

# Kennedy/Jenks Consultants

## Engineers & Scientists

10850 Gold Center Drive, Suite 350  
Rancho Cordova, CA 95670  
916-858-2700  
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27 June 2018

Mr. Pete Kampa  
General Manager  
Lake Don Pedro Community Services District  
9751 Merced Falls Rd.  
La Grange, CA 95239

Subject: Proposal for Design Consulting Services  
Service Line Replacement and Water Treatment Plant Effluent Meter Upgrade

Dear Mr. Kampa:

This proposal is submitted to Lake Don Pedro Community Services District (LDPCSD, or District) by Kennedy/Jenks Consultants (Kennedy/Jenks) in response to the request in your email on 6 June 2018. The proposal addresses design consulting services for service line replacements and water treatment plant effluent meter upgrades (Work).

### Project Understanding

LDPCSD is responsible for providing a cost-effective, reliable supply of potable water to its approximately 2,700 customers. Part of maintaining an affordable, reliable supply of water includes managing water loss. LDPCSD water loss data indicates water loss averages over 30 percent of production, the majority of which is assumed to be caused by leaking water service lines that were improperly installed in the 1960's.

In recent years, LDPCSD has made a significant effort in trying to mitigate water loss by applying for funding and has started replacing the high priority leaking water service lines. Approximately 60-percent, or 850 connections, of the District's water service lines need to be replaced.

The District was awarded funding grants which are helping to defray the costs of replacing these leaking water service lines. There is remaining budget in the grants to replace additional water service lines, and the District has requested engineering services to help facilitate the procurement of a contractor to complete this work. The District is looking for Kennedy/Jenks Consultants to complete the work previously developed by another consultant to utilize the grant funds.

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As part of this project, the District will also upgrade its water treatment plant (WTP) effluent meter (meter) to effectively monitor production and better estimate water loss.

## Scope of Services

Kennedy/Jenks will assist the District in the procurement of a contractor to perform the Work by providing project management and quality control services, design services and bidding assistance during procurement. The scope of work (Scope) is defined by the following tasks:

### Task 1 – Project Management and Quality Control

This task includes the following specific subtasks:

**Task 1.1 - Project Set Up.** Set up of this project includes communication of the project plan including health and safety procedures to the project team, and entering the project into Kennedy/Jenks accounting system.

**Task 1.2 – Client Communication.** Periodic phone calls and project update emails to keep the LDPCSD General Manager informed of the project status.

**Task 1.3 – Client Meeting.** One conference call to discuss the technical memorandum (TM) described below in Task 2.2, design schedule, and projected construction schedule.

**Task 1.4 – Invoicing.** Monthly invoicing to be submitted electronically to LDPCSD.

**Task 1.5 - Quality Control.** A senior Kennedy/Jenks engineer will review the technical details and project deliverables. The Project Manager will organize and ensure that there is quality control (QC) review of documents prepared by Kennedy/Jenks prior to submitting them to LDPCSD.

#### Task 1 Deliverables:

- Meeting agendas and notes – electronically via email
- Monthly Invoices – electronically via email

### Task 2 – Preparation of Procurement Documents

Kennedy/Jenks will evaluate the current effluent meter and recent and planned service line replacements. While there will be decision points that may alter the final tasks to be executed, based on existing available information Kennedy/Jenks expects the following work will be required under this task:

**Task 2.1 – Site Visit.** Kennedy/Jenks will visit the site to visually evaluate the existing effluent meter and vault, photo-document and take measurements to as-built the dimensions and main

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features of the meter, and view the locations for required trench patching for previously replaced water laterals.

**Task 2.2 – Identify Service Lines for Replacement.** The District has already begun replacing service lines that are deficient. Kennedy/Jenks will identify future service lines for replacement. Consideration for replacement includes:

- Recent replacement of neighboring lines
- Operating pressures based factors such as elevation and dead ends
- High water use
- DWR Bond Law Grant and IRWM Grant restrict service line upgrades to Mariposa County portion of the District

Kennedy/Jenks will develop a Technical Memorandum (TM) with a recommendation of the number and location of service lines, and the location of the required pavement at the previously replaced water lines. The TM will be finalized based on comments and decisions made during a status and review meeting conference call (See Task 1). The final TM figures showing lateral and trench patching locations will be incorporated into the Draft/Final Procurement Documents.

**Task 2.3 – Construction Drawings.** Kennedy/Jenks will create electronic drawings indicating upgrade to the effluent meter, installation of service line replacements, and construction of trench patching. Drawings will be plotted to pdf format on 8.5x11 and/or 11x17 drawing sheets. The drawings will provide sufficient information for an experienced pipeline and meter contractor to provide a bid for the necessary construction work.

