

RESOLUTION NO. 06-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROPRIATING \$25,000 FOR AND AUTHORIZING THE CITY MANAGER TO ENTER  
INTO A CONTRACT WITH TJ CROSS ENGINEERS FOR WATER RESOURCE PLANS  
INTEGRATION

WHEREAS, In January 2005 the City Council commissioned the preparation of an Integrated Water Resources Plan that included the following objectives:

Improve water quality; Increase & diversify water supplies; Increase reliability; Lessen ground water basin pumping; Reduce salt loading to the ground water basin; Anticipate and comply with regulatory mandates; Safeguard the City's water rights position; and Prioritize expenditures to achieve these goals; and

WHEREAS, the City has prepared various water resource planning reports including: Water and Sewer Master plans (Boyle Engineering); Storm Water Management Plan (URS Corp); Integrated Water Resources Plan (Boyle Engineering); Wastewater Treatment Plant Audit (Boyle Engineering); Pretreatment and Source Control Program report (Boyle Engineering); and Urban Water Management Plan (Todd Engineering).; and

WHEREAS, The initial scope of the Integrated Water Resources Plan included, but did not fund Phase "III" of the report.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Paso Robles to:

1. Appropriate \$25,000 as follows:

Water Operations Fund	\$12,500	600-910-5224-770
Sewer Operations Fund,	\$12,500	601-910-5224-770
2. Authorize the City Manager to enter into a contract with TJ Cross Engineers as documented in their April 6, 2006 proposal.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 20<sup>th</sup> day of June 2006 by the following vote:

AYES: Heggarty, Nemeth, Picanco, Strong, and Mecham  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Frank R. Mecham, Mayor

ATTEST:

\_\_\_\_\_  
Deborah D. Robinson, Deputy City Clerk

APR 21 2006

Designers • Scientists • Consultants • Analysts • Statisticians • Technicians • Surveyors • Engineers  
Public Works Dept.

Mr. Brad Hagemann, Water Resources Manager  
City of el Paso de Robles  
1000 Spring Street  
Paso Robles, CA 93446

Subject: **Proposal for Water Resources Plan Integration**

Dear Brad:

For over a year, the City has been preparing various water resource reports, evaluating such topics as groundwater, recycled water potential, source control, and utility master planning. Boyle Engineering Corp. has been the primary author of the resource reports, working in close communication with the City's oversight team. It has been my honor to serve on your oversight team.

The reports represent a significant effort of evaluating the condition of the City's utility systems and evaluating projects and programs that could advance the City's resource goals. Each report contains recommendations and, in most cases, estimated costs to carry out those recommendations. As a result, we know much more about the condition of the City's utility systems and a vision of a self-perpetuating, balanced water resource picture is taking shape. What is needed now is an integration of the various water resource reports into a single document and a prioritized program to carry out the recommendations.

TJCross proposes to prepare the needed water resources plan integration for the City. The result would be more than just another report – rather, we would work with you to develop an integrated capital improvement program and agree upon the priority of programs/ordinance revisions to undertake. TJCross' deliverables to you could be used each year in establishing the utility CIP budgets and for future rate studies.

We propose to approach this by assembling key recommendations from each water resource report and setting priorities/sequence to those recommendations. The preliminary priority list would be based on logical steps to meet the City's resource goals. For example, one City goal is to reduce groundwater basin dependence and one recommended means of doing so is to reclaim wastewater. Priority would be given to wastewater treatment process upgrades to support reclamation ahead of transmission main construction.

Next, we would work with City staff to agree upon a reasonable pace of utility projects and programs. For example, water and wastewater are separate enterprise accounts within the City accounting system, but capital projects are managed by the same staff. Further, programs such as water conservation and source control enforcement are both important to achieving City resource goals, but undertaking multiple such programs at once may over-burden staff and be confusing to the public. These considerations would be taken into account in establishing a pace of projects.

Our proposed scope of work would be:

1. Assemble key recommendations from each of the following water resource reports and set initial priorities/sequence to those recommendations:

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**Bakersfield**

T.J. Cross Engineers, Inc. • 200 New Stine Road • Suite 270  
Bakersfield, CA 93309 • Phone: 661-831-8782 • Fax: 661-831-5019  
[www.tjcross.com](http://www.tjcross.com)

**Ventura**

T.J. Cross Engineers, Inc. • 5450 Telegraph Road • Suite 106  
Ventura, CA 93003 • Phone: 805-658-3282 • Fax: 805-658-3283  
[www.tjcross.com](http://www.tjcross.com)

