



Board of Directors Regular Meeting
Tuesday, May 26, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA

*******SPECIAL NOTICE – Telephonic Accessibility*******

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the May 26, 2020, regular meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514. 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 hevans@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. New Employee Introduction
- Cassidy Laughy, Operator-in-Training





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. CONSENT CALENDAR

Consent calendar items are expected to be routine and noncontroversial, to be acted upon by the Board of Directors at one time, without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- 3.1. Approve May 12, 2020 Regular Meeting Minutes 5 - 8
[3.1 May 12, 2020 Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for May 7 to May 20, 2020 9
[3.2 Warrants May 7 to May 20, 2020.pdf](#) 
- 3.3. Accept Summary of Cash and Investments for April 2020 10
[3.3 April 2020 Summary of Cash and Investemnts.pdf](#) 
- 3.4. Accept Combined Monthly Account Summary for April 2020 11 - 12
[3.4 April 2020 Combined Account Summary.pdf](#) 
- 3.5. Accept Monthly Income Summary for April 2020 13
[3.5 April 2020 Monthly Income Summary.pdf](#) 

4. NON-HEARING ITEMS

- 4.1. Adopt Resolution Amending Employee Wages and Benefits for Fiscal Year 2020/21 14 - 22
[4.1 Staff Report Employee Wages and Benefits.pdf](#) 
[4.1 Attachment A Resolution No. 2020-1130.pdf](#) 
[4.1 Attachment B Resolution No. 2019-1125.pdf](#) 
- 4.2. Discuss and Approve CalPERS Unfunded Accrued Liability Fresh Start Option 23 - 25
[4.2 Staff Report CalPERS UAL.pdf](#) 
[4.2 Attachment A Fresh Starts.pdf](#) 
- 4.3. Award Contract to Birdseye Planning Group, LLC for Initial 26 - 35

Study/Mitigated Negative Declaration for Collections System Rehabilitation and Program Management Project and Authorize General Manager to Execute Task Order No. 2

[4.3 Staff Report Award of Contract Birdseye Planning Group.pdf](#) 

[4.3 Attachment A Birdseye IS-MND Proposal.pdf](#) 

- 4.4. Award Contract to SGH Architects for Initial Design Review of New Training Building and Authorize General Manager to Execute Contract in an Amount Not to Exceed \$73,436 36 - 44

[4.4 Staff Report Award of Contract SGH Architects.pdf](#) 

[4.4 Attachment A VSD_SGH_TrainingOfficeBldg_20200519.pdf](#) 

5. GENERAL MANAGER'S ITEMS

General Manager's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

- 5.1. Update on COVID-19 and Potential Direction to Staff

- 5.2. Issuance of Request for Qualifications (RFQ) for Influent Pump Station Rehabilitation Project 45 - 82

[5.2 Staff Report Issue RFQ Influent Pump Station.pdf](#) 

[5.2 Attachment A RFQ Progressive-Design-Build Services FINAL.pdf](#) 

6. DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

7. INFORMATIONAL ITEMS

- 7.1. June 5, 2020, is World Environment Day, which was created by the United Nations in 1974 to encourage awareness and action to protect the environment. The theme for 2020 is Biodiversity. More information about this day can be found at <http://www.themightyearth.com/world-environment-day-2020/>

8. PUBLIC COMMENT

This is the time set aside for public comment on any item to be discussed in Closed Session. Please notify the Secretary in advance of the meeting if you wish to speak

on an item.

9. CONVENE IN CLOSED SESSION

Items discussed in Closed Session comply with the Ralph M. Brown Act.

- 9.1. Pursuant to Government Code Section 54954.5
Public Employee Performance Evaluation
Title: General Manager

10. CONVENE IN OPEN SESSION

Report out on Closed Session items

11. 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.

UNNOFFICAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING May 12, 2020

*****SPECIAL NOTICE – Telephonic Accessibility*****

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the May 12, 2020 regular meeting of Valley Sanitary District Board of Directors, members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting were able to do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, were 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 hevans@valley-sanitary.org.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, May 12, 2020.

1. **CALL TO ORDER**

President Mike Duran called the meeting to order at 1:00 p.m.

1.1 Roll Call

Directors Present via Telephone:

Debra Canero, Dennis Coleman (via telephone), Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Tino Tijerina, Anna Bell, Nick Dean; Via Telephone: Ron Buchwald, Joanne Padgham, Ian Wilson; Karen Hopper, Steve Shepard, Ivan Monroy, Ryan Williams; Legal Counsel: Robert Hargreaves, Best Best & Krieger (via telephone)

Guests via Telephone:

Haki Dervishi, One Stop Shoppe

1.2 Pledge of Allegiance

1.3 May Employee Anniversaries

- Tino Tijerina 30 years
- Anna Bell 7 years
- Austin Lopanec 5 years

1.4 New Employee Introduction

- Nick Dean, Electrical/Instrumentation Technician

The Board congratulated Tino Tijerina, Anna Bell, and Austin Lopanec on their years of service and thanked them for their continued hard work and dedication. The Board also

welcomed the District's newest staff member, Nick Dean, Electrical/Instrumentation Technician.

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.

Haki Dervishi, business owner, Indio, CA, stated that he felt bullied by the District over issues with his wife's business and requested that his wife not be targeted. He offered to give the board members his phone number.

3. CONSENT CALENDAR

3.1 Approve April 28, 2020, Regular Meeting Minutes

3.2 Approve Warrants for April 23 to May 6, 2020

ACTION TAKEN:

MOTION:

Director Teague made a motion to approve the consent calendar as presented. Secretary Canero seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

MINUTE ORDER NO. 2020-3013

4. PUBLIC HEARING

4.1 Public Hearing to Receive Input from the Community Regarding the Proposed Sewer Service Charge Increase and Consider Adopting Resolution No. 2020-1129

- ✓ General Notice and Call
- ✓ President Announces Public Hearing Procedures
- ✓ General Manager's Report
- ✓ President Declares Public Hearing Open
- ✓ Public Comments
- ✓ President Declares Public Hearing Closed
- ✓ Board Discussion
- ✓ Consideration of Resolution

President Duran asked Ms. Marshall to give a brief summary of the actions leading up to the Public Hearing. Ms. Marshall stated that in accordance with California Proposition 218, the Valley Sanitary District duly advised all customers via U.S. Mail of a Public Hearing in order to consider an increase to the Sewer Use Rate. Additionally, a notice of the Public Hearing was published in the Desert Sun newspaper on March 22, 2020 and March 29, 2020 and posted on the District's website. President Duran read

the procedures to be followed during the hearing and asked Ms. Marshall to summarize any written communications regarding the increase and proposed Resolution 2020-1129. Ms. Marshall informed the Board that seven (7) letters of protest had been received, and twenty-four (24) returned Prop 218 notices for a total of thirty-one (31). President Duran declared the Public Hearing open at 1:29 p.m. and asked Ms. Marshall to give a brief staff report which would be followed by any public testimony. Being no comments from the public, President Duran declared the Public Hearing closed at 1:57 p.m. Discussion took place on the current state of the economy due to the Covid-19 pandemic and the sensitivity of the board members to the situation. They weighed the option of holding off on the increase however by doing so would hit the rate payer harder with a larger increase in the future. It was the consensus of the board to approve the rate increase from \$313 to \$330 annually beginning July 1, 2020.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING SEWER SERVICE CHARGES FOR FISCAL YEAR 2020/21”

ACTION TAKEN:

MOTION: Director Teague made a motion to approve Resolution No. 2020-1129, setting the sewer service charges for Fiscal Year 2020-1129 and repealing Resolution No. 2019-1115. Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 2020-1129

5. NON-HEARING ITEMS

5.1 Discuss Ad-Hoc Budget Committee Recommendations and Provide Direction to Staff

At the April 28 meeting, the Board created an ad hoc Budget Committee, consisting of Directors Sear and Canero, to discuss the impacts that COVID-19 is having in the Coachella Valley economy and the steps that other public agencies are taking in response to those impacts. The Board directed staff to meet with the Committee to discuss their concerns regarding the draft proposed budget considering the current and anticipated economic downturn. Staff took this feedback and applied changes based on discussions with management team. The proposed changes equal an approximate reduction on the Fiscal Year 2020/21 of \$1.2 million. The board discussed the proposed changes and directed staff to meet again with the ad-hoc budget committee to continue progress.

5.2 Discuss Director's Request for Staff Input on Comprehensive Budget for Fiscal Year 2020/21 and Other Operational issues and Provide Direction to Staff

This item was included in the previous item's discussion.

5.3 Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 30, 2019

The Certificate of Achievement is a prestigious national award and represents the highest form of recognition in the area of governmental accounting and financial reporting. This achievement is intended to recognize a significant accomplishment by a government and its management. Receiving the Certificate of Achievement can only be accomplished upon completion of a Comprehensive Annual Financial Report (CAFR), which is a more accurate and meaningful report on the District's financial condition than the basic financial statement typically completed. The District has achieved this recognition for the past eight consecutive years. Director Coleman thanks staff for their hard work in continuing to achieve this accomplishment. Joanne Padgham thanked her staff. Director Teague requested the ad-hoc budget committee to take a close look at the equity adjustments of staff positions when they meet to discuss the budget.

6. GENERAL MANAGER'S ITEMS

General Manager's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

6.1 Oral Update on COVID-19 and Potential Direction to Staff

6.2 Monthly Staff Notes for April 2020

With the County of Riverside rescinding its COVID-19 order, the District is following the requirements of the State. Starting May 11, 2020, the District will be back to full staff with the exception of the high-risk staff members who will continue to work from home.

7. DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law

Director Coleman thanked staff and the budget committee for their efforts. Secretary Canero appreciates the teamwork.

8. INFORMATIONAL ITEMS

8.1 Water and Sewer Affordability in the United States: a 2019 update, *AWWA Water Science*, by Manuel P. Teodoro and Robin Rose Saywitz

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:36 p.m. The next regular board meeting will be held May 26, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting
of May 26, 2020