Drawings will include:

1. Title Sheet, Location, List of Drawings
2. Abbreviations, Legend, Piping Symbols, and Piping Schedule
3. Site Map – WTP and Effluent Meter, Service Lines, and Trench Patching Key Map
4. WTP Effluent Meter Plan
5. Meter and Vault Details
6. Typical Water Service Line Replacement and Trench Section and Details
7. WTP Effluent Meter Electrical

It is assumed no more than seven (7) drawings will be created.

**Task 2.4 – Construction Specifications.** The District's DRAFT set of Specifications for the Water Service Pipe Replacement will be updated for the construction of the Work. The update will include:

- Review of the DRAFT Specifications
- Update of the Work schedule
- Description of the locations of the water service lines to be replaced
- Review and modification of the District's front end (Division 00) procurement and contracting requirements to include DWR funding requirements

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**Task 2.5 – Opinion of Probable Construction Cost.** Kennedy/Jenks will prepare draft and final opinion of probably construction costs for the service line replacements, meter upgrade, and patch trenching work.

Task 2 Deliverables:

- Draft and Final Service Line Replacement Identification TM (pdf submitted via email)
- Draft Design Drawings and Specifications – electronic copy in pdf submitted via email
- Final Design Drawings and Specifications ready for Bid – electronic copy in pdf submitted via email
- Engineer’s Opinion of Probable Construction Cost at the Draft and Final Design Level – electronic copy in pdf submitted via email

**Task 3 – Bidding Services**

Kennedy/Jenks will provide bidding support services as described in the following:

**Task 3.1 – Bid Period Services.** Kennedy/Jenks will provide the following support services during the bid and award for the Bid and Construction Documents prepared under Task 2:

- Conduct one (1) pre-bid meeting, prepare the agenda and meeting minutes.
- Respond to bidders’ inquiries during bid period.
- Prepare up to one (1) addenda prior to bid opening.
- Verify contract license(s) required by the contractor for the apparent low bidder in accordance with contractual, State, Federal and funding agency requirements.
- Tabulate the bid proposals, make an analysis of the bids, and make recommendations for awarding the construction contract.

It is assumed that the District will coordinate and pay for all required advertising and distribution of bid documents to prospective bidders, including services for distribution of bid documents to prospective bidders including plan holder record keeping (ARC’s Plan Well Service), and the cost of distribution of documents to requested plan well centers.

Task 3 Deliverables:

- Recommendation to Award letter – electronic copy in pdf submitted via email

**Optional – Engineering Services During Construction**

Kennedy/Jenks is prepared to provide additional optional engineering services during construction, including but not limited to reviewing contractor submittals, answering contractor request for information (RFI), providing clarification of construction documents, providing review of Contractor’s request for change orders, site observation, coordination meetings, and record drawings.

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At your request, we will negotiate a final scope, fee, and schedule for these optional services.

### Exclusions

- Evaluating the previous water service line replacements and existing service lines
- Separate bound specifications apart from the drawings (drawing to be incorporated into the specification set)
- Operations, controls, or instrumentation
- Geotechnical investigation
- Permitting
- Paying for bid period services by others (bid advertisement, Plan Well Center services, copies to plan rooms, etc.)
- Coordination with funding agencies
- Grant administration

### Project Team

The following is the project team.

| Member              | Role                |
|---------------------|---------------------|
| Tracie Mueller      | Quality Control     |
| Jennifer Lau Larsen | Project Manager     |
| Ken Wong            | Project Engineer    |
| Sandy Schuler       | Electrical Engineer |
| Janet Hoffman       | Cost Estimator      |
| Chantelle Garvin    | Staff Engineer      |

### Basis of Compensation

We propose that compensation for the Scope of Work described above be on a time and expense reimbursement basis in accordance with our Schedule of Charges dated 1 January 2018, attached. Payments shall be made monthly based on invoices and list actual costs and expenses.

Based on our estimate of services required, we propose a budget of **\$64,575**, which will not be exceeded without authorization.

Kennedy/Jenks' proposed budget is detailed in the enclosed fee estimate.

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## Schedule

Tasks 1 and 2 described above will be completed in six (6) weeks once a notice to proceed is received. Task 3 will occur following completion of Task 2 and during the bidding period. Assuming a 9 July 2018 start, the work will be completed by 13 September 2018 as shown in the table below:

| <b>Task</b>                                      | <b>Start</b>   | <b>End</b>        |
|--|----------------|-------------------|
| <b>1 – Project Management</b>                    | 9 July 2018    | 28 September 2018 |
| <b>2 – Preparation of Procurement Documents</b>  |                |                   |
| 2.1 Site Visit                                   | 9 July 2018    | 13 July 2018      |
| 2.2 Identify Service Lines for Replacement       |                |                   |
| Draft TM   | 9 July 2018    | 20 July 2018      |
| District Review                                  | 23 July 2018   | 27 July 2018      |
| Final TM   | 30 July 2018   | 3 August 2018     |
| 2.3 Construction Drawings                        |                |                   |
| 90% Drawings                                     | 9 July 2018    | 27 July 2018      |
| District Review (5 days)                         | 30 July 2018   | 3 August 2018     |
| 100% Drawings (5 days)                           | 6 August 2018  | 10 August 2018    |
| 2.4 Construction Specifications                  |                |                   |
| 90% Specifications                               | 9 July 2018    | 27 July 2018      |
| District Review (5 days)                         | 30 July 2018   | 3 August 2018     |
| 100% Drawings (5 days)                           | 6 August 2018  | 10 August 2018    |
| 2.5 Opinion of Probable Construction Cost (OPCC) |                |                   |
| 90% OPCC (5 days)                                | 30 July 2018   | 3 August 2018     |
| District Review (5 days)                         | 6 August 2018  | 10 August 2018    |
| 100% OPCC (2 days)                               | 13 August 2018 | 14 August 2018    |
| <b>3 – Bidding Services</b>                      | 13 August 2018 | 13 September 2018 |

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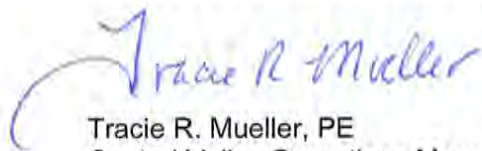
### Terms and Conditions

This proposal is based on projections of staff availability and is valid for 90 days following the date of this letter. If this proposal meets with your approval, please prepare a LDPCSD based-agreement to be executed by LDPCSD and Kennedy/Jenks, and provide authorization for the project work to begin.

If you have any questions regarding this proposal, please contact me at (916) 858-2721 or TracieMueller@KennedyJenks.com or Jennifer Lau Larsen at (916) 858-2714 or JenniferLau@KennedyJenks.com. We appreciate the opportunity to submit this proposal and we look forward to working with you.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Tracie R. Mueller, PE  
Central Valley Operations Manager

Enclosures: Proposal Fee Estimate  
Schedule of Charges, 1 Jan 2018

cc: Jennifer Lau Larsen, Kennedy/Jenks

**Proposal Fee Estimate**

**Kennedy/Jenks Consultants**

CLIENT Name: Lake Don Pedro CSD  
 PROJECT Description: Water Service Lines & WTP Effluent Meter Upgrade Design Services  
 Proposal/Job Number: B10701102 6/27/2018

| January 1, 2018 Rates                                      | Eng-Sci-7, T<br>Mueller, QC |              | Eng-Sci-6<br>K Wong, PE<br>J Hoffman, QC<br>S Schuler, EE |       | Eng-Sci-4<br>JL Larsen, PM |       | Eng-Sci-2<br>C Garvin, Staff |       | CAD-Design<br>R Hills |          | Project<br>Administrator<br>C Cotton |       | Total |             | KJ         |                | Total                               |          | Total Labor +<br>Subs +<br>Expenses |          |  |
|--|-----------------------------|--------------|---|-------|----------------------------|-------|------------------------------|-------|-----------------------|----------|--------------------------------------|-------|-------|-------------|------------|----------------|-------------------------------------|----------|-------------------------------------|----------|--|
|  | Classification:             | Hourly Rate: | \$260   | \$230 | \$190                      | \$160 | \$150                        | \$125 | Hours                 | Fees     | Markup                               | Fees  | 10%   | Total Labor | Total Subs | Total Expenses | Total Labor +<br>Subs +<br>Expenses |          |                                     |          |  |
| <b>Task 1 - Project Management and QC</b>                  |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
| 1.1 Project Set-up   |                             |              | 0.5   |       | 2                          |       |                              |       |                       |          |                                      |       |       | 2           | 5          | \$685          | \$0                                 | \$685    | \$0                                 | \$685    |  |
| 1.2 Client Communication                                   |                             |              |   | 5     |                            |       |                              |       |                       |          |                                      |       |       | 5           | 5          | \$950          | \$0                                 | \$950    | \$0                                 | \$950    |  |
| 1.3 Client Meeting   |                             |              |   | 2     |                            |       |                              |       |                       |          |                                      |       |       | 4           | 4          | \$840          | \$0                                 | \$840    | \$0                                 | \$840    |  |
| 1.4 Invoicing  |                             |              |   | 4     |                            |       |                              |       |                       |          |                                      |       |       | 6           | 6          | \$1,010        | \$0                                 | \$1,010  | \$0                                 | \$1,010  |  |
| 1.5 Quality Control including C&CR                         |                             |              | 12  | 3     | 4                          |       |                              |       |                       |          |                                      |       |       | 19          | 19         | \$4,570        | \$0                                 | \$4,570  | \$0                                 | \$4,570  |  |
| <b>Task 1 - Subtotal</b>                                   |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
|  |                             |              | 12  | 6     | 15                         | 2     | 0                            | 4     | 39                    | \$8,055  | \$0                                  | \$0   | \$0   | \$8,055     | \$0        | \$8,055        | \$0                                 | \$8,055  | \$0                                 | \$8,055  |  |
| <b>Task 2 - Preparation of Procurement Documents</b>       |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
| 2.1 Site Visit   |                             |              |   | 8     | 10                         |       |                              |       |                       |          |                                      |       |       | 18          | 18         | \$3,740        | \$200                               | \$3,940  | \$0                                 | \$3,960  |  |
| 2.2 Identify Service Lines for Replacement                 |                             |              |   | 4     | 8                          | 16    |                              | 2     | 30                    | \$5,250  | \$0                                  | \$0   | \$0   | 30          | 30         | \$5,250        | \$0                                 | \$5,250  | \$0                                 | \$5,250  |  |
| 2.3 Construction Drawings                                  |                             |              |   | 26    | 27                         | 38    | 86                           |       | 177                   | \$30,090 | \$0                                  | \$0   | \$0   | 177         | 177        | \$30,090       | \$0                                 | \$30,090 | \$0                                 | \$30,090 |  |
| 2.4 Construction Specifications                            |                             |              |   | 8     | 10                         | 20    |                              | 8     | 46                    | \$7,940  | \$0                                  | \$0   | \$0   | 46          | 46         | \$7,940        | \$0                                 | \$7,940  | \$0                                 | \$7,940  |  |
| 2.5 Opinion of Probable Construction Cost                  |                             |              |   | 5     | 8                          | 8     |                              |       | 21                    | \$3,950  | \$0                                  | \$0   | \$0   | 21          | 21         | \$3,950        | \$0                                 | \$3,950  | \$0                                 | \$3,950  |  |
| <b>Phase 2 - Subtotal</b>                                  |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
|  |                             |              | 0   | 51    | 63                         | 82    | 86                           | 10    | 292                   | \$50,970 | \$200                                | \$200 | \$0   | 292         | 292        | \$50,970       | \$200                               | \$51,190 | \$0                                 | \$51,190 |  |
| <b>Task 3 - Bidding Services</b>                           |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
| 3.1 Bid Period Services                                    |                             |              |   | 8     | 12                         | 6     |                              | 2     | 28                    | \$5,330  | \$0                                  | \$0   | \$0   | 28          | 28         | \$5,330        | \$0                                 | \$5,330  | \$0                                 | \$5,330  |  |
| <b>Task 3 - Subtotal</b>                                   |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
|  |                             |              | 0   | 8     | 12                         | 6     | 0                            | 2     | 28                    | \$5,330  | \$0                                  | \$0   | \$0   | 28          | 28         | \$5,330        | \$0                                 | \$5,330  | \$0                                 | \$5,330  |  |
| <b>Optional - Engineering Services During Construction</b> |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
| <b>All Tasks Total</b>                                     |                             |              |   |       |                            |       |                              |       |                       |          |                                      |       |       |             |            |                |                                     |          |                                     |          |  |
|  |                             |              | 12  | 65    | 90                         | 90    | 86                           | 16    | 359                   | \$64,355 | \$200                                | \$200 | \$0   | 359         | 359        | \$64,355       | \$200                               | \$64,355 | \$0                                 | \$64,375 |  |



Client/Address: Lake Don Pedro Community Services District  
9751 Merced Falls Road  
La Grange, CA 95329

Contract/Proposal Date: Water Services Lines & WTP Effluent Meter Upgrade Design Services/27 June 2018

Custom Schedule of Charges

Date: Jan 1, 2018

PERSONNEL COMPENSATION

| Classification                        | Hourly Rate |
|---------------------------------------|-------------|
| Engineer-Scientist-Specialist 1 ..... | \$130       |
| Engineer-Scientist-Specialist 2 ..... | \$160       |
| Engineer-Scientist-Specialist 3 ..... | \$175       |
| Engineer-Scientist-Specialist 4 ..... | \$190       |
| Engineer-Scientist-Specialist 5 ..... | \$205       |
| Engineer-Scientist-Specialist 6 ..... | \$230       |
| Engineer-Scientist-Specialist 7 ..... | \$260       |
| Engineer-Scientist-Specialist 8 ..... | \$280       |
| Engineer-Scientist-Specialist 9 ..... | \$295       |
| CAD-Technician .....                  | \$110       |
| Senior CAD-Technician .....           | \$125       |
| CAD-Designer .....                    | \$150       |
| Senior CAD-Designer .....             | \$165       |
| Project Administrator .....           | \$125       |
| Administrative Assistant .....        | \$105       |
| Aide .....                            | \$80        |

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2018 through December 31, 2018. After December 31, 2018, invoices will reflect the Schedule of Charges currently in effect.