- a. *Source Water and Well Field Assessment* dated 2005 prepared by Boyle Engineering Corp.
- b. *Nacimiento Water Treatment Plant Evaluation* dated 2005 prepared by Boyle Engineering Corp.
- c. *Recycled Water Study Update* dated 2005 prepared by Boyle Engineering Corp.
- d. *Pretreatment and Source Control Assessment* dated 2005 prepared by Boyle Engineering Corp.
- e. *2006 Water Master Plan* prepared by Boyle Engineering Corp.
- f. *2006 Sewer Master Plan* prepared by Boyle Engineering Corp.
- g. *Salt Management Plan and Source Control monitoring programs*
- h. *2006 Urban Water Management Plan* prepared by Todd Engineers.
- i. *Storm Water Management Plan* prepared by URS in December 2004
- j. *Storm Drain Master Plan* – (status?)
- k. *Wastewater Treatment Plant Audit* dated September 2005 prepared by Boyle Engineering Corp.

The City will provide copies of all the above-listed reports.

2. Meet with water and wastewater operations staff to discuss system needs in addition to those addressed in the reports listed above. These needs may fall into the categories of safety issues, deferred maintenance, regulatory compliance, major scheduled maintenance, and routine component upgrades.
3. Meet with the City to review initial plan for sequencing the water resource recommendations. Review alternative approaches to establishing a pace of completing the projects and recommendations. Approaches may range from maintaining an even pace of capital expenditures, to consideration of the number of projects in planning, design, or construction at a given time, to varying levels of reliance on consultant support. Consult with City financing staff to discuss revenue needs and financing considerations affecting capital improvements. Discuss the preferred method to sequencing capital improvements and adjust the sequence accordingly.
4. Consider staffing impacts of completing the recommended capital projects and utility programs. Address staffing in terms of the effect on the pace of getting programs in place and projects in operation. Meet to discuss staffing assumptions that should go into the recommended CIP.
5. Based on the sequencing and pace of improvements at a given staff level discussed above, prepare a recommended integrated capital improvements program. Emphasize improvements over, say, a 10-year period. The CIP is to be accompanied by a narrative describing the logic behind the program and will be in a format that could be referenced during future year's budget cycles.
6. The deliverable resulting from this water resource integration will be one, simple document referencing the key recommendations from the reports listed above, citing the City goals that serve as the basis for prioritizing recommendations. A 10-year CIP and accompanying narrative will be submitted in hard copy and electronic form so that it could be used in future budget preparations. Ten hard copies of the integration report will be submitted to the City.

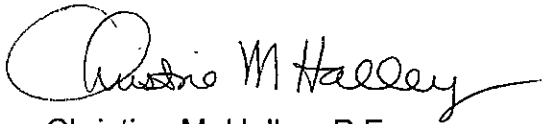
Two natural outcomes of this integration work may be a utility rate study or a staffing assessment. While neither effort is included in this base scope of services, the City may want TJCross to provide more information for use in these future efforts. For example, a cash flow tabulation to accompany the 10-year CIP would be an important element of a rate study. Let's discuss this as the integration progresses to determine if this would be of value to the City.

Regarding schedule, TJCross would be prepared to discuss the initial sequencing plan within 5 weeks of notice to proceed and will submit the final integration report within 6 weeks after that discussion.

I would lead TJCross' services to the City, supported by administrative staff as-needed and senior engineering staff for quality control reviews. We propose to provide these services on a time-and-materials basis per the attached fee schedule. We would provide the scope of services noted herein for a fee not to exceed \$19,700 without the City's prior written authorization.

I look forward to your ideas on this water resources integration effort, Brad, and welcome your input on our approach.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine M. Halley". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Christine M. Halley, P.E.  
Water & Utilities Consultant

Attachment

cc: S.M. Heisler – TJC/BFL



Effective: March 01, 2006

Hourly Rates<sup>(1)</sup>

RATE SCHEDULE for the City of El Paso de Robles  
(Confidential)

Straight Time      Over-Time<sup>(2)</sup>

Personnel:

Principal / Chief Engineer / Corrosion Specialist	\$ 115.00	
Sr. Project Manager / General Mgr / Manager II	\$ 115.00	
Sr. Engineering Consultant / Prin Engineer I	\$ 110.00	
Project Manager / Proj. Specialist / Sr. Systems Analyst	\$ 110.00	
Sr. Engineer / Technical Consultant / Sr Programmer	\$ 105.00	
Staff Engineer / Project Engineer / Engineering Specialist	\$ 100.00	
Systems Analyst / Sr. Accountant	\$ 95.00	
Programmer Analyst / Programmer	\$ 90.00	
Engineer / Design Leader	\$ 90.00	
Construction Manager / Scheduler / Planner	\$ 85.00	
Cad Coordinator / Lead Sup. Designer / Des Specialist	\$ 80.00	
Senior Lead Cad Designer	\$ 92.00	\$ 138.00
Project Design Coordinator	\$ 88.00	\$ 132.00
Senior Designer	\$ 84.00	\$ 126.00
Network Specialist / SCADA Technician	\$ 80.00	\$ 120.00
Instrument Technician	\$ 80.00	\$ 120.00
Designer	\$ 76.00	\$ 114.00
Drafter	\$ 66.00	\$ 99.00
Engineering Assistant / Project Assistant	\$ 58.00	\$ 87.00
Project Support / Admin Support	\$ 54.00	\$ 81.00
Drafting Tech / Intern	\$ 50.00	\$ 75.00
Clerk / Document Control Tech	\$ 48.00	\$ 72.00

Specialty Consultants:

Sr. Gas Processing Consultant	\$ 140.00
Water and Utilities Consultant	\$ 125.00
Sr. Energy Consultant	\$ 120.00

Reimbursable Expenses:

Photocopies 8-1/2" x 11" & PLC/OIU Program Printouts	\$ 0.15 ea.
Photocopies 11" x 17"	\$ 0.24 ea.
AutoCAD Reduced B&W Plots (up to 11" x 17")	\$ 3.50 ea.
AutoCAD Reduced Color Plots (up to 11" x 17")	\$ 5.00 ea.
AutoCAD and Scanned B&W Plots (up to 22" x 34")	\$ 8.50 ea.
AutoCAD Color Plots (up to 22" x 34")	\$ 12.00 ea.
Company/Employee Automobile	\$ 0.60/mi.
Computer (AutoCAD, Programming & Engr. Stations)	\$ 8.00/hr.
Engineering Simulation Software (HYSIM, CAESAR, @RISK, ETAP, etc.)	\$ 25.00/hr.
H <sub>2</sub> S Monitor	\$ 16.00/day

Outside Services and Equipment

Actual Cost plus 10%

Air Fare, Car Rental, Lodging, Meals, & Misc Travel Expenses, Reproduction Firms' Charges, Long Distance and Cellular Phone Calls, Express Mail, Outside Consultant Services (Subconsultant), etc.

NOTES:

- All billing rates include overhead costs and profit.
- Overtime hours are considered work hours in excess of 8 – 10 hrs/day (depending on standard work schedules) and weekends or holidays. Work hours in excess of 12 hrs/day are billed at double time. Minimum field call-out is 4 hours.
- Invoicing will be accomplished on a weekly basis. Payment terms are net 30 days. A 1.5% monthly (18% annum) carrying charge is owed on all amounts past due.
- SPC / Six Sigma consulting rates provided on an activity-by-activity basis.

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Date: 4/6/06		ENGINEERING MAN-HOUR ESTIMATE		TJCross Engineers, Inc.				
Revision: B		City of el Paso de Robles						
Water Resources Plan Integration								
PROJECT TASKS	ENGINEERING		TECHNICAL SUPPORT		TOTAL			
	Water/Util Consultant	Other Engineer	Engr. Assist	Admin.	TOTAL			
	Hrs	(\$)	Hrs	(\$)	HOURS			
					COST			
		\$125		\$58	\$54			
Assemble key recommendations from water resource reports and set initial priorities/sequence to those recommendations:	30	\$3,750	8	\$464	6	\$324	44	\$4,538
Meet with operations staff.	10	\$1,250	0	\$0	0	\$0	10	\$1,250
Meet with the City to review initial plan for sequencing.								
Review approaches to establishing a pace of completing the projects. Consult with City financing staff. Adjust the sequence accordingly.	16	\$2,000	4	\$232	0	\$0	20	\$2,232
Consider staffing impacts of completing the recommended CIP. Meet to discuss staffing assumptions.	12	\$1,500		\$0	0	\$0	12	\$1,500
Additional project meetings	14	\$1,750		\$0	0	\$0	14	\$1,750
Prepare a recommended integrated 10-year CIP and narrative describing the logic behind the program.	24	\$3,000	4		4	\$216		\$3,216
Deliver 10 copies of integration document to City.	12	\$1,500		\$0	6	\$324		\$1,824
<b>Totals =</b>	<b>118</b>	<b>\$14,750</b>	<b>0</b>	<b>\$696</b>	<b>16</b>	<b>\$864</b>	<b>100</b>	<b>16,310</b>
		Subtotal, Engineering & Project Management Direct Costs						\$16,310
				Expenses @		10%		\$1,631
				<b>Total Estimated Cost</b>				<b>\$17,941</b>
				<b>Contingency @</b>		<b>10.0%</b>		<b>\$1,794</b>
				<b>Total Estimated Cost with Contingency</b>				<b>\$19,700</b>