38239 Aqua Staffing	Temporary Employees	\$11,274.00
38240 Associated Time Instruments	Attendance on Demand April 2020	\$275.05
38240 Associated Time Instruments	Attendance on Demand for March 2020	\$277.98
38241 Best, Best & Krieger	Legal Services for April 2020	\$4,737.20
38242 Borden Excavating, Inc.	*Point Repair Leroy & Deglet Noor	\$19,695.29
38243 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 05/07/2020	\$603.47
38243 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 05/14/2020	\$579.90
38244 Consolidated Electrical Distributors, Inc.	Lights	\$38.00
38245 Desert Hose & Supply	Hoses for Pond Contract Chamber	\$56.12
38246 Desert Sun Publishing Company 38247	Notice of Public Hearing	\$440.00
Employment Development Department 38248	925-0412-5 Employment Tax	\$39.79
Environmental Resource Associates 38249	Coliform Microbe	\$351.49
FedEx	Shipping Charges for April 2020	\$409.80
38250 Ferguson Enterprises #1350	Water Line Repair	\$109.54
38251 Harris & Associates	*PADM for Collection System Infr Prog, Phase 2	\$8,579.00
38252 Innovative Document Solutions 38253	Copier Maintenance for April 2020	\$62.26
John Barajas Masonry	*Blower Room Roof Repair	\$1,190.00
38254 Kaman Industrial Technologies	Valve for Digester Repair	\$499.45
38255 MCR Technologies, Inc.	Plant Instrument Calibration Services Director's	\$4,129.56
38256 MidAmerica	Insurance Premium	\$120.00
38257 Northwest Scientific, Inc.	Gloves	\$359.84
38258 Pete's Road Service, Inc.	Dismount & Mount Tires	\$845.36
38258 Pete's Road Service, Inc.	Dismount & Mount Tires	\$105.05
38259 Polydyne, Inc.	Polymer for Belt Press	\$7,248.62
38260 Praxair Distribution, Inc.	Tank Rentals	\$2.32
38261 Quinn Company	Element Filters	\$131.49
38262 Roof Tile Specialty 38263	*Blower Building Roof Repair	\$14,464.00
SC Fuels	Unleaded & Diesel Fuel	\$2,455.22
38264 Southwest Networks, Inc.	Office 365 for New Employee	\$137.50
38264 Southwest Networks, Inc.	Computer & Monitor for New Employee	\$1,270.85
38264 Southwest Networks, Inc.	*Monitor for Ops Building	\$197.96
38265 The Greater Coachella Valley Chamber of Commerce	Annual Membership Renewal	\$760.00
38266 The Sherwin-Williams Co.	Paint	\$235.67
38267 Troemner, LLC	Analytical Weight Set	\$1,072.03
38268 United Way of the Desert	PR 05/01/2020 - 05/14/2020 PD 05/22/2020	\$25.00
38269 Univar Solutions	Sodium Hypochlorite	\$7,161.58
38270 Western Water Works	Replace Grit Valve	\$1,240.40
38270 Western Water Works	Repalce Grit Valve	\$1,206.47
38271 Yellow Mart	Work Boots	\$195.74
202005131 Frontier Communications 202005132	Telephone Service for May 2020	\$298.37
Time Warner Cable	Telephone Service for May 2020	\$1,141.17
202005151 SoCal Gas	Natural Gas for April 2020	\$270.93
202005152 CalPERS Health	Health Insurance for June 2020	\$32,728.98
202005201 Standard Insurance Company	Life and Disability Insurance for June 2020 PR	\$1,337.62
202005221 Paychex - Direct Deposit	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$66,446.32
202005222 Paychex - Fee	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$157.42
202005223 Paychex - Garnishment	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$210.46
202005224 Paychex - Tax	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$30,955.76
202005225 MassMutual	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$10.00
202005226 Nationwide Retirement Solution	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$2,385.00
202005227 Vantage Point Transfer Agents - ICMA	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$1,395.00
202005228 TASC	05/01/2020 - 05/14/2020 PD 05/22/2020 PR	\$296.14
202005229 CalPERS 457	05/01/2020 - 05/14/2020 PD 05/22/2020 New	\$1,000.00
202005251 Umpqua Bank	Charges for April 2020	\$16,295.44
202052210 CalPERS Retirement	PR 05/01/2020 - 05/14/2020 PD 05/22/2020	\$17,036.41
*Capital Expenditures		\$264,548.02

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 04/01/2020 TO 04/30/2020 (UNAUDITED)

INVESTMENTS

LAI Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	391,746	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.03%)	1,895	
Fund 04 Ending Balance		393,641
LAI Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	4,723	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.03%)	23	
Fund 06 Ending Balance		4,746
LAI Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	16,354,661	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	37,151	
Net Transfer from (to) Fund 13	(35,200)	
Fund Transfer from (to) LAIF - WF	(1,500,000)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.03%)	79,106	
Fund 11 Ending Balance		14,935,718
LAI Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	26,534,911	
Net Transfer from (to) Fund 11	(37,151)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.03%)	127,477	
Fund 12 Ending Balance		26,625,237
LAI Fund 13 - Capital Improvement Fund		
Beginning Balance	6,251,575	
Connection Fees	35,200	
(Disbursements) or Reimbursements	0	
Net Transfer from (to) Fund 11	35,200	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.03%)	30,238	
Fund 13 Ending Balance		6,317,013
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13		48,276,355

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	1,534,235	
Deposits	128,849	
Fund Transfer from (to) LAIF (net)	1,500,000	
Disbursements and Payroll	(610,040)	
Wells Fargo Ending Balance		2,553,044

CALTRUST - FUND 11

Beginning Balance	1,075,577	
Unrealized Gain / <Loss>	6,333	
Interest Income	1,573	
CalTRUST Ending Balance		1,083,483

TOTAL WELLS FARGO AND CALTRUST CHECKING		3,636,527
TOTAL CASH AND INVESTMENTS		51,912,882

The Board certifies the ability of the District to meet its expenditure requirements for the next six (6) months, as per Government Code 53646(b)(3).

This report is in compliance with the District's Investment Policy under Government Code 53646(b)(2).

Valley Sanitary District
Combined Monthly Account Summary
 April 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	231,236	2,160,684	2,615,000	83 %	454,316
Callout	1,037	11,512	9,000	128 %	(2,512)
Group dental/vision	1,405	28,339	30,500	93 %	2,161
Group disability	578	9,237	13,750	67 %	4,513
Group health	36,837	341,699	440,700	78 %	99,001
Group life	411	4,943	6,650	74 %	1,707
Longevity	2,677	28,708	37,000	78 %	8,292
Overtime	658	18,422	19,500	94 %	1,078
Payroll taxes	15,191	167,815	205,200	82 %	37,385
Retirement	18,878	202,534	269,500	75 %	66,966
Standby	2,672	28,866	38,000	76 %	9,134
Unemployment	40	202	0	0 %	(202)
Workers comp	3,594	39,015	47,400	82 %	8,385
Certifications	239	3,928	8,794	45 %	4,866
Chemicals	34,800	306,269	383,770	80 %	77,501
Clothing/Safety	1,648	18,383	39,625	46 %	21,242
Comprehensive insurance	23,621	249,357	296,500	84 %	47,144
Contract services	17,811	296,693	417,110	71 %	120,417
County charges	155	15,756	22,000	72 %	6,244
Directors' fees	3,500	42,500	36,500	116 %	(6,000)
Electricity	46,583	462,079	519,000	89 %	56,921
Gas/Oil	2,251	24,207	52,000	47 %	27,793
Memberships/Subscriptions	8,782	51,090	32,860	155 %	(18,230)
Natural gas	271	4,211	5,000	84 %	789
Office expense	1,509	9,774	16,000	61 %	6,226
Operating supplies	9,577	109,029	160,500	68 %	51,471
Other expenses	2,102	23,265	35,000	66 %	11,735
Permits & fees	158	79,966	88,450	90 %	8,484
Pretreatment	1,268	1,268	1,000	127 %	(268)
Professional/Legal	29,895	298,994	269,230	111 %	(29,764)
Publications	458	2,231	4,500	50 %	2,269
Repairs/Maintenance	35,791	431,358	592,200	73 %	160,842
Research & monitoring	1,736	41,098	92,800	44 %	51,702
Small tools	265	20,781	31,500	66 %	10,719
Telephone	1,739	15,821	19,500	81 %	3,679
Trash collection	3,364	25,431	35,000	73 %	9,569
Travel/Mtgs/Ed	2,904	87,899	81,250	108 %	(6,649)
Water	1,635	15,664	28,500	55 %	12,836
Total Expenses	547,278	5,679,029	7,000,789	81 %	1,321,760

Valley Sanitary District
Combined Monthly Account Summary
 April 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Capital Expenses					
Capital O & M Fund 11	3,185	126,277	235,000	54 %	108,723
Capital Replacement Fund 12	37,151	556,540	2,469,410	23 %	1,912,870
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
Total Capital Expenses	40,336	682,818	2,744,410	25 %	2,061,592

Valley Sanitary District Monthly Income Summary

April 2020 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$81,825	\$10,801,252	\$11,144,678	97 %	\$343,426
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$1,760	\$17,330	\$20,000	87 %	\$2,670
Plan Check Fees	\$1,300	\$8,850	\$10,000	89 %	\$1,150
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	(\$104)	\$6,996	\$0	0 %	(\$6,996)
Taxes - Current Secured	\$62,108	\$480,849	\$700,000	69 %	\$219,151
Taxes - Current Unsecured	\$0	\$25,778	\$25,000	103 %	(\$778)
Taxes - Prior Secured	\$0	\$7,748	\$6,000	129 %	(\$1,748)
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$114	\$7,000	2 %	\$6,886
Supple Prop. Taxes - Prior	\$0	\$2,209	\$3,200	69 %	\$991
Homeowners Tax Relief	\$0	\$3,101	\$6,000	52 %	\$2,899
Interest Income	\$80,680	\$260,375	\$300,000	87 %	\$39,625
Unrealized gains (losses)	\$6,333	\$17,888	\$0	0 %	(\$17,888)
Rebate Income	\$0	\$350	\$0	0 %	(\$350)
Non-Operating Revenues - Fnd 11	\$71	\$231,457	\$500	46,291 %	(\$230,957)
Interest Income	\$127,477	\$361,278	\$0	0 %	(\$361,278)
Connection Fees	\$35,200	\$755,348	\$1,100,000	69 %	\$344,652
Interest Income	\$30,238	\$91,058	\$120,000	76 %	\$28,942
Total Revenues	\$426,888	\$13,071,982	\$13,446,678	97 %	\$374,696



**Valley Sanitary District
Board of Directors Meeting
May 26, 2020**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Adopt Resolution No. 2020-1130 Amending Employee Wages & Benefits for Fiscal Year 2020/21 and Rescind Resolution 2019-1125**

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input 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 Board to consider the proposed wages and benefits for Fiscal Year 2020/21.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Fully Staff with a Highly Trained and Motivated Team.

Fiscal Impact

The fiscal impact of the discussion is included in the proposed Comprehensive Budget for Fiscal Year 2020/21.

Background

At the April 28 meeting, the Board created an ad hoc Budget Committee, consisting of Directors Sear and Canero, to discuss the impacts that COVID-19 is having on the Coachella Valley economy and the steps that other public agencies are taking in response to those impacts. The Board directed staff to meet with the Committee to discuss their concerns regarding the draft proposed budget considering the current and anticipated economic downturn. At the May 12 meeting, the Board directed staff to hold a second meeting with the ad hoc Budget Committee.

After both of the ad hoc Committee meetings, and after receiving budget feedback from the Board, staff believes that the wage and benefits resolution reflects both the Board and Committee feedback as well reflecting the findings of the Compensation and Staffing Report.

- Realignment of wages consistent with the Compensation and Staffing Report, but no equity adjustments.

- COLA of 1% effective July 1, 2020; will re-evaluate later in the fiscal year depending upon improvements in the local economic factors.
- Increase in CalPERS employer contributions as established by CalPERS
- Increase in VSD contributions to cafeteria plan toward medical, dental, vision plans from \$1,712 to \$1,800. This contribution is in addition to the CalPERS required minimum employer contribution of \$139.
- Increase in Standby from \$35 weekday and \$75 weekend to \$40 weekday and \$80 weekend.
- Add shift differential of 5% for shifts on Saturday and Sunday.
- Add \$100 per month special assignment pay for bilingual translators.
- Add special compensation for employees who hold certifications in addition to those required by their positions.
- Include one additional holiday (New Year's Eve), for a total of 12 District observed holidays.

Staff took this feedback and applied changes based on discussions with management team. The changes are listed at the bottom of the Combined Budget comparison sheet in preferential order.

Recommendation

Staff recommends that the Board adopt Resolution No. 2020-1130 and rescind Resolution No. 2019-1125, effective July 1, 2020.

Attachments

Attachment A: Resolution No. 2020-1130

Attachment B: Resolution No. 2019-1125

RESOLUTION NO. 2020-1130
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2020

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2020/21 that included employee wages and benefits; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a one percent (1%) Cost of Living Adjustment (COLA) adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District **HEREBY RESOLVES**:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2019.
2. The District will contribute to CalPERS the established Employer Contribution Rate of 12.527% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.874% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
3. Employees will contribute the Employee Contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$139 per month.
5. The District will contribute up to \$1,800 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums in excess of the District's contribution will be paid by the employee through payroll deduction.
6. Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.
7. The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is \$50,000 per employee, \$10,000 per spouse, and \$5,000 per dependent child.
8. Employees will receive \$100 per month as an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. Each five-year anniversary following this milestone will increase the premium by \$100. The

premium, and each subsequent increase, becomes effective the first day of the pay period following each longevity milestone anniversary.

9. Employees assigned to Standby will receive special assignment pay of \$36.00 per weekday and \$77.00 per Saturday, Sunday, and District observed holidays.

10. Employees whose assigned shift includes Saturday or Sunday will receive special assignment pay of 5% of base hourly pay rate for the hours worked on Saturday or Sunday. This differential will not be paid for hours worked on the other days of the employee's shift.

11. Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

12. Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of the employee's base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied. This incentive pay will be applied as of the first pay period following when the employee provides certification documentation.

13. Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

14. The District observes the following holidays. Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80 or 4/10) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls.

Holiday	Day Observed
New Year's Day	January 1
MLK Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

15. The effective date of these changes is July 1, 2020.

16. Resolution 2019-1125 is rescinded.

ADOPTED this 26th day of May 2020, by the following roll call vote.

AYES:

NAYES:

ABSENT:

ABSTAIN:

Mike Duran, President

ATTEST:

Debra Canero, Secretary

Exhibit 1
Wage Schedule Effective July 1, 2020

	A	B	C	D	E	F	G
Accounting Technician	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Accounting Analyst	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Administrative Assistant	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Assistant Engineer	5,785	6,075	6,378	6,697	7,032	7,384	7,753
Associate Engineer	7,374	7,743	8,130	8,536	8,963	9,411	9,882
Collection System Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Collection System Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Collection System Tech II	4,750	4,987	5,236	5,498	5,773	6,062	6,365
Collection System Tech III	5,224	5,486	5,760	6,048	6,350	6,668	7,001
Development Services Tech I	4,531	4,757	4,995	5,245	5,507	5,783	6,072
Development Services Tech II	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Development Services Tech II (Y-rated)							7,567
Development Services Tech III	5,482	5,756	6,044	6,346	6,664	6,997	7,347
Electrician/Inst Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Electrician/Inst Tech II	4,750	4,987	5,236	5,498	5,773	6,062	6,365
Electrician/Inst Tech III	5,224	5,486	5,760	6,048	6,350	6,668	7,001
Engineering Technician	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Environmental Comp Tech I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Environmental Comp Tech II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Environmental Comp Tech III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Human Resources Specialist	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Lab Technician I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Lab Technician II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Lab Technician III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Maintenance Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Maintenance Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Maintenance Tech II	4,750	4,987	5,236	5,498	5,773	6,062	6,365
Maintenance Tech III	5,224	5,486	5,760	6,048	6,350	6,668	7,001
Management Analyst	6,166	6,474	6,798	7,138	7,495	7,870	8,263
Procurement Technician	4,104	4,309	4,524	4,750	4,988	5,237	5,499
Wastewater Operator-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Wastewater Operator I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Wastewater Operator II	4,750	4,987	5,236	5,498	5,773	6,062	6,365
Wastewater Operator III	5,224	5,486	5,760	6,048	6,350	6,668	7,001
Collection System Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Development Services Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Electrical/Instrumentation Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549

Facilities Maintenance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Laboratory & Compliance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Wastewater Operations Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Business Services Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424
Engineering Services Manager	9,895	10,390	10,909	11,455	12,027	12,629	13,260
Facility Operations Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424
General Manager (Contract)							18,828

RESOLUTION NO. 2019-1125

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AMENDING EMPLOYEE COMPENSATION FOR FISCAL YEAR 2019/20

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2019/20 that included employee compensation; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District hereby resolves that:

SECTION 1: The attached Salary Schedules are adopted.

SECTION 3: The District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: Each employee will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: Each Board member is offered a medical, vision and dental stipend of \$1,500.00 for the calendar year. Effective January 1, 2020, the annual amount will be set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

SECTION 6: Employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: The effective date of these changes shall be January 1, 2020.

Resolution No. 2019-1118 is hereby rescinded.

PASSED, APPROVED, and ADOPTED this 10th day of December 2019, by the following roll call vote:

AYE: Canero, Coleman, Duran, Sear, Teague

NAYE: None


ABSENT: None

ABSTAIN: None



Mike Duran, President

ATTEST:



Dennis Coleman, Secretary



**Valley Sanitary District
Board of Directors Meeting
May 26, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

SUBJECT: Discuss and Select CalPERS Unfunded Accrued Liability (UAL) Fresh Start Option

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input 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 discuss the options of payment to reduce the portion of the Employer’s Contribution Rate attributable to the amortization of the Unfunded Accrued Liability (UAL).

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers.

Fiscal Impact

The UAL payoff balance as of June 30, 2020 is approximately \$1,922,788.

Background

In April 2018, the Board of Directors approved the 5-year Fresh Start pre-payment option for Fiscal Year 2018/19. Due to CalPERS adding new amortization layers the Board recommended a new 5-Year Fresh Start in April 2019. The fiscal benefits for payoff of the balance are as follows.

1. Reduces the overall retirement liability.
2. Reduces total annual interest paid to CalPERS for financing the UAL.
3. General Fund balance will remain at a healthy level with any of the options.

Kurt Schneider, CalPERS Actuary, sent the attached spreadsheet showing the approximate payments going forward. Payments are due July 31 each year. The following table shows the estimate UAL payoffs by year.

Options	Amount	Interest Paid	Savings
Current Schedule	2,286,399	363,611	0
5-Year Fresh Start	2,646,555	343,968	19,644
4-Year Fresh Start	2,195,115	272,327	91,285
3-Year Fresh Start	2,124,930	202,142	161,469
10-Year Fresh Start	2,646,555	723,767	(360,155)
15-Year Fresh Start	3,061,342	1,138,554	(774,943)

Recommendation

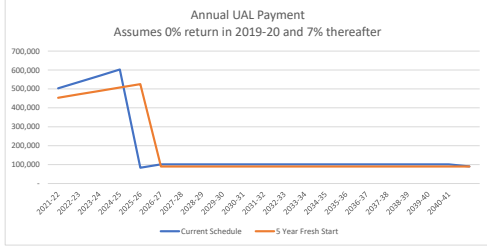
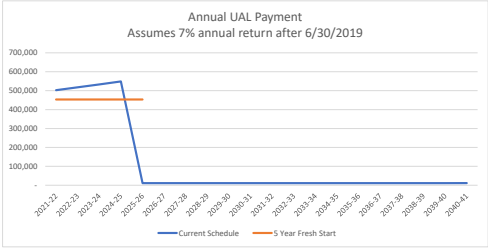
Staff recommends that the Board approve the 5-Year Fresh Start option.

Attachments

Attachment A: Fresh Starts Amortization Schedule

Fresh Start Scenarios

Year	Current Schedule		5		10		15		4		3		Additional amount if PERF earns 0% in 2019-20			
	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment				
2021-22	2021	1,922,788	502,859	1,922,788	453,351	1,922,788	264,655	1,922,788	204,089	1,922,788	548,779	1,922,788	708,310	502,859	453,351	
2022-23	2022	1,537,222	517,770	1,588,433	453,351	1,783,621	264,655	1,846,271	204,089	1,489,722	548,779	1,324,702	708,310	18,000	535,770	471,351
2023-24	2023	1,109,243	533,057	1,230,673	453,351	1,634,713	264,655	1,764,399	204,089	1,026,342	548,779	684,749	708,310	36,000	569,057	489,351
2024-25	2024	635,492	548,730	847,870	453,351	1,475,381	264,655	1,676,795	204,089	530,524	548,779	-	-	54,000	602,730	507,351
2025-26	2025	112,365	11,499	438,271	453,351	1,304,896	264,655	1,583,059	204,089	-	-	-	-	72,000	83,499	525,351
2026-27	2026	108,336	11,499	-	-	1,122,477	264,655	1,482,761	204,089	-	-	-	-	90,000	101,499	90,000
2027-28	2027	104,025	11,500	-	-	927,289	264,655	1,375,442	204,089	-	-	-	-	90,000	101,500	90,000
2028-29	2028	99,411	11,498	-	-	718,437	264,655	1,260,611	204,089	-	-	-	-	90,000	101,498	90,000
2029-30	2029	94,476	11,499	-	-	494,966	264,655	1,137,743	204,089	-	-	-	-	90,000	101,499	90,000
2030-31	2030	89,194	11,499	-	-	255,852	264,655	1,006,273	204,089	-	-	-	-	90,000	101,499	90,000
2031-32	2031	83,543	11,499	-	-	-	-	865,500	204,089	-	-	-	-	90,000	101,499	90,000
2032-33	2032	77,496	11,499	-	-	-	-	715,080	204,089	-	-	-	-	90,000	101,499	90,000
2033-34	2033	71,026	11,498	-	-	-	-	554,024	204,089	-	-	-	-	90,000	101,498	90,000
2034-35	2034	64,105	11,500	-	-	-	-	381,694	204,089	-	-	-	-	90,000	101,500	90,000
2035-36	2035	56,697	11,500	-	-	-	-	197,301	204,089	-	-	-	-	90,000	101,500	90,000
2036-37	2036	48,770	11,499	-	-	-	-	-	-	-	-	-	-	90,000	101,499	90,000
2037-38	2037	40,290	11,500	-	-	-	-	-	-	-	-	-	-	90,000	101,500	90,000
2038-39	2038	31,214	11,498	-	-	-	-	-	-	-	-	-	-	90,000	101,498	90,000
2039-40	2039	21,505	11,499	-	-	-	-	-	-	-	-	-	-	90,000	101,499	90,000
2040-41	2040	11,115	11,497	-	-	-	-	-	-	-	-	-	-	90,000	101,497	90,000
2041-42	2041	-	-	-	-	-	-	-	-	-	-	-	-	90,000	90,000	90,000
Total Payments:		2,286,399		2,266,756		2,646,555		3,061,342		2,195,115		2,124,930				
Total Interest Paid:		363,611		343,968		723,767		1,138,554		272,327		202,142				
Difference from Current Schedule:				(19,644)		360,155		774,943		(91,285)		(161,469)				





**Valley Sanitary District
Board of Directors Meeting
May 26, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, District Engineer
SUBJECT: **Award of Contract to Birdseye Planning Group, LLC for Initial Study / Mitigated Negative Declaration for the Collections System Rehabilitation and Program Management Project**

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the proposal from Birdseye Planning Group, LLC.

Strategic Plan Compliance

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

Fiscal Impact

The total cost of this proposal is \$30,120. The current budget for the Collections System Rehabilitation and Program Management project is \$876,260 and is included in the FY 2020/21 Capital Improvement Program budget.

Background

The Collections System Rehabilitation and Program Management project is comprised of multiple projects within the District’s boundary. The scope of work involves replacing or relining sections of existing sewer main, many within existing road corridors. An Initial Study supporting a Mitigated Negative Declaration is being requested in order to satisfy CEQA requirements and to cover potential impacts associated with either replacement or rehabilitation of the pipeline segments.

The advantage to preparing an Initial Study for the program is that each individual project can be constructed as needed without the need to file project-specific Categorical Exemptions or Mitigated Negative Declarations. Birdseye Planning Group is part of the District’s Indefinite Delivery / Indefinite Quantity as Needed Consultant contracts that has been pre-selected and awarded a contract for CEQA consultant work

in June 2018. This project will be the second task order under the June 2018 consultant contract.

Recommendation

Staff recommends that the Board of Directors award a contract to Birdseye Planning Group, LLC to perform the Initial Study and Mitigated Negative Declaration and authorize the General Manager to execute Task Order No. 2.

Attachments

Attachment A: Birdseye Planning Group, LLC proposal dated May 5, 2020



May 5, 2020

Mr. Ron Buchwald, PE
District Engineer
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92253

SUBJECT: Proposal to Prepare an Initial Study/Mitigated Negative Declaration for the Sewerline Replacement/Rehabilitation Program

Dear Mr. Buchwald:

Birdseye Planning Group (BPG) is pleased to submit this proposal to assist the Valley Sanitary District (VSD) with the preparation of an Initial Study-Mitigated Negative Declaration (IS-MND) pursuant to the California Environmental Quality Act (CEQA). This proposal outlines our approach to major work tasks and our proposed cost and schedule to prepare an IS-MND.

