



## SUMMARY REPORT

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**Agenda Date:** 10/13/2020

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**To:** Board of Directors, Sonoma County Water Agency and Sonoma Valley County Sanitation District

**Department or Agency Name(s):** Sonoma Valley County Sanitation District

**Staff Name and Phone Number:** Nazareth Tesfai / 521-1835

**Vote Requirement:** Majority

**Supervisory District(s):** First

**Title:**

Engineering and Design for Roof Replacements

**Recommended Action:**

- A) Authorize Sonoma County Water Agency's General Manager acting on behalf of Sonoma Valley County Sanitation District to execute an agreement with Allana Buick & Bers, Inc. for engineering and design services through September 15, 2023 in the not-to-exceed amount of \$245,000. (First District)
- B) Authorize Sonoma County Water Agency's General Manager to amend the agreement provided amendments do not cumulatively increase the total cost to Sonoma County Water Agency by more than 10 percent, while retaining authorities under Resolution 04-0547, extend the term, and make modifications to the scope of work.

**Executive Summary:**

Sonoma Valley County Sanitation District (District) treatment plant has three buildings identified to have roofs in need of replacement. This project will design roof replacements on the administration, maintenance shop, and influent/effluent buildings (Project). Due to the unique demands placed on buildings at a wastewater treatment facility, the services of an engineering firm is desired to design the roof replacements.

**Discussion:**

**HISTORY OF ITEM/BACKGROUND**

There are three District treatment plant buildings that have roofs with leaks. They are the administration, maintenance shop, and influent/effluent buildings which all have the original roofs from when they were constructed in 1977. The Project consists of designing the replacements for aging roofs and related appurtenances.

The type of roofs necessary at a wastewater treatment plant differ from typical commercial roofs. They require unique design adaptations to achieve the required temperature parameters for operations equipment and laboratory instruments, and to accommodate specialized ventilation systems for the equipment. The District does not have staff with this expertise, therefore, an engineering firm is needed to design the roof structures and to determine the exact roofing system materials demanded by the site.

**SELECTION PROCESS**

On May 17, 2019, Sonoma County Water Agency (Sonoma Water) issued a Request for Statements of

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Qualifications (RFQ) to the 36 engineering firms listed in Attachment 2 (Recipient List). The RFQ was also posted on the Sonoma Water and County of Sonoma Purchasing Department websites.

The 22 firms listed in Attachment 3 (Statements of Qualifications Received) submitted Statements of Qualifications (SOQs)

The following criteria were used to evaluate each firm:

1. Thoroughness of SOQ.
2. Professional qualifications and demonstrated ability to perform the work.
3. Exceptions to standard terms in the sample agreement).

Based on the evaluations, all 22 respondents were determined qualified and included on the list of qualified consultants.

Allana Buick & Bers, Inc. (Consultant) was selected for this project because they have specific experience designing roofs for wastewater treatment plants.

District may seek to amend or enter into subsequent agreement(s) with Board approval if required, relying upon this competitive selection process, after the preliminary or initial work is completed for the Project.

#### SERVICES TO BE PERFORMED

Under the proposed agreement, Consultant will prepare Project design drawings and specifications, and provide support to District during bidding and construction.

The cost of services will not exceed \$245,000; the term end date is September 15, 2023.

The agreement includes two options for District to extend this agreement for a period of one year each by providing written notice to Consultant thirty days in advance of the expiration date of the agreement and of the first extension option.

Until this project is completed, Sonoma Water staff will continue to capture and divert rainwater as it enters the buildings in order to protect vital equipment.

#### Prior Board Actions:

None

#### FISCAL SUMMARY

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY 21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$245,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$245,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			

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State/Federal			
Fees/Other	\$245,000		
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$245,000</b>		

**Narrative Explanation of Fiscal Impacts:**

Budgeted amount of \$245,000 is available from FY 2020/2021 appropriations for the Sonoma Valley County Sanitation District Operations fund. No additional appropriation is required.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment 1: Agreement with Allana Buick & Bers, Inc.

Attachment 2: Recipient List

Attachment 3: Statements of Qualifications Received

**Related Items "On File" with the Clerk of the Board:**

None