District for additional time approval prior to exceeding the amount identified for construction administration.
- 3.12 This proposal relies on the District's EH&S or a life safety consultant to collect, process and translate chemical and hazardous materials inventories into building and fire code categories and submit reports including a Hazardous Materials Inventory Statement and Hazardous Materials Management Plan, as may be required.
- 4.0 EXCLUDED SERVICES**
- 4.1 All bonds, utility charges, public agency fees, and title company fees.
- 4.2 Furniture Selection services outside of laboratory fixtures and equipment.
- 4.3 Traffic analysis design, signalization of any intersection or street lighting design.
- 4.4 Utility relocation or utility upgrade services. The utility location is unknown until field verified by Valley Sanitary District.
- 4.5 Fire Sprinkler System design. The MEP Engineer will provide performance specifications and will review the shop drawing submittal.

- 4.6 CCTV/Security or IT design services, including head-in equipment or infrastructure backbone cabling.
- 4.7 Presentation quality models.
- 4.8 Preparation of any California Environmental Quality Act (CEQA) documentation.
- 4.9 Landscape Architecture services.
- 4.10 Inventory of any hazardous materials or chemicals.

5.0 PROPOSED FEE

5.1 SGH Architects will provide the services described under the Scope of Work outlined above for a fixed fee of **Two Hundred Twenty-Five Thousand Five-Hundred Dollars (\$225,500)**, excluding reimbursable expenses as defined in Exhibit "A". Refer to Exhibit "C" for fee breakdown by specific phase.

5.2 Fee breakdown by Discipline

Basic Services:	Architectural	\$ 65,200
	Structural Engineering	\$ 23,000
	MEP Engineering	\$ 36,800
	Civil Engineering	\$ 8,600
	Cost Estimating	\$ 7,500
Enhanced Services:	Laboratory Design	\$ 78,000
	Site Survey	<u>\$ 6,400</u>
Total Fee:		\$225,500

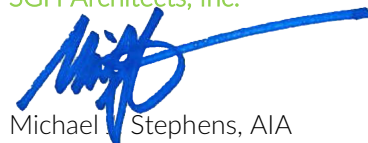
5.3 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from Valley Sanitary District for Additional Services. Our hourly rates are defined in Exhibit "B".

6.0 SCHEDULE

6.1 Project schedule will be as mutually agreed.

We trust the above proposal meets with your approval. We at SGH Architects look forward to working with you and the Valley Sanitary District Team on this project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,
SGH Architects, Inc.



Michael Stephens, AIA
Principal | Partner

Attachments: Exhibit "A" Reimbursable Expenses
Exhibit "B" Hourly Billing Rates
Exhibit "C" Fee Breakdown by Phase

cc: D. Higginson, S. Griffith, File – SGH Architects

EXHIBIT "A"

1.0 REIMBURSABLE EXPENSES

- 1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by Valley Sanitary District are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by you for the following:
- Reproduction of plans, specifications, and other related materials for review by Valley Sanitary District and submittals to public agencies.
 - Reproduction of the bid documents for general bidding purposes.
 - Reproduction of the construction document sets for the implementation of the construction.
- 1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:
- Reproduction of plans, specifications, and other materials for internal review by A/E team.
 - Travel expenses inside & outside of Riverside or San Bernardino County
 - Postage, telephone calls & facsimile transmissions
 - Delivery charges for printed documents and express/overnight mailings
- 1.3 Reimbursable Expenses, which are not included within our fee and subject to a 15% markup, may include the following:
- Permit filing fees
 - Unique presentation of printed material specifically requested by Valley Sanitary District or another public agency.

EXHIBIT "B"

1.0 2020 HOURLY BILLING RATES

- 1.1 For any additional services that may be authorized by Valley Sanitary District, our 2020 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$225.00
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▪ Professional Support/Senior Technical	\$125.00
▪ Technical	\$ 90.00
▪ Administrative/Clerical	\$ 75.00

EXHIBIT "C"

1.0 FEE BREAKDOWN BY PHASE

7%	Program Development/Field Survey	\$ 15,785
15%	Schematic Design	\$ 33,825
25%	Design Development	\$ 56,375
30%	Construction Documents/Permitting	\$ 67,650
3%	Bidding Assistance	\$ 6,765
20%	Construction Administration	\$ 45,100
	Total Project Fee	\$ 225,500