Program Overview. The VSD Sewerline Replacement/Rehabilitation Program is comprised of multiple projects within the existing service area. The scope of work involves replacing or relining sections of existing sewer main, many within existing road corridors. This work would require the excavating down to the existing line, removing the line and installing a new pipeline section. The work area would be returned to existing conditions to complete the work. The project may not always require removal of the existing line. In some cases, the line may be abandoned in place. For projects requiring rehabilitation, the scope of work would involve excavating down to both ends of the segment. The pipeline would be relined rather than replaced and then the access holes would be filled in and the surface restored to existing conditions. The goal of the CEQA process is to cover potential impacts associated with either replacement or rehabilitation of the pipeline segments. The advantage to preparing an Initial Study supporting a Mitigated Negative Declaration for the program is that each individual project can be constructed as needed without the need to file project-specific Categorical Exemptions. The following defines the tasks to complete the CEQA review process.

Included in our scope of work is preparation of a Cultural Resource Report and Biological Resources Report. Both are required to address potential impacts to resources within the study area and identify mitigation measures as needed to ensure impacts are avoided or less than significant. We have included Anza Resource Consultants (Cultural Resources) and ELMT Consultants (Biological Resources) as part of our team to perform this work. Both firms are part of our team under the existing Master Services Agreement for environmental services.

TASK 1: PREPARE ADMINISTRATIVE DRAFT IS-MND

BPG will prepare the draft IS-MND for the project in accordance with Section 15063(d) of the *CEQA Guidelines*, which defines the required contents of an IS-MND.

Task 1.1: Introduction. The IS-MND will provide introductory sections that lay the groundwork for and summarize the analysis to follow. The introduction will describe the purpose of the study and provide a discussion of lead and responsible agencies. The environmental setting will provide a general description of the existing physical character of the area and the immediate site vicinity. This information will draw directly from existing information and site observations of the project site.

Task 1.2: Environmental Impact Analysis. Each of the environmental issue areas included in the CEQA Environmental Checklist Form will be addressed at a level of detail sufficient to reach an impact conclusion. Where appropriate, impacts will be quantified. If existing data does not allow definitive quantification, reasonable assumptions will be used to qualitatively forecast potential impacts. Where impacts may be potentially significant, mitigation measures will be provided for consideration by VSD. Mitigation measures will be presented in a format that can be directly incorporated into project design and applied as conditions of approval.

BPG will deliver the administrative draft IS-MND for VSD review in PDF and Microsoft Word format (no hard copies will be provided). BPG will respond to one round of comments on the administrative draft IS-MND.

TASK 2: PUBLICATION OF DRAFT IS-MND

BPG will provide a Notice of Completion/Notice of Availability for signature and a revised Subsequent IS or new IS-MND to VSD in PDF for posting on the website during the 30-day review period. This scope assumes that BPG will prepare all hard copies of the document including copies to the State Clearinghouse and manage the circulation of the Draft IS-MND to commenting agencies and interested groups or individuals. In addition to the 15 copies sent to the State Clearinghouse, 5 hard copies will be provided to VSD for local distribution.

TASK 3: RESPONSE TO COMMENTS

This approach will serve as the formal documentation that VSD has considered all comments received. After receipt of all comments, BPG will respond to public comments after review with VSD staff and provide draft Responses to Comments for review.

TASK 4: FINAL IS-MND

After adoption of the Subsequent IS-MND or new IS-MND, BPG will transmit an electronic copy of the Final IS-MND to VSD. BPG will prepare a Mitigation Monitoring and Reporting Program

(MMRP) with corresponding mitigation measures to accompany the Final IS-MND. The MMRP will include:

- Implementation Responsibility;
- Timing;
- Monitoring Division; and,
- Standard for Success.

BPG will draft a Notice of Determination and submit to VSD for review and filing with the Riverside County Clerk.

TASK 5: PREPARE CULTURAL RESOURCES REPORT

Based on our understanding of the cultural resources requirements of CEQA and program level analysis for water and sewer line replacements, Anza proposes the following scope of work for the project to complete a Phase I cultural resources investigation.

Cultural Resources Records Search. Upon notice-to-proceed, Anza will conduct a California Historical Resources Information System (CHRIS) records search of the project alignments and a 0.5-mile radius around the project alignments at the Eastern Information Center (EIC), located at University of California, Riverside. As part of this task, Anza will prepare figures for the project alignments and search radii. The primary purpose of the records search is to identify any previously recorded cultural resources known to exist within or adjacent to the project alignments. In addition to the archaeological inventory records and reports, an examination will be made of historic maps, the National Register of Historic Places (NRHP), California Register of Historical Resources (CRHR), the California Historical Resources Inventory, and the listing of California Historical Landmarks. The records search will also reveal the nature and extent of any cultural resources work previously conducted within the project alignments. A map showing the results of the literature search including areas previously inventoried and previously recorded sites will be provided. Anza assumes that EIC will conduct this records search within a maximum direct expense of \$1000. Anza assume the District will provide Google Earth (.kmz) or GIS shapefiles for the project alignments.

Native American Scoping. Anza will contact the California Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project site. In addition, the NAHC will provide a list of Native American contacts for the project that they believe should be contacted for additional information. Anza will mail letters to the contacts. All responses will be appended to the survey report. No telephone calls or meetings with Native Americans are included in this proposal but additional services can be provided upon request with a scope and budget augment.

Cultural Resources Survey. Anza understands that the project alignments are entirely paved. An Anza cultural resources specialist will conduct a windshield survey of the project alignments and inspect the visibility, presence or absence of any previously recorded resources within or adjacent to

project alignments. An unpaved portions will receive pedestrian survey conducted using transects spaced no greater than 10 meters apart with accuracy maintained by a hand-held GPS unit. Photographs will be taken of the sample project alignments and adjacent properties. For the purposes of this scope of work and cost estimate, Anza assumes that the survey will be negative for cultural resources (i.e., no archaeological, historic built environment, or tribal cultural resources will be identified within or adjacent to the project site that could be affected by the project).

Draft Phase I Cultural Resources Technical Report. Upon completion of the records search, Native American scoping, and cultural resources survey, Anza will prepare a Phase I cultural resources technical report. This technical report will document the results of the literature review, Native American scoping, and field survey, as well as provide management recommendations for resources within or near the project alignments. The report will be prepared generally following the California Office of Historic Preservation’s “Archaeological Resource Management Reports (ARMR): Recommended Contents and Format” guidelines and will include a map depicting the area surveyed for cultural resources. The draft report will be submitted electronically.

Assumptions

- The project is subject to CEQA, there is no federal nexus.
- The District will provide Google Earth (.kmz) or GIS shapefiles for the project alignments upon notice-to-proceed.
- Direct expenses for the EIC records search will not exceed \$1000. If EIC fees exceed \$1000, a budget augment may be requested.
- No cultural resources (i.e., archaeological, historic built environment, or tribal cultural) will be identified in the records search or survey that require recordation, updating, or evaluation. If cultural resources are identified within or adjacent to a project alignment, a scope and budget augment would be necessary to record or evaluate the resources and expand the report.
- No subsurface testing will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.
- The report will be submitted electronically and one round of minor revisions will be addressed based on District comments.
- No meetings are included in this proposal. Additional services can be provided with a scope and budget augment.

TASK 6: PREPARE BIOLOGICAL RESOURCES REPORT

Literature Review. ELMT will review all technical survey reports and regulatory approvals previously prepared for the proposed project and vicinity, if available, and any data for the site to

determine which special-status¹ biological resources are likely to occur on or within the general vicinity of the project site. A database search of the California Natural Diversity Database (CNDDDB) and California Native Plant Society (CNPS) Electronic Inventory of Rare and Endangered Vascular Plants of California listings regarding special-status biological resources known to occur in the region and vicinity of the site will also be conducted. Additional information sources will be consulted including the California Department of Fish and Wildlife (CDFW), and historic/current aerial photographs as appropriate to define the habitat requirements for special-status species potentially occurring on or within the vicinity of the project site. Literature detailing existing wildlife movement corridors and linkages will be reviewed to determine if the proposed project will have any adverse impacts to local or regional wildlife movement corridors. This will allow ELMT to focus its field investigation on those biological resources and habitats known to occur or that have the potential to occur within the general vicinity of the project site.

The proposed project is located within the boundaries of the CVMSHCP. A detailed review of the CVMSHCP will be conducted prior to the field investigation. The CVMSCHP will be queried to determine if the project site has the potential to provide suitable habitat for any of the potentially occurring special-status biological resources identified in the CVMSHCP, and to determine if the project site is located within any CVMSHCP conservation areas.

In addition, aerial photography will be reviewed prior to conducting a field investigation in order to locate and inspect any potential natural drainage features, ponded areas, or water bodies that may fall under the jurisdiction of the United States Army Corps of Engineers (Corps), Regional Water Quality Control Board (Regional Board), or CDFW. In general, surface drainage features indicated as blue-line streams on USGS maps that are observed or expected to exhibit evidence of flow are considered potential riparian/riverine habitat and are also subject to state and federal regulatory jurisdiction. In addition, ELMT will review relevant information topographic maps, soil surveys, historic and current aerial photography, flood maps, hydrology/climate information and watershed data to gain an understanding of the impact of land-use on natural drainage patterns in the area. The USFWS National Wetland Inventory (NWI) and Environmental Protection Agency (EPA) Water Program "My Waters" data layers will also be reviewed to determine whether any hydrologic features and wetland areas have been documented on or within the vicinity of the project site. Similarly, the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Web Soil Survey will be used to identify any hydric soils.

Habitat Assessment/Field Investigation. Following the literature review, portions of the proposed project alignments located adjacent to undeveloped/vacant lots will be surveyed to document baseline conditions from which to evaluate the potential for the adjacent areas, within 500 feet, to support special-status or CVMSHCP-covered species, and/or sensitive habitat types. A jurisdictional assessment will also be conducted to confirm the limits of jurisdictional "waters of the United States" and "waters of the State" (including potential wetlands) that may be located adjacent to the proposed

¹ As used in this proposal, "special-status" refers to those plant and wildlife species that are federally, State or CVMSHCP listed, proposed, or candidates; plant species that have been designated a California Native Plant Society Rare Plant Rank; and species that are designated by the CDFW as fully protected, species of special concern, or watch list species.

project alignments, if found during the literature review. The fieldwork will be conducted by qualified biologists in order to document the presence/absence of special-status biological resources, or to determine the potential for occurrence of such resources that may not be detectable when the literature review is conducted. The location of any special-status biological resources (i.e., plants, plant communities, drainage features, wildlife), if present, will be recorded in the field with a handheld GPS unit.

Additionally, the suitability of the vegetation on and surrounding the proposed project alignments will be surveyed for their ability to provide suitable avian nesting opportunities. Notes will be taken on all plant and wildlife species observed during the survey. This survey will provide an understanding of the overall project setting and biological resources occurring in the area. This data will be used to devise an appropriate clearance/conservation strategy for implementation of the proposed project.

Biological Technical Report. A biological technical report will be prepared with the results from the literature review and field investigation that will document all plant and wildlife species observed, all sensitive and non-sensitive habitats occurring within the proposed project alignments and adjacent properties, the potential for any special-status species to occur within the proposed project alignments that could be affected by implementation of the proposed project, and will ensure no jurisdictional drainage features (i.e., “waters of the U.S. and “waters of the State”) occur on or adjacent to the project alignments. The report will include a brief analysis of the project impacts to biological resources, suggestions for updating previous clearances issued for the project, if any, that may be needed prior to project implementation, and mitigation measures, if needed. This report will also address all CVMSHCP requirements for the proposed project to demonstrate that the proposed project complies with the conservation goals of the CVMSHCP. The final report will be sufficient to make the appropriate consistency determination for compliance with the CVMSHCP and will be sufficient to satisfy the requirements of the California Environmental Quality Act (CEQA).

COST ESTIMATE AND SCHEDULE

Our budget for Tasks 1-6 of the above work program is summarized in Table 1 on page 8. Our fee estimate for completing the scope of work above is **\$30,120**. We anticipate completing the draft IS within two weeks of receiving a Notice to Proceed and the technical reports. All documents will be transmitted electronically to VSD. No hard copies will be provided. If you have any questions about this proposal or the environmental review process, please contact us.

