



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

333 – 90TH STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127



REGULAR MEETING – BOARD OF DIRECTORS

Monday, July 26, 2021 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Daly City Council and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (City Council Meeting Livestream) at <https://bit.ly/dalycityjul26>.

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) register to speak at the meeting via Zoom.

To submit a comment in writing, please email cityclerk@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the City Council members prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the City Council members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting, you must register to join via Zoom. Please complete your registration by 5:00 pm on the meeting date in order to participate. After registering, you will receive a confirmation email containing instructions on how to join the meeting, including a unique link. Your email will not be disclosed to the public. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item.

To register to speak at the meeting via Zoom, visit <https://bit.ly/jul26zoomreg>. You must familiarize yourself with Zoom prior to joining the meeting. When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's virtual meeting website at <https://bit.ly/dalycityjul26>.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

"AVAILABILITY OF PUBLIC RECORDS. All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body."

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the Board of Directors. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the Board. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Minutes:

1. Regular Meeting of June 28, 2021

Action Items:

2. Sewer Service Charge Appeals - FY 2021/22
3. Aeration System Engineering Design

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: Speakers are limited to two minutes, unless modified by the Chair. The District cannot take action on any matter raised under this item.

NEW BUSINESS:

4. Second Reading and Adoption of Ordinance No. 9 re: Sewer Service Rates

Staff:

Zimmerman

Recommended Action:

Adopt Ordinance, Roll Call

REPORTS:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 28, 2021

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on June 28, 2021.

The meeting was called to order by Vice Chairman Rod Daus-Magbual at 6:47 p.m.

ROLL CALL:

Present: DiGiovanni, Buenaventura, Sylvester, Daus-Magbual

Absent: Manalo

Staff Present: General Manager Shawna Maltbie, Assistant to the City Manager Leilani Ramos, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Chief of Operations Greg Krauss, Senior Management Analyst Anthony Tofiga, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Sylvester, DiGiovanni/Buenaventura) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 14, 2021**
2. **Adoption of Appropriations Limitation**

Motion was made, seconded (Buenaventura/Sylvester) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

PUBLIC HEARING:

3. **Sewer Service Charges of FYs 2021/22, 2022/23 and 2023/24**

The District's Public Hearing was duly published and posted consistent with state statutes with notifications mailed to all property owners within the district consistent with the 45-day guideline established under Proposition 218. Director of Water and Wastewater Resources Thomas Piccolotti requested the Board, upon conclusion of the Public Hearing, recommend adopt Resolution Providing for the Collection of Sewer Service Charges for Fiscal Years 2021/22, 2022/23 and 2023/24 on the Property Tax Roll, adopt Resolution Making Findings and Determination for Execution pursuant to California Environmental Quality Act (CEQA) and Determination for Services, adopt Resolution Overruling Protests and Confirming Report on Sewer Service Charges for FYs 2021/22, 2022/23 and 2023/24 and to read, by title only, the first reading of Ordinance No. 96 amending Ordinance No. 33 of the North San Mateo County Sanitation District Re: Prescribing Rates and Charges for Sewage Disposal Services. The recommendation for scheduled rate increase is due to both anticipated new capital maintenance projects and current operating cost increases of the wastewater system. The District will continue to prudently balance its reserves to finance needed capital improvements from over \$15.3 million in FY 2021/22 to a projected balance of \$16.1 million in FY 2022/23, which includes \$8.5 million of Operating Capital Reserve. No residents spoke in opposition to the proposed sewer service charge increase and 217 protest letters was received.

Motion was made, seconded (DiGiovanni/Sylvester) to close the Public Hearing.

Motion was made, seconded (Buenaventura/Sylvester, DiGiovanni) to and carried (Board Member Manalo absent) on a roll call vote to adopt items A, B and C into Resolution #21-SD-06, "Providing for Collection on Property Tax Roll and Confirming Report on Sewer Service Charges for FYs 2021/22, 2022/23 and 2023/24".

Motion was made, seconded (Sylvester/DiGiovanni) to approve "First Reading (by Title Only) of Ordinance No. 96 amending to Ordinance No. 33 of the North San Mateo County Sanitation District Re: Prescribing Rates and Charges for Sewage Disposal Services".

REPORTS:

4. Board of Directors

None.

5. Staff

Director of Water and Wastewater Resources Thomas Piccolotti reported that staff is checking facilities and infrastructures regarding the earthquake that happened 30 minutes before the meeting started.

ADJOURNMENT:

At 7:10 p.m., call of adjournment of Regular Meeting by Vice Chairman Rod Daus-Magbual.



North San Mateo County Sanitation District
a subsidiary of the City of Daly City

Meeting Date: July 26, 2021

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2021-22

Recommended Action

Based on staff review, I recommend that the sewer service charge be revised and based on annual water consumption or average yearly consumption excluding the base period.

