

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: TETYANA MOKVYTS, WATER REUSE ENGINEER
SUBJECT: CONTRACT AWARD – PROFESSIONAL SERVICES
AGREEMENT WITH CDM SMITH INC FOR PREPARATION OF
THE REGIONAL WATER REUSE SYSTEM MASTER PLAN
UPDATE

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Contract Review Subcommittee and Santa Rosa Water that the Board of Public Utilities, by motion, approve a Professional Services Agreement (PSA) with CDM Smith Inc. in a not-to-exceed amount of \$1,348,313.00 to provide professional services for the preparation of the Regional Water Reuse System Master Plan (RWRSMP) Update.

EXECUTIVE SUMMARY

This proposed action will authorize CDM Smith Inc. to update the Regional Water Reuse System Master Plan originally completed in 2018. The update will incorporate findings from previous studies, including but not limited to the 2018 Master Plan, the Laguna Treatment Plant (LTP) Power Master Plan, the LTP Biosolids Management Strategic Plan Phase 2, the LTP Business Risk and Vulnerabilities Analysis (BRVA), and the Geysers Recharge System BRVA.

The goals of the RWRSMP consist of updating the 2018 RWRSMP, achieving regulatory compliance at a cost that is respectful of ratepayer resources, and providing responsible protection of public health and environmental benefit to the region.

The project will include a comprehensive assessment of system capacity and condition, and will provide recommendations for maintenance and replacement schedules, as well as short- and long-term infrastructure improvements. The resulting Master Plan Update will inform the Regional Capital Improvement Program (CIP) and guide infrastructure investment and operational planning.

BACKGROUND

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LTP is a 21.3-million-gallon-per-day tertiary wastewater treatment plant that serves approximately 230,000 residents in the cities of Santa Rosa, Rohnert Park, Cotati, Sebastopol, and unincorporated portions of Sonoma County. The LTP was originally constructed in 1968 and has undergone multiple improvements since then. The plant removes organic and suspended material from the waste stream to Title 22 levels. The recycled water produced by LTP is typically beneficially reused for agriculture and urban reuse and Geysers recharge. Additionally, LTP produces an average of 120 wet tons of biosolids per day.

The City of Santa Rosa Water Department typically updates master planning studies for water and wastewater infrastructure approximately every 5 years. The City's latest Regional Water Reuse System Master Plan (RWRSMP) was developed in 2018 by GHD and is due for an update.

This update will provide a strategic roadmap to guide Santa Rosa Water staff, the Board of Public Utilities, and City Council in operating the Regional Facilities effectively and efficiently to meet both current and future needs. The analysis will identify CIP needs over short-term (10-year) and long-term (20-30 year) horizons and result in a prioritized list of projects, including scope, budget, schedule, and any regulatory considerations. It will also identify future study needs and inform operational planning. The project goals of the RWRSMP are:

1. Incorporate Previous Studies Done By Others
2. Identify System Reliability Improvements
3. Provide Condition Assessment Recommendations
4. Develop Maintenance and Replacement Schedule
5. Develop a Prioritized Capital Improvement Projects Plan
6. Develop a Long-Term Infrastructure Improvements Roadmap

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

None.

ANALYSIS

The Request for Proposals (RFP) for the RWRSMP Update was issued on April 10, 2025, with a proposal deadline of June 2, 2025. One proposal was received, from CDM Smith Inc.

Staff reached out to other consultants to understand why additional proposals were not submitted. Feedback indicated that limited staff availability, the need for specialized technical expertise, and prior project commitments prevented other qualified firms from responding within the RFP timeline.

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A review panel evaluated and scored the proposal in accordance with applicable law.

The review panel was comprised of the Deputy Director Regional Water Reuse, Wastewater Treatment Superintendent and Water Reuse Engineer.

The proposal was reviewed and evaluated based on the following criteria:

- Responsiveness to Requirements, Terms, and Conditions of the RFP
- Qualifications of the Project Team
- Understanding of the Work to be Completed
- Previous Experience and Demonstrated Technical Ability

CDM Smith Inc. was selected based on their specialized experience, technical capabilities, and in-depth knowledge of the Regional Water Reuse System. The proposed fee was reviewed and deemed reasonable for the scope of work.

Project initiation is anticipated to begin in January 2026 with completion by January 2027.

FISCAL IMPACT

Approval of this contract has no additional budget impacts. Funds for this project are already appropriated in the Capital Improvement Program budget.

ENVIRONMENTAL IMPACT

The proposed action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), which excludes the creation of government funding mechanisms and other fiscal activities that do not involve any commitment to any specific project which may result in a physical change in the environment, and Section 15378(b)(5), which excludes organizational or administrative activities that will not result in direct or indirect physical changes to the environment. Approval of a Professional Services Agreement (PSA) to update the Regional Water Reuse System Master Plan is administrative in nature, does not approve construction or improvements, and does not result in a commitment to a specific project.

The proposed action is also exempt from CEQA pursuant to CEQA Guidelines Section 15262 (Feasibility and Planning Studies), which allows for planning and feasibility studies that will not have a legally binding effect on later activities, and CEQA Guidelines Section 15306 (Information Collection), which consists of basic data collection, research, resource evaluation, and activities that do not result in a serious or major disturbance to an environmental resource. The Master Plan Update will evaluate system conditions, identify potential future improvements, and inform future capital planning decisions but does not authorize their implementation.

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Finally, the action is exempt pursuant to CEQA Guidelines Section 15061(b)(3) (the “Common Sense” exemption), as there is no possibility that approving the PSA will result in a physical change to the environment.

None of the exceptions to categorical exemptions under CEQA Guidelines Section 15300.2 apply, as the action will not occur in a sensitive environment, will not contribute to cumulative impacts, and does not involve unusual circumstances or impacts to scenic or historic resources. Any future projects identified in the Master Plan Update will undergo separate environmental review, as required, prior to approval.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The proposed PSA was considered by the BPU Contract Review Subcommittee on November 3, 2025. The Contract Review Subcommittee unanimously recommended the approval of the proposed PSA and recommended that the item proceed to the full Board for consideration.

ATTACHMENTS

- Attachment 1 – Professional Services Agreement

CONTACT

Tetyana Mokvyts, Water Reuse Engineer