Mr. Ron Buchwald
Valley Sanitary District
May 5, 2020
Page 7

Thank you for the opportunity to submit a proposal for the above referenced services and interest in working with the Birdseye Planning Group. If you have questions or need additional information, please contact us via email at ryan@birdseyeplanninggroup.com or call 760-712-2199. We look forward to again working with VSD.

Regards,



Ryan Birdseye
Principal

Table 1			
VSD Pipeline Replacement/Rehabilitation Program			
Cost Estimate			
Task	Rate	Estimated Hours	Cost
Task 1. Prepare Draft Initial Study			
Principal Planner	\$ 150.00	52	\$ 7,800.00
Associate Planner	\$ 95.00	22	\$ 2,090.00
			\$ 9,890.00
Task 2. Publication of Draft IS			
Principal Planner	\$ 150.00	8	\$ 1,200.00
Associate Planner	\$ 95.00	8	\$ 760.00
			\$ 1,960.00
Task 3. Respond to Comments			
Principal Planner	\$ 150.00	8	\$ 1,200.00
Associate Planner	\$ 95.00	8	\$ 760.00
			\$ 1,960.00
Task 4. Prepare Final IS-MND and MMRP			
Principal Planner	\$ 150.00	8	\$ 1,200.00
Associate Planner	\$ 95.00	8	\$ 760.00
			\$ 1,960.00
Expenses (mileage, reproduction, etc.)			\$500.00
Subtotal			\$ 16,270.00
Task 5: Cultural Resources Report			\$7,550.00
Task 6: Biological Resources Report			\$6,300.00
Subtotal			\$ 13,850.00
Total			\$ 30,120.00



**Valley Sanitary District
Board of Directors Meeting
May 26, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, District Engineer
SUBJECT: **Award Contract to SGH Architects for Initial Design of New Training and Office Building and Authorize General Manager to Execute Contract**

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the proposal from SGH Architects.

Strategic Plan Compliance

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

Fiscal Impact

This is included in the FY 2019/20 Budget and is anticipated to be completed in FY 2020/21 as a budget carryover. The total cost of the proposal for Phase 1 is \$73,436.

Background

Even without increasing the number of staff at the District, staff identified a need for additional office space, a multi-purpose training space, storage, and staff locker and changing space. The Adopted FY 2018/19 Budget included funds to begin the design of a building to meet these needs. This item was carried over to the FY 2019/20 Budget.

Staff sent out a Request for Qualifications (RFQ) to solicit architects to complete the initial design. 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.

SGH proposed \$73,436 for the initial design (Phase 1), which will provide a schematic of the building, site layout, and a probable construction cost. This will allow staff to refine the construction cost for future CIP budget.

Recommendation

Staff recommends that the Board of Directors award a contract to SGH Architects for the initial design of a new training and office building and authorize the General Manager to execute a contract not to exceed \$73,436.

Attachments

Attachment A: SGH Architect's proposal dated May 19, 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.

Architectural Staff	Hourly Rate
▪ 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	



**Valley Sanitary District
Board of Directors Meeting
May 26, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, District Engineer

SUBJECT: **Issuance of a Request for Qualifications (RFQ) to Design-Build Entities for Influent Pump Station Rehabilitation Project**

<input type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<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 provide an update on the District’s Influent Pump Station Rehabilitation Project.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact. After the solicitation and proposal process, staff will request that the Board award a contract to the selected firm.

Background

The influent pump station needs rehabilitation as parts of it are over 20 years. Staff has determined the best method of moving forward with construction is the Design-Build process where a consultant teams up with a contractor to complete the design and then proceeds with construction. To properly select a design-build team, the recommended first step is a Request for Qualification (RFQ) process, which is a document explaining the project scope and services needed to complete the project. It includes a solicitation of proper qualifications and experiences to demonstrate the design-build team can effectively complete the project.

Staff, along with Stantec, the Owner’s Representative for this project, has prepared the RFQ and plans to issue it on May 28, 2020. The next step will be to short list up to three design-build teams and proceed with a Request for Proposals (RFP) to determine the best value of the teams.

Recommendation

There is no recommendation as this report is for information only.

Attachments

Attachment A: RFQ Packet dated May 28, 2020.



VSD

**VALLEY SANITARY DISTRICT
REQUEST FOR QUALIFICATIONS
For
Progressive Design Build Services for
Influent Pump Station Rehabilitation Project
Contract No. 2020-0105**

ISSUE DATE: MAY 28, 2020

SUBMITTALS DUE: JULY 23, 2020 (4:00 P.M. PST)

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Proposer RFQ Checklist

- Read the *entire* document.** Note critical items such as mandatory requirements; supplies/services required; submittal dates; format and number of copies required for submittal; contract requirements (i.e., insurance, performance and or reporting, etc.).
- Note the District's contact name, address, phone numbers, and email address.** This is the only person you are allowed to communicate with regarding this RFQ and is an excellent source of information for any questions you may have.
- Attend the pre-qualification conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the District of any ambiguities, inconsistencies, or errors in the RFQ.
- Take advantage of the "question and answer" period.** Submit your questions to the District contact by the due date listed on the front page of the RFQ document. View all answers given in the formal addenda issued for the RFQ. All addenda issued for an RFQ are posted on the District's website: <http://www.valley-sanitary.org/procurement> and will include all questions asked and answered concerning the RFQ.
- Follow the format required in the RFQ** when preparing your response. Provide point-by-point response to all sections in a clear and concise manner. The qualifications are evaluated based solely on the information and materials provided in your response.
- Use forms provided**, i.e., cover page, sample budget form, certification forms, etc.
- Check the District's website for RFQ addenda.** Before submitting your response, check whether any addenda were issued for the RFQ. If so, you must submit a signed acknowledgment for each addendum issued along with your response
- Submit your response on time.** Note all the dates and times listed on the front page of the RFQ document, and be sure to submit all required items on time. Late qualifications will not be opened and will be returned.

Section 1. Background

1.1 Introduction

This Request for Qualifications (RFQ) for the Influent Pump Station Rehabilitation Project (Project) invites Statements of Qualifications (SOQ) according to the requirements set forth in this RFQ, including the format and content guidelines in Section 5. The SOQs will be reviewed and evaluated to generate a short list of up to three Respondents, as described in Section 6.

At completion of the SOQ evaluation process, Valley Sanitary District (District) intends to issue a Request for Proposals (RFP) to the short-listed Respondents for award of the Progressive Design-Build Contract.

The capitalized terms in this RFQ have the meanings as first used in the text of this RFQ and as defined in Attachment A (Definition of Terms).

Once the Progressive Design-Builder has been selected and contract executed for the Work, the Project is to be designed and constructed in three phases using the progressive design-build delivery method:

- Preconstruction phase: Prepare design to 60% complete, as defined in Attachment B (Scope of Design-Build Services), and a guaranteed maximum price (GMP) proposal
- Construction phase: Complete design, construction and post-construction tasks (if GMP is approved by the Owner in preconstruction phase)
- Post-Construction phase: Startup and commissioning

This RFQ is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on the District's website, and distributed directly to potential Respondents via email from the Proposal Holder Contact Form. It is each Respondent's responsibility to obtain all RFQ addenda prior to submitting its SOQ.

In no event will the District be liable for any costs incurred by any Respondent or any other party in developing or submitting an SOQ.

1.2 RFQ Organization

This RFQ consists of seven Sections and seven Attachments. The contents of the RFQ Attachments take priority over any conflicting statements in the RFQ Sections.

Certain project background documents are being made available as Attachment D (Project Background Documents) for the purpose of preparing SOQs. The District is providing these

documents only for the purpose of obtaining SOQs for the Project and does not confer a license or grant for any other use.

1.3 District's Objectives

The District's objectives for delivery of the Project are as follows:

- **Single Point of Accountability:** To have the Progressive Design-Builder provide the District with a single point of contract accountability for design, construction, commissioning and project performance. The single point of accountability is responsible for providing the District with complete resolutions to design and construction issues that may arise during all phases of project execution.
- **Quality:** Provide pumping facilities and equipment that will be sustainable and will reliably convey raw wastewater with full isolation capability that meets the contractual requirements defined for the Project.
- **Schedule:** Achieve the scheduled completion date within sixteen (16) months of contract execution of the progressive design-build contract for design, construction and startup of the Project.
- **Minimizing Risk for Change Orders:** Achieve an optimal balance of risk allocation between the District and the Progressive Design-Builder and manage risk to reduce the likelihood of change orders.
- **Safety:** Implement an effective safety program incorporating industry best practices.
- **Selection of Qualified Design Builders:** Selection of an experienced design-build team that understands District objectives, has experience in the design-build marketplace, and can design and construct the Project at or under the prescribed budget.
- **Innovative Solutions:** Opportunities to provide innovative solutions for accelerated project scheduling, maximum cost control, improved constructability and minimization of operations and maintenance costs to ensure the Project fits within the District's budget.
- **Guaranteed Maximum Price:** Design and construction of the Project at an agreed price within the District's \$1.85 million budget.
- **Competitive Bidding of Qualified Subcontractors and Equipment Suppliers:** To have the ability to select or reject subcontractors and equipment vendors bids based on cost or non-cost factors.
- **Collaboration with Design Elements:** Review and participate with Progressive Design-Builder's selection of design elements that will minimize overall future operation concerns and maintenance costs.

By selecting the progressive design-build delivery method for the Project, the District is committed to working in close collaboration with the Progressive Design-Builder during the preconstruction phase to develop a design that achieves Project objectives and to obtain a mutually agreeable GMP.

Section 2. Project Overview

2.1 Project Scope

The Influent Pump Station (IPS) was constructed in 1999 and was modified to add more pumps to the empty pump bays and an additional parallel magnetic flow meter in 2008. The IPS is equipped with submersible pumps, with six pump bays (and five pumps) with stop gates to isolate each bay from the influent channel. An inlet slide gate in the IPS forebay was provided to allow bypassing of the pump station. Attachment D shows the plan and section views of the IPS as originally constructed as well as changes due to the recently completed Requa Interceptor project and the Shadow Hills inverted siphon connection.

Over the years, the IPS has experienced equipment and coating wear and failures that may cause catastrophic failure of the pump station. A summary of the deficiencies is listed as follows:

- a) The main inlet gate in the forebay has corroded and partially detached from the forebay wall. The gate has fallen in the partly closed position and cannot be moved due to failure of the gate operating shaft.
- b) Each of the six pump bays has a riser pipe from the pump base to the above-grade header. The coating is degraded for the portion of the ductile iron riser pipes below the top slab.
- c) The original Pump Bay #3 was designed with a 14-inch riser pipe for a jockey pump, the other full-size pump bays have 18-inch risers. The District no longer uses the jockey pump and wants to upsize this pump riser, valves, and base elbow to the same 18-inch size as the other five pump bays.
- d) Gates that allow for isolation of pump bays are leaking, complicating work to be done within the pump bays.
- e) In some areas where PVC liner was installed on the IPS interior concrete walls, the PVC liner may have detached from the concrete walls inside the wet well and needs inspection and spot repairs.
- f) Isolation plug valves and check valves in the above-grade piping are leaking and in need of repair.
- g) Additional plug valves are needed to isolate each side of the pump station discharge piping.
- h) Each of the two blind flanges on the existing 30-inch steel pipe headers needs a 3-inch tap and valve for drainage and flushing.
- i) Two slabs on grade (SOG) that extend north of the IPS structure were used to support the gantry crane rails, they have settled several inches and no longer align with the plane of the top of the IPS. These two SOGs should be demolished and replaced after compacting the subsoil. The gantry crane rails were cut off due to the non-planar surface that supported them. The gantry crane rails should be repaired or replaced.
- j) Existing electrical conduits around the IPS and level floats inside the IPS have corroded and need repair or replacement.

The Project scope, design standards and requirements are described in more detail in Attachment B (Scope of Progressive Design-Build Services).

2.2 Project Budget and Funding

The cost for design and construction of the Project is currently budgeted at \$1.85 million. Such budget does not include District's other Project costs, such as professional advisory services, site investigations, taxes, etc. The District intends to use their capital replacement fund to provide the capital funding needed for the Project.

