

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: COLIN CLOSE, SENIOR WATER RESOURCES PLANNER
SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH EKI
ENVIRONMENT & WATER, INC. FOR PREPARATION OF THE
2020 URBAN WATER MANAGEMENT PLAN WATER DEMAND
ANALYSIS AND WATER CONSERVATION MEASURES UPDATE
AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Contract Review Subcommittee and the Water Department that the Board of Public Utilities, by motion, (1) award a Professional Service Agreement (PSA) with EKI Environment & Water, Inc. (EKI) for a not to exceed amount of \$249,529 for the 2020 Urban Water Management Plan (UWMP) Water Demand Analysis and Water Conservation Measures Update, (2) authorize the Board Chair to sign the PSA, and (3) authorize the Director of Santa Rosa Water to sign a Letter Agreement for cost split among the Cities of Santa Rosa, Cotati, Petaluma, Rohnert Park, Sonoma, the Town of Windsor, and the Water Districts of Marin Municipal, North Marin, and Valley of the Moon.

EXECUTIVE SUMMARY

The California Urban Water Management Planning Act requires each urban water provider serving at least 3,000 connections or delivering at least 3,000 acre-feet per year to prepare and adopt an Urban Water Management Plan (UMWP) every five years for submittal to the California Department of Water Resources.

Nine members of the Sonoma Marin Saving Water Partnership (Cities of Santa Rosa, Cotati, Petaluma, Rohnert Park, Sonoma, the Town of Windsor, and the Water Districts of Marin Municipal, North Marin, and Valley of the Moon), collectively known as the Water Contractors, desire to engage EKI Environment & Water, Inc. (EKI) to develop 2020 UWMP Water Demand Analysis and Water Conservation Measures Update and individual reports for incorporation in their UWMPs.

The City of Santa Rosa will be the contracting agent with EKI. A Letter Agreement between the City and the other Water Contractors will provide the mechanism for funding the PSA.

BACKGROUND

By law, UWMPs must assess the adequacy and reliability of water sources for existing and future customers during normal and dry years over a 20-year planning time frame. The plans must describe demand management measures, include water shortage contingency plans, report progress toward meeting water conservation targets, and discuss the existing and planned use of recycled water. New requirements for 2020 include standardized stages for water shortage contingency planning, a five-year drought risk assessment, and a description of how demand management measures will be implemented to achieve new urban water use objectives for efficient water use by 2027.

The Water Contractors have found it beneficial in the past to engage one consultant to use a common methodology to develop water demand analyses and water conservation measures updates and provide individual reports for each agency for incorporation into their UWMPs. This approach was successful for preparation of 2010 and 2015 UWMPs.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

N/A

ANALYSIS

City staff prepared a Request for Proposals (RFP) for the 2020 UWMP Water Demand Analysis and Water Conservation Measures Update in coordination with the Water Contractors. The RFP was advertised on August 5, 2019. More than 40 vendors received notification. Four proposals (4) were submitted by the deadline (August 30, 2019), from the following firms: EKI Environment & Water, Inc., Maddaus Water Management Inc., Tully & Young, and Woodard & Curran.

The Technical Advisory Committee (TAC) formed a 2020 UWMP Ad Hoc Subcommittee (Subcommittee) to review the proposals. The Subcommittee was chaired by City staff and included representatives from the City of Petaluma, Marin Municipal Water District, North Marin Water District, and Town of Windsor. The Subcommittee unanimously ranked EKI as the top firm. All agency references provided by EKI confirmed the quality and reliability of EKI's work on similar projects.

As in the past, the City agreed to be the administrative agent for the PSA with EKI. The Water Contractors agreed to execute a joint Letter Agreement as a mechanism to share the cost of the PSA, just as they did for the 2015 UWMP effort. On November 4, 2019, the TAC unanimously approved the Letter Agreement.

FISCAL IMPACT

The total proposed contract award is \$249,529.00, including a ten percent contingency. A cost sharing methodology in which the other Water Contractors will reimburse the City has been established and incorporated into a Letter Agreement. The base cost of the

work performed under the PSA will be shared fifty percent (50%) on an equal basis and fifty percent (50%) on a pro-rated basis based on the number of water service connections in each agency's service territory as of July 2019. Water Contractors that have requested an optional detailed analysis of up to five of their water use efficiency programs ("optional upgrade") will pay an additional flat fee of \$8,041. The City's portion of the contract amount is \$47,779 (\$52,557 with the ten percent contingency).

Funds for this project have been allocated in previous budget cycles. Approval of this contract has no additional impact on the budget.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On November 6, 2019, the Contract Review Subcommittee unanimously recommended that the Board of Public Utilities (1) award a PSA with EKI for the 2020 UWMP Water Demand Analysis and Water Conservation Measures Update, (2) authorize the Board Chair to sign the PSA, and (3) authorize the Director of Santa Rosa Water to sign the Letter Agreement for cost split among the Water Contractors.

ATTACHMENTS

- Attachment 1 - Professional Service Agreement with EKI Environment & Water, Inc.
- Attachment 2 - Letter Agreement

CONTACT

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