



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 2/9/2021

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**To:** Board of Directors, Sonoma County Water Agency  
**Department or Agency Name(s):** Sonoma County Water Agency  
**Staff Name and Phone Number:** Anjenette Hayre 521-1830  
**Vote Requirement:** Majority  
**Supervisory District(s):** Fourth

**Title:**

Engineering and Design Services for 12 kV Electrical Improvements Project at Airport-Larkfield-Wikiup Treatment Plant

**Recommended Action:**

Authorize Sonoma County Water Agency's General Manager to execute an agreement with Lee & Ro, Inc., for Engineering and Design Services for 12 kV Electrical Improvements Project at Airport Treatment Plant through March 2, 2023 in the not-to-exceed amount of \$270,000.

**Executive Summary:**

This item requests authority for Sonoma County Water Agency's (Sonoma Water's) General Manager to execute an agreement with Lee & Ro, for engineering and design services at Sonoma Water's Airport-Larkfield-Wikiup Treatment Plant. A new 12 kV switchboard is required to provide a safe and reliable way to disconnect utility service when performing plant maintenance and repairs.

**Discussion:**

**HISTORY OF ITEM/BACKGROUND**

Sonoma Water owns, operates, and maintains electrical system (System) at Sonoma Water's Airport/Larkfield/Wikiup Sanitation Zone's Treatment Plant (Treatment Plant). The existing Treatment Plant was constructed in several phases beginning in the early 1980s. A photovoltaic system was installed in 2007 to offset utility cost. The connection to the photovoltaic system needs to be reconfigured to allow staff to safely isolate System from utility service without scheduling a PG&E shutdown when conducting routine maintenance or repairs.

**SELECTION PROCESS**

On September 25, 2020, Sonoma Water issued a Request for Statements of Qualifications (RFQ) to the 42 firms listed in the attached Recipient List.

The RFQ was also posted on the Sonoma County Water Agency and County of Sonoma Purchasing Department websites.

The 14 firms listed below submitted Statements of Qualifications (SOQs):

1. Bureau Veritas, Sacramento, CA
2. DTN Engineers, Inc., Oakland, CA

3. Elcon Associates, Inc., Beaverton, OR
4. EPS Engineering and Design, San Diego, CA
5. GHD, Santa Rosa, CA
6. HDR, Folsom, CA
7. IEC Corporation, Sacramento, CA
8. Lee & Ro, Walnut Creek, CA
9. OS Engineering, Bend, OR
10. P2S Inc., Long Beach, CA
11. PACE Engineering Inc., Redding, CA
12. Synergos, Inc., Walnut, CA
13. TJC and Associates, Inc., Oakland, CA
14. YEI Engineers, Inc., Oakland, CA

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
- 4) Local Service Provider Preference

Lee & Ro (Consultant) was selected to perform the work because Consultant is a qualified and licensed engineering firm experienced in assessing and modifying wastewater electrical systems. In addition, Consultant has worked at the Treatment Plant and is familiar with the facility and its existing electrical system. Also, Consultant is familiar with Sonoma Water's design process.

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

#### **SERVICES TO BE PERFORMED**

Under the proposed agreement, Consultant will provide engineering and design services for the installation of a new outdoor service entrance switchboard designed per PG&E Greenbook standards, canopies and concrete pads to protect equipment from weather and to increase working clearances and prevent standing water around equipment, protective relays, disconnect switches, trenching, conduits, cables; and design modifications to existing 480V switchboard to provide a safe and reliable way to disconnect from new utility service switchboard. New interconnection will allow staff to safely perform plant maintenance and repairs. Design includes design meetings, sites visits, AutoCAD drawings, CSI specifications, and design calculations.

The cost of services will not exceed \$270,000; the term end date is March 2, 2023.

The agreement includes two options for Sonoma Water 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.

#### **Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	\$100,000	\$165,000	\$5,000
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$100,000	\$165,000	\$5,000
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$100,000</b>	<b>\$165,000</b>	<b>\$5,000</b>

**Narrative Explanation of Fiscal Impacts:**

Budgeted amount of \$100,000 is available from FY 2020/2021 appropriations for the Airport-Larkfield-Wikiup Sanitation Zone Construction fund. FY 2021/2022 and 2022/2023 appropriations will be budgeted in those fiscal years.

<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:**

Agreement  
Recipient List

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

None