2.3 Project Schedule

As indicated in Section 4, it is anticipated that the Progressive Design-Build Contract will be executed on or about November 2020. The design, construction and startup of Project are expected to be completed within sixteen (16) months of the executed contract.

Section 3. Progressive Design-Build Services

3.1 General

As noted in Section 1 and more fully described in Attachment B (Scope of Progressive Design-Builder Services), the Progressive Design-Builder will provide services in three phases.

Preconstruction-phase services will generally consist of preliminary engineering, inspections and design development, as well as preparation, in close collaboration with the District, of a proposed price and schedule. The proposed price and schedule includes the Project's design (developed to the District's required level of completion), a GMP, Project schedule, and supporting documentation, such as detailed open-book costing for the GMP. The District is requesting that the design be progressed to the 60% completion level before execution of the GMP. Preconstruction-phase services shall include:

- Develop the Project execution plan, including Project schedule.
- Produce the basis-of-design report.
- Perform engineering studies (such as IPS interior observations, existing trunk sewers tributary to the IPS, detailed plan for IPS bypass, etc.) to support design and cost estimating. This will require pumping bypass influent wastewater and dewatering the IPS wet well.
- Develop the engineering design (including preparing and submitting intermediate design review packages) in conjunction with the District.
- Prepare a project cost model and provide detailed cost estimates as the design is advanced.
- Submit and negotiate a GMP to complete the construction-phase services.
- Identify Project permitting requirements and initiate permitting activities as necessary.

Construction-phase services generally encompass completing the Project's final design and construction and shall include:

- Complete the final design.
- Procure equipment and subcontractors.
- Secure necessary permits if needed.
- Construct the Project.

Start up and commissioning services shall include:

- Conduct startup and commissioning.
- Provide warranty coverage.

3.2 Roles and Responsibilities

Valley Sanitary District: The District will cooperate with the Progressive Design-Builder and will fulfill its responsibilities in a timely manner to facilitate the Progressive Design-Builder's timely and efficient performance of services. District responsibilities include:

- Review design submissions and provide comments to Progressive Design-Builder.
- Furnish existing studies and provide data and information regarding the Project, including record drawings, preliminary studies, environmental impact assessments, etc.
- Provide adequate funding.
- Provide access to the Project site.
- Obtain the governmental approvals and permits the District is responsible for.

Valley Sanitary District Owner’s Representative or Agent: The Owner’s agent will support the District to fulfill its responsibilities in a timely manner to facilitate the Progressive Design-Builder’s timely and efficient performance of services.

Progressive Design-Builder: The Progressive Design-Builder will cooperate with the District and will provide in a timely manner the services necessary to complete the Project scope specified in this RFQ (and in the RFP following) and the Progressive Design-Build Contract. Progressive Design-Builder responsibilities include:

- The Progressive Design-Builder shall provide proof of proper licensure for itself and all subcontractors pursuant to all local, state and federal requirements.
- Prepare design and construction documents.
- Perform all construction related activities, including bypass pumping.
- Supervise subcontractors and Progressive Design-Builder personnel.
- Obtain all construction related governmental approvals and permits unless specifically excluded from the Progressive Design-Builder scope of work.
- Maintain site security.
- Conduct commissioning and startup.
- Implement quality-management procedures.
- Implement Project health and safety program.
- Be responsible for warranty management and completion.
- Construct the work within the limits of the GMP.

The roles and responsibilities of the District and the Progressive Design-Builder are more fully described in Attachment C (Draft Progressive Design-Build Contract).

Section 4. Procurement Process

4.1 List of Proposal Holders Contact Form

For the District to prepare a List of Proposal Holders, each Respondent must complete and submit the Proposal Holder Contact Form included within this RFQ as Attachment G. This form shall identify and provide full contact information for the Respondent's Contact, who shall be the Respondent's single point of contact for the receipt of any future documents and notices associated with this RFQ. The form is due to the District by the date listed in Section 4.4. Failure to complete and submit this form by the deadline will result in disqualification of Respondent.

4.2 Optional Pre-Proposal Conference

The District will have an optional Pre-Proposal Conference on the date listed in Section 4.4 at the District Administration Office.

4.3 Communications and District Contact

Ron Buchwald will be the sole point of contact for this RFQ and shall administer the RFQ process. All communications shall be submitted by email, and shall specifically reference this RFQ for the Influent Pump Station Rehabilitation Project. All questions or comments should be directed to the District contact as follows:

Ron Buchwald, PE – District Engineer
Valley Sanitary District
45-500 Van Buren Street
Indio, CA 92201
(760) 238-5408
rbuchwald@valley-sanitary.org

No oral communications from the District's contact or other individual is binding. All communications concerning the Project shall be through the District's Contact and contact with District staff, board members or any public official is prohibited during the procurement process, including this RFQ.

4.4 Procurement Schedule

The current procurement schedule is as follows:

STEP	EVENT	DATE
1	Issue RFQ	Thursday, May 28, 2020
2	(Optional) Pre-Proposal Conference	Wednesday, June 24, 2020 At 9:30 AM
3	Proposal Holder Contact Form Submission	Thursday, July 2, 2020

STEP	EVENT	DATE
4	Questions Due to VSD	Friday, July 10, 2020
5	Response to Questions	Friday, July 17, 2020
6	SOQ Due to VSD	Thursday, July 23, 2020 At 4:00 PM
7	Announce Short List	Monday, August 10, 2020
8	Issue RFP	Monday, August 24, 2020
9	Questions Due to VSD	Friday, September 11, 2020
10	Response to Questions	Friday, September 18, 2020
11	Proposal Due to VSD	Thursday, September 24, 2020 At 4:00 PM
12	Recommendation by Staff	Thursday, October 8, 2020
13	Intent to Award by VSD Board	Tuesday, October 13, 2020
14	Notice of Award	Wednesday, October 14, 2020
15	Estimated Notice to Proceed	Monday, November 2, 2020
16	Estimated Project Completion	March 2022

Section 5. SOQ Submission Requirements

5.1 Submittal Place and Deadline

Three (3) paper documents (one original and two copies), as well as one electronic version of the SOQ on a flash-drive in PDF format, must be received no later than **July 23, 2020 at 4 PM**, addressed to:

Valley Sanitary District
Attention: Ron Buchwald
District Engineer
45-500 Van Buren
Indio, CA 92201

Each Respondent assumes full responsibility for timely delivery of its SOQ at the required location by the date and time specified above. Any SOQ received after the submittal deadline will be deemed nonresponsive. The SOQ will not be opened and returned to Respondent. The delivered packaging containing the SOQ documents must note “Statement of Qualifications for the Influent Pump Station Rehabilitation Project” as well as Respondent’s name on the outside of a sealed envelope.

5.2 Submission Format

The SOQ shall not exceed 30 total pages with 1-inch or greater margins, excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of 5 of the total pages may be 11 x 17-inch tri-fold format. Font size shall be 10-point or larger.

5.3 Submission Content

The content requirements set forth in this RFQ represent the minimum content requirements. It is the Respondent’s responsibility to include information in its SOQ to present all relevant qualifications and other materials. The SOQ, however, should not contain standard marketing or other general materials. It is the Respondent’s responsibility to modify such materials so that only directly relevant information is included in the SOQ.

The SOQ must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – Progressive Design-Builder Profile
- Part 3 – Project Understanding, Project Approach and Key Issues
- Part 4 – Project Team
- Part 5 – Qualifying Experience

- Appendix A – Skilled and Trained Workforce Certification
- Appendix B – Resumes
- Appendix C – Supporting Documentation

5.3.1 Transmittal Letter

Respondents must submit a transmittal letter (maximum two pages) on the Respondent’s letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the information and obligations contained in the SOQ. The transmittal letter must include the name, address, phone number and email address for the Respondent’s contact, and must specify who would be the Progressive Design-Builder’s signatory to any contract documents executed with the District. Such letter may include other information deemed relevant by the Respondent.

The information provided in the SOQ must be certified under penalty of perjury by the proposed Progressive Design-Builder, including the Builder and Designer. To that end, the following shall be executed as part of the transmittal letter.

I, the undersigned, am authorized to make this verification on behalf of _____. I have read the Statement of Qualifications. I am familiar with its contents and, based upon information available to me, the contents are true and correct.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

5.3.2 Part 1 – Executive Summary

The executive summary (maximum three pages) must include a concise overview of the key elements of the SOQ and must summarize and refer to information in the SOQ concerning satisfaction of the Minimum Qualification Requirements (Section 6.3). The executive summary shall not be used to convey additional information not found elsewhere in the SOQ.

5.3.3 Part 2 – Progressive Design-Builder Profile

- General
It is the District’s intent to contract directly with a single Progressive Design-Builder entity for all design, construction, quality control, start-up and commissioning services necessary to complete the Project. This entity will be the single point of contact and have contractual responsibility for all Progressive Design-Build services contracted by the District for this Project. Indicate the total number of years the entity has worked in the water infrastructure business sector.

- **Legal Structure**
Provide the legal name and address of the Respondent; legal structure of the entity (partnership, corporation, joint venture, etc.); parent company (if applicable); contact person (name, title, telephone number); and California Class A Contractor's License number (required). If the Respondent is a joint venture, all information required of a single entity must be submitted by each member of the joint venture. If the proposed Progressive Design-Builder is a corporation, limited liability company, partnership, or other legal entity, a copy of the organizational documents or agreement committing to form the organization must be submitted. Respondent and each subconsultant in the team shall provide all information disclosing their subsidiary(ies), parent company(ies), holding company(ies) and identify changes in ownership within last three (3) years.

- **Project Office**
Identify where the Respondent intends to maintain its project office(s) and where the majority of the design work will be performed. The project office shall be within a 150-mile radius of the Project site. The project principal and project manager must be based at the Project office.

- **Bonding Capacity**
Respondent shall provide a notarized letter(s) from its surety(ies) verifying the Respondent has a minimum bonding capacity of \$10 million available for this Project for performance and payment bonds. The selected Progressive Design-Builder will be required by the District to provide 100% payment and performance bonds equal to the total GMP of the Project provided under the Progressive Design-Build Contract with the District. The Respondent's surety(ies) must have a rating of minimum A in the latest revision of the A.M. Best Company's Insurance Report, must be authorized by law to do business in the State of California, and must be listed in the U.S. Department of Treasury Circular 570. The Progressive Design-Builder's performance bond shall remain in place through the completion of the commissioning period and as long as the obligations of the Progressive Design-Builder remain. Provide a list of current projects under construction and related bonding information for those projects.

- **Financial Condition**
In order to assure the District that the Respondent is capable of performing the Project, the Respondent must demonstrate sufficient financial strength by providing evidence of financial capability commensurate with the Project cost. Accordingly, the Respondent shall submit financial information, which will be used to assess the capability of the Respondent to successfully complete the Project and provide all required services.

The Respondent will be evaluated on the capability of its financial resources as it relates to supporting the Project design, construction, start-up and commissioning activities. Factors to be considered include but are not limited to:

- Strength of the Respondent's balance sheet identifying net worth, liquidity, leverage, and summary of assets;

- Availability of cash flow and profitability as reflected in the income statements provided;
- Strength of the Respondent's credit rating and references.

The Respondent shall provide financial information to demonstrate their ability to manage and have the cash flow to complete a project of similar size. In addition, the Respondent shall submit the following information:

- Audited financial reports with income statements and balance sheets for the past three (3) fiscal years;
- Copies of the latest quarterly financial reports for the prior fiscal year as established by the Respondent for their annual reporting period;
- A statement regarding any material changes in their business for the past three (3) years
- Statements of changes in financial position based on the last three (3) fiscal years of financial reports.

The Respondent shall submit, when applicable for the entity, copies of the most recent three (3) years of audited annual reports filed with the Securities and Exchange Commission on Form 10-K, including supporting documents, and all related quarterly reports filed with the SEC on Form 10-Q. Provide all other SEC reports filed that describe the Respondent's financial condition during the most recent three (3) years.

The Respondent shall provide credit ratings provided by major agencies such as Standard & Poors, Moody's, Fitch or other recognized credit reporting agencies for the last three (3) years. The Respondent shall also disclose any changes in the rating in the past three (3) years.

- Insurance Coverage

The Progressive Design-Builder and its subcontractor shall be required to maintain insurance coverage for the duration of the Progressive Design-Build Contract and provide certifications of insurance coverage(s). Respondents are required to provide a notarized declaration from their insurance carrier(s) for the insurance coverage limits as required in Article 5 of Attachment C - Draft Progressive Design-Build Contract.

- Litigation/Dispute History

The Respondent must not be subject to a material adverse condition, such as pending litigation regarding a significant amount, insufficient liquidity, or excessive leverage, that could raise to reasonable doubt concerning its ability to continue to operate and/or to provide payment or performance bonds, insurance, or to maintain sufficient financial strength to undertake and successfully complete the Project.

The Progressive Design-Builder and all its consultants and subcontractors shall provide the following information related to the design, construction, operation, design-build and/or progressive design-build assignments undertaken within the last five (5) years:

- Identification of any contract that has been terminated for default;

- Identification of any criminal conviction, and any violation of any federal, state, or local statute or regulation, or of any court order addressing or governing antitrust, public contracting, employment discrimination, false claims, misrepresentation, fraud, theft, dishonesty or prevailing wages;
- Identification of any debarment, or any consideration for debarment, on public contracts by federal, state, or local governments;
- Identification of any prior disqualification from performing work for any owner;
- Identification of any fines, assessments or penalties by any public entity for any violation of local, state or federal law;
- Identification of all claims, arbitration, and litigation by or against any owner including but not limited to issues related to poor workmanship, incomplete performance, assessment of liquidated damages, or termination due to nonperformance.

If any of the above information is identified, the Respondent shall also provide the following for each:

- Detailed description of the unfavorable factor/event;
- Sufficient information to demonstrate that the unfavorable factor/event will not adversely impact the Respondent's ability to perform any contractual commitments for this Project.

The Respondent shall provide information on the revocation or suspension of any license, credential, or registration that is pending or has occurred during the last five (5) years. The Respondent shall also identify claims, negotiated settlements, lawsuits, and legal actions against the Respondent on going and occurring in the last five (5) years.

Additional information may be included in Appendix C in the SOQ.

5.3.4 Part 3 – Project Understanding, Project Approach and Key Issues

The Respondent shall demonstrate an understanding of the District's goals and objectives for the Project. The Respondent shall identify any key issues or challenges that could potentially impact the Project and discuss their approach to overcoming them in cooperation with the District.

The Respondent shall format and provide content that meets the following requirements:

- Provide a summary of the Respondent's understanding of the Project and discuss key issues to be addressed during the design, construction, start-up and commissioning services of the Project.
- Provide a narrative of Respondent's proposed approach to coordinating with their team members. Discuss briefly how the proposed Project Team would establish procedures in managing the Project that would assist in anticipating any major problems, and how the Project Team would work cooperatively in approaching effective solutions.

- Discuss how the project management approach would deliver a high level of communication, teamwork, emphasis on quality, accurate documentation, and schedule and budget control.
- Discuss the Respondent's record of successfully completing design-build projects on time and within fixed budgets while meeting performance specifications. Address how this experience will be applied to meeting the District's goals of delivering the Project, and what specific actions will be taken to meet or exceed this objective.
- Describe innovative approaches to save construction cost, without sacrificing quality, which may be employed on the Project.
- Describe the Respondent's approach to developing GMPs and how costs will be controlled throughout GMP development and construction.

Provide a description of the Respondent's approach to quality. Discuss how quality of equipment and materials will be considered during design and construction, and how Respondent leadership will be involved in this process.

5.3.5 Part 4 – Project Team

Describe the composition, organization and management of the Project Team in two separate subsections.

- Progressive Design-Builder/other firms:

Identify any firms (such as subcontractors and subconsultants) included on the Project Team along with the Progressive Design-Builder and describe the scope of the Progressive Design-Builder's and each firm's services and responsibilities throughout the Project. Clearly identify the firm(s) serving as the Designer and the Builder.

Describe the Respondent's approach to the management of subcontractors and subconsultants.

- Key Personnel

Identify Key Personnel, including their names and phone numbers. The District expects Key Personnel named in this SOQ to remain on the Project Team for the duration of the Project. Provide resumes for all Key Personnel as Appendix B in the SOQ. Resumes shall include a narrative describing:

- Total years of experience in design and/or construction of water/wastewater public works projects with Respondent's firm and indicate prior years with firms;
- Academic and professional qualifications;
- Professional registration (as applicable) and certifications;
- Experience as it relates to the Project and to the individual's specified role on the Project;
- Contractor's License number

- The agency or firm the individual worked for on each project and what their role was (designer, contractor, owner's engineer, design-builder, etc.);
- State Operator Certification for the training and transition period.

Provide names, telephone numbers, email, addresses, and a minimum of three (3) references for each of the Respondent's:

- Project Manager;
- Design Manager;
- Construction Manager.

- **Project-Specific Organization**

Provide a project-specific organization chart clearly illustrating the management structure, roles, and lines of communication of all proposed project team members. Respondents must identify all key personnel by name and title and their anticipated percent availability to complete work on the Project.

The District reserves the right to disqualify any Respondents for changes made to key personnel staffing between the RFQ and RFP stages without written notification to the District. After submittal of the SOQ, the District will review and, if acceptable, approve all requested substitutions of Key Personnel.

Teaming with specific equipment vendors is not recommended, as open-book procurement will be used.

5.3.6 Part 5 – Qualifying Experience

- **Reference Projects**

The Respondent must provide specific project-related experience and individual team histories in design-build delivery, indicating relevance of size, scope, and complexity to the Project. To qualify as relevant, the information submitted must demonstrate that the teams or the individual key personnel's involvement with the referenced project began at the initial stages and extended through completion and acceptance of the project. If applicable, provide examples of projects that the team members and key personnel have previously completed together. Please include the role the firm played on each project (designer, contractor, owner's engineer, design-builder, etc.)

Present qualifying experience of the Respondent in successfully completing design-build projects with similar complexity to the Project over the last five (5) years. Additionally, list similar retrofit projects that are currently underway. The District prefers the Respondent to have experience with wastewater pumping and treatment facilities in California and have experience with raw sewage bypass systems of similar or larger volumes.

Teams may include individual project experience with previous partners.

The qualifying experience shall include the following:

- Name of the client, facility, and facility type;
- Description of design-only, construction-only, or design-build services provided;
- Information regarding quality of performance (as appropriate):
 - o Project value;
 - o Project duration;
 - o Change orders by type (e.g. changed condition, owner requested, etc.), value and percentage of bid.
- Owner reference and contact information: Names, telephone numbers and addresses of a minimum of three (3) existing or former clients. Contacts should be for similar wastewater pumping projects within the last five (5) years;
- Firms and Key Personnel who participated in the project and are included in this SOQ, along with a clear description of the project role and responsibility of each;
- Other pertinent information.

The Respondent may choose to provide additional information related to Respondent contributions to projects that facilitated time efficiency, cost savings, project value, team building, partnering and related issues important to the progressive design-build process.

District staff and its agent reserve the right to contact references and obtain information about representative projects to confirm the information provided by the Respondent. The Respondent's score on this section may be negatively impacted by the inability to contact and verify references.

Design and construction teams may include individual project experience that was gained or obtained with previous partners.

- Safety Record

The SOQ shall include the Respondent's safety information for the past three (3) years.

Safety information shall be included as Appendix C in the SOQ.

- Experience modification rate (EMR) calculated by the National Council on Compensation Insurance or similar rating bureau
- Completed Occupational Safety and Health Administration (OSHA) Form 300A, Summary of Work-Related Injuries and Illness
- Per Public Contract Code section 22164(b)(3)(G), a Respondent's safety record shall be deemed acceptable if its EMR for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for its business category or if the Respondent is a party to an alternative dispute resolution system as provided for in Section 3201.2 of the Labor Code.
- Describe any OSHA violations and, per Public Contract Code section 22164(b)(3)(E), information concerning workers' compensation experience history and a worker safety program of the Respondent.

5.3.7 Appendix A – Skilled and Trained Workforce Certification

Pursuant to Public Contract Code section 22164(c)(1), each Respondent must provide an enforceable commitment that, if selected for the Project, the Respondent and its subcontractors at every tier will use a skilled and trained workforce to perform all of the work on the Project that falls within an apprenticeable occupation in the building and construction trades. Therefore it is mandatory for each Respondent to submit as part of its SOQ a completed Skilled and Trained Workforce Certification, attached hereto as Attachment E and incorporate herein by this reference.

Section 6. SOQ Evaluation and Selection

6.1 General

The District's selection committee will review and evaluate the SOQs according to the requirements and criteria outlined in this Section 6. During the SOQ evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding their SOQ or related matters. Failure to respond within one week to any such questions or requests may be grounds for elimination of the Respondent from further consideration. In addition, the District may require that all or a limited number of Respondents participate in interviews.

6.2 Responsiveness

Each SOQ will be reviewed to determine whether it is responsive to the RFQ. Failure to comply with any of the requirements of this RFQ may result in an SOQ being rejected as nonresponsive. At its sole discretion, however, the District may waive any such failure to meet a requirement of this RFQ and may request clarification or additional information to remedy a failure.

6.3 Minimum (Pass/Fail) Qualification Requirements

Each responsive SOQ will be reviewed to determine whether it meets the Minimum Qualification Requirements outlined in this subsection. At its sole discretion, the District may waive any failure to satisfy such requirements and may request clarification or additional information to address any questions that may arise in this regard. Any SOQ that does not satisfy all the Minimum Qualification Requirements may be rejected.

- **Bonding Capability**
Respondent must provide notarized letter(s) from its surety(ies) verifying the Progressive Design-Builder has a minimum bonding capacity of \$10 million available for this Project.
- **Material Adverse Condition**
The Respondent must not be subject to a material adverse condition, such as pending litigation, insufficient liquidity, weak operating net income or cash flow, or excessive leverage, that gives rise to reasonable doubt concerning its ability to continue to operate as an ongoing concern, to provide performance bonds or insurance, or to maintain sufficient financial strength to undertake and successfully complete the Project and to mitigate/absorb Project risks.
- **Licensing and Registration**
The Respondent must demonstrate that the proposed Builder possess the necessary California construction licenses and are properly registered with the Department of Industrial Relations, and that the proposed Designer and the individual who will act as the

engineer of record possess the necessary engineering license for the type of work to be performed.

- **Total Years in Water/Wastewater Infrastructure Business Sector**
Respondents must have minimum of ten (10) years of business operations in the water and wastewater infrastructure sector.
- **Safety Record**
Respondent should demonstrate its capability to deliver the Project safely. Evaluation will consider past safety performance of the Builder and any subcontractors. See Section 5.3.6 for acceptable qualifications of Respondent's safety record.

6.4 Comparative Evaluation Criteria

The selection committee will evaluate and rank the responsive SOQs that satisfy the Minimum Qualification Requirements by applying the weighted comparative evaluation criteria set forth below to generate a short list of three Respondents.

- **Respondent Profile, Legal Structure, Management, Financial Capacity (20%)**
Respondent should demonstrate the legal form of the Respondent to which the contract would be awarded; provide a detailed description of the proposed team's organizational structure as it is related to the legal relationship between the Respondent and proposed team members; and describe the organizational management of the Project Team.

Evaluation of the history of litigation/disputes related to design, construction, operating, and/or Respondent assignments undertaken in the past.

Evaluation of the Respondent's financial capabilities and credit rating.

- **Project Understanding, Project Approach and Key Issues (20%)**
Respondent should demonstrate an understanding of the Project and discuss key issues to be addressed during the design, construction, start-up and commissioning of the proposed facilities.

Evaluation of the Respondent's approach to a collaborative environment, communications of the team, team's project management approach that would deliver a high level of communication, teamwork, emphasis on quality, accurate documentation, and schedule and budget control. Evaluation of the Respondent's discussion about its record of successfully completing projects on time, how this experience will be used to expedite delivery of this Project, how to save capital as well as operating cost, and/or expedite schedule, without sacrificing quality, the approach to development of a GMP, and how the team plans to manage these costs within these established limits.

Evaluation of the Respondent's approach to ensuring quality, how all team members will be involved in the process, including Respondent's leadership.

- **Key Personnel (30%)**
Respondent should demonstrate qualifications and experience and that Respondent's Key Personnel have the ability to fulfill their roles and responsibilities and will enable the Respondent to successfully complete the design, construction, startup and commissioning of the Project. Evaluation of qualifications will include appropriate education, training, and experience of the team members and the firm's relative experience with this type of project. Special emphasis will be placed on the qualifications of key members such as the Project Manager, Design Manager, Construction Manager, Construction Superintendent, and any special capabilities the team may bring to the Project.
- **Past Experience and Reference Checks (30%)**
Respondent should demonstrate experience by showing that the Respondent's Project Team has the ability to successfully complete the design, construction, startup and commissioning of the Project. Evaluation will consider Respondent's history in successfully completing similar progressive design-build projects involving projects of similar complexity and size to the Project, construction of similar facilities, and history of completing projects on time and within budget. The Project involves design and operation of temporary sewage bypass; therefore, the District prefers the Respondents have experience with raw sewage bypass systems of similar or larger volumes.

District staff and advisors reserve the right to contact references and obtain information about representative projects and Key Personnel to confirm the accuracy of the information provided by the Respondent. The Respondent's score on this section may be negatively impacted by the inability to contact and verify references.

6.5 Term of Evaluation

The Valley Sanitary District, through the Board of Directors (Board) has the sole authority to select the successful Respondent and reserves the right to reject any and all Respondents.

The District reserves the right to prequalify any number of the Respondents. In addition, the District reserves the right to issue written notice to all prospective Respondents of any changes in the RFQ terms or qualification submission schedule, should the District determine in its sole and absolute discretion that such changes are necessary. The District reserves the right to request additional information from any Respondent and to reject any and all SOQs. All original work products, including computer files, shall remain the property of the District.

The District reserves the right to retain an expert to evaluate the Respondent's work or qualifications at all stages in the selection process.

The District is the sole and exclusive judge of quality and compliance with qualification specifications in any of the matters pertaining to this RFQ.

Review the Draft Progressive Design-Build Contract prior to submitting an SOQ. The District intends to use the Progressive Design-Build Contract as the agreement with the successful Progressive Design-Builder. The District will not make material changes to the Draft Progressive Design-Build Contract once Respondents have been shortlisted. If the Respondent wishes to request changes to the Draft Progressive Design-Build Contract, they must be submitted with this SOQ.

The RFQ document and the successful Respondent SOQs may become part of the contract documents. After the evaluation process is complete, the District will notify Respondents of the rankings. The top-ranked Respondents will be selected for inclusion in the short list of up to three (3) Respondents for receipt of the RFP. No oral explanation or instruction of any kind or nature whatsoever given before the SOQ shall be binding.

Section 7. Conditions Governing Procurement

7.1 Owner Authority

Valley Sanitary District is a Special District in the State of California governed by the California Sanitary Act of 1923. The procurement process for this Project is authorized under Public Contract Code section 22160 *et seq.*

7.2 Ineligible Firms and Individuals

Stantec Consulting Services, Inc. is serving in an advisory capacity to the District for this Project and is therefore not eligible to assist or participate with any Respondent that submits an SOQ.

7.3 Conflict of Interest

The District's Conflict-Of-Interest Policy Covering Design-Build Projects contains policies and guidelines for Respondents wishing to participate in the Project and this RFQ and Respondents shall follow said policies and guidelines. A copy of the Conflict-Of-Interest Policy Covering Design-Build Projects is attached hereto as Attachment F and incorporated herein by this reference.

7.4 Proprietary Information

All SOQs submitted by Respondents to the District and any other correspondence in connection therewith will become exclusive property of the District. If the SOQ contains proprietary information that the Respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal and refer to the appropriate section of the California Public Record Act which provides the exemption as well as the factual basis of claiming the exemption. The District will, to the extent provided by law, endeavor to protect such information from disclosure. If a request is made for information marked PROPRIETARY, the District will provide Respondents who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Respondent shall have five (5) working days after receipt of such notice to give the District written notice of Respondent's objection to the release of proprietary information. Respondent shall indemnify, defend and hold harmless the District, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of proprietary information. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. Respondent shall not be permitted to mark the entire proposal as proprietary and may be deemed nonresponsive and disqualified from further participation in this RFP.

7.5 Rights of the Owner

In connection with this RFQ, including the receipt and evaluation of SOQs and development of the short list, the District may (at its sole discretion):

- Cancel, withdraw, postpone, or extend this RFQ, in whole or in part, at any time, without incurring any obligations or liabilities
- Modify the RFQ schedule
- Waive deficiencies, informalities and irregularities in an SOQ and accept and review a non-conforming SOQ
- Suspend and terminate the RFQ or terminate evaluations of SOQs received
- Permit corrections to data submitted with any SOQ
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in an SOQ
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the SOQs
- Seek clarification from any Respondent to fully understand information provided in the SOQ and to help evaluate and rank the Respondents
- Reject an SOQ containing exceptions, additions, qualifications or conditions not called for in the RFQ or otherwise not acceptable to the District
- Conduct an independent investigation of any information, including experience, identified in an SOQ by contacting project references, accessing public information, contacting independent parties, or any other means
- Request additional information from a Respondent during the evaluation of its SOQ

7.6 Obligation to Keep Project Team Intact

Respondents are advised that all firms and Key Personnel identified in the SOQ shall remain on the Project Team for the duration of the procurement process and execution of the Project. If extraordinary circumstances require a change, it must be submitted in writing to the District's contact, who, at his or her sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the Respondent's control. Unauthorized changes to the Project Team at any time during the procurement process may result in elimination of the Respondent from further consideration.

7.7 Addenda

If any revisions to the RFQ become necessary or desirable (at the District's sole discretion), the District may issue written addenda. The District will post all addenda on the District's website. It is Respondent's responsibility to obtain all addenda prior to submitting its SOQ.

7.8 Protests

A Respondent may protest if the Respondent is not short listed for the RFP and believes that the short listing of the other Respondents was inconsistent with this RFQ. A protest must be filed in writing with the District (email is not acceptable) within five (5) business days after receipt of notification of the intended short list. Any protest submitted after 5 p.m. of the fifth business day after notification of the intended short list will be rejected by the District as invalid and the Respondent's failure to timely file a protest will waive the Respondent's right to protest the short list. The Respondent's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Respondent for purposes of the protest. Any matters not set forth in the protest shall be deemed waived. The District will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. The District shall provide the Respondent submitting the protest with a written statement concurring with or denying the protest. Action by the District relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Respondent's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

Attachment A Definition of Terms

The definitions of some of the capitalized terms used in this RFQ are presented below:

Progressive Design-Builder – The entity that will enter into the Progressive Design-Build Contract with the District and that will be the single point of accountability to the District for delivering the services and the Project.

Builder – The Progressive Design-Builder or other firm (such as a subcontractor or joint venture partner) that will provide construction services and have responsible charge of construction of the Project.

Designer – The Progressive Design-Builder or other firm (such as a subconsultant or joint venture partner) that will provide professional design engineering services and have responsible charge of the design, including preparation of the construction documents.

District – Valley Sanitary District.

Draft Progressive Design-Build Contract – The draft contract, including the agreement and all of its attachments, presented as RFQ Attachment C (Draft Progressive Design-Build Contract).

Final Design – Design documents prepared to a level of completion whereby all required systems, equipment, controls and componentry to be incorporated into the Project area adequately represented in the documents and design development is near completion except for the final QA/QC review and approval.

Key Personnel – The individuals, employed by Progressive Design-Builder or other firm included on the Project Team, who would fill certain key roles in delivery of the Project and related services by the Progressive Design-Builder.

Minimum Qualification Requirements – The requirements set forth in Subsection 6.3 of this RFQ that, at a minimum, must be satisfied (or waived by the District) in order for the SOQ to be evaluated and ranked according to the comparative evaluation criteria.

Owner – Valley Sanitary District

Project – Influent Pump Station Rehabilitation Project

Project Team – The Progressive Design-Builder, Key Personnel and any additional firms (such as subcontractors and subconsultants) included in the SOQ.

Respondent – The entity responding to this RFQ by submitting the SOQ. The Respondent is also known as the Progressive Design-Builder.

Attachment B Scope of Progressive Design-Build Services

The Scope of Services described in this Attachment B pertain to services to be provided as part of the progressive design build delivery of the Valley Sanitary District Influent Pump Station Rehabilitation Project. As such, the services shall be performed collaboratively with the District and the Progressive Design-Builder, and the scope of services shall incorporate workshops, meetings, and other forms of communication to facilitate the collaborative approach intended.

The anticipated scope of services shall include:

- Develop the Project execution plan, including the preliminary Project schedule;
- Evaluate all existing technical studies and reports and site conditions;
- Provide the basis of design report (BODR) based on inspection(s) of the Influent Pump Station to identify elements that require rehabilitation, repair or replacement. The BODR shall also include Project design data that will be used for developing the drawings and specifications;
- Develop a detailed critical path schedule and define all necessary tasks for implementation of the Project. Work in conjunction with District Staff and other District-retained consultants to successfully implement the Project in accordance with the schedule;
- Provide technical expertise to develop the design and specifications for the recommended improvements and all necessary studies and investigations including site survey, utility research, etc.;
- Provide the engineering design (including preparing and submitting design review packages) in conjunction with the District;
- Provide a detailed Guaranteed Maximum Price (GMP) at 60% design development for the construction of the Project;
- Identify Project permitting requirements and initiate certain permitting activities;
- Perform and complete open book procurement for labor, materials, equipment and testing;
- Prepare all applications and secure/obtain all necessary permits for the construction of the Project;
- Design and construct the Project to meet the requirements and mitigation measures identified in the Influent Pump Station Rehabilitation Preliminary Evaluation Technical Memorandum and applicable environmental requirements;
- Comply with all generally recognized industry codes and standards for materials and construction;
- Comply with all Owner and regulatory agencies general conditions, general requirements and construction regulations;

- Construct all components of the Project in accordance with all specified requirements and all applicable rules and regulations;
- Comply with insurance and bonding (performance, labor and material) requirements for all stages of the project including pre-design, design, construction, and commissioning;
- Provide project management for the Project implementation.

The engineering design effort shall include interim deliverables as well as final BODR for the design of the Project scope as generally outlined in the RFQ Section 2, and shall include the following elements:

- i. Influent Pump Station Deficiencies
- ii. Influent Pump Station Bypass Plan
- iii. Influent Pump Station Repair Plan
- iv. Influent Pump Station Startup Plan

Attachment C
Draft Progressive Design-Build Contract

The draft contract, including the agreement and all its attachments, substantially in the form attached hereto as Attachment C (Draft Progressive Design-Build Contract). The District expressly reserves the right unilaterally to change any provision or provisions of the Draft Progressive Design-Build Contract prior to the execution of the agreement.

Attachment D

Project Background Documents

Influent Pump Station Rehabilitation Preliminary Evaluation Technical Memorandum (May 2019), with Attachments listed below:

- Attachment A – Selected Influent Pump Station and Sewer Record Drawings
- Attachment B – Temporary Bypass Plan (Conceptual)
- Attachment C – Temporary Bypass Pumping Calculations (Preliminary)
- Attachment D – Construction Schedule and Class 4 Cost Estimate

Attachment E
Skilled and Trained Workforce Certification

Attachment F
Valley Sanitary District
Conflict-Of-Interest Policy Covering Design-Build Projects

Attachment G
Proposal Holder Contact Form