Westborough Water District

Elias Batshon
Account#BAT0012

Phyllis Quon
Account#QUO0002

Marcia Dumpit
Account#DUM0001

Juanito Roxas
Account#ROX0001

Allen Q. Lin
Account#LIN0039

Ramie Timbreza
Account#TIM0005

Karen Panaligan-Tomaneng
Account#PAN0038

Jiumin Zhao
Account#ZHA0004

Staff is available to provide any additional information desired by the Chair or Board Members.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy Nevin", with a stylized flourish at the end.

Timothy Nevin
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

cc: District General Manager
City Attorney
Department of Water and Wastewater Resources

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. BAT0012
CUSTOMER NAME ELIAS BATSHON
SERVICE ADDRESS 2290 DERRY WAY, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	38
2 MONTHS AFTER	77	2 MONTHS PRIOR	23
4 MONTHS AFTER	17	4 MONTHS PRIOR	24
		6 MONTHS PRIOR	23
		8 MONTHS PRIOR	23
		10 MONTHS PRIOR	23

ACTUAL ANNUAL USAGE 154

BASE PERIOD ANNUALIZED 228

ANNUAL CREDIT IN UNITS
(MUST BE OVER 15 UNITS) 74

PERCENTAGE CHANGE
(MUST BE OVER 10%) 48%

ANNUAL CREDIT IN DOLLARS \$ 762.20

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Mr. Batshon is requesting a sewer service charge adjustment due to a bathroom leak during the base period. He purchased a new toilet. After replacing the old one, usage started to decrease.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. DUM0001
CUSTOMER NAME MARCIA DUMPIT
SERVICE ADDRESS 2272 SHANNON DR, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	12
2 MONTHS AFTER 8	2 MONTHS PRIOR	9
4 MONTHS AFTER 4	4 MONTHS PRIOR	7
	6 MONTHS PRIOR	7
	8 MONTHS PRIOR	10
	10 MONTHS PRIOR	7
ACTUAL ANNUAL USAGE		52
BASE PERIOD ANNUALIZED		72
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		20
PERCENTAGE CHANGE (MUST BE OVER 10%)		38%
ANNUAL CREDIT IN DOLLARS		<u>\$ 206.00</u>

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Ms. Dumpit is requesting a sewer service charge adjustment due to a toilet leak that occurred during the base period. After the repair was completed, the usage decreased.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. LIN0039
CUSTOMER NAME ALLEN Q. LIN
SERVICE ADDRESS 2461 LIBERTY CT, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	26
2 MONTHS AFTER	14	2 MONTHS PRIOR	14
4 MONTHS AFTER	15	4 MONTHS PRIOR	14
		6 MONTHS PRIOR	14
		8 MONTHS PRIOR	13
		10 MONTHS PRIOR	13
		ACTUAL ANNUAL USAGE	94
		BASE PERIOD ANNUALIZED	156
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	62
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	66%
		ANNUAL CREDIT IN DOLLARS	\$ 638.60

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Mr. Lin had a pinhole leak during the base period. The usage decreased after the repairs were completed. He is requested to adjust the sewer charge.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL FY 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.: PAN0038
CUSTOMER NAME KAREN PANALIGAN-TOMANENG
SERVICE ADDRESS 2643 TYRONE CT, SSF 94080

CREDIT BASED ON AVERAGE ANNUAL USAGE

WATER USAGE:

ACTUAL BASE PERIOD	55	AVERAGE USAGE	14
		2 MONTHS PRIOR	44
		4 MONTHS PRIOR	34
		6 MONTHS PRIOR	25
		8 MONTHS PRIOR	26
		10 MONTHS PRIOR	34
		ANNUAL USAGE BASED ON AVG.	177
		BASE PERIOD ANNUALIZED	330
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	153
		PERCENTAGE CHANGE (MUST BE OVER 10%)	86%
		ANNUAL CREDIT IN DOLLARS	\$1,575.90

WESTBOROUGH RATE PER UNIT \$10.30

REASON FOR APPEAL

Ms. Panaligan-Tomaneng had an underground leak during the base period. The usage decreased after the repair was completed. She is requesting to adjust the sewer charge.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL USAGE.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. QUO0002
CUSTOMER NAME PHYLLIS QUON
SERVICE ADDRESS 3785 PALOS VERDES WAY, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	31
2 MONTHS AFTER 7	2 MONTHS PRIOR	32
4 MONTHS AFTER 7	4 MONTHS PRIOR	18
	6 MONTHS PRIOR	15
	8 MONTHS PRIOR	15
	10 MONTHS PRIOR	6
ACTUAL ANNUAL USAGE		117
BASE PERIOD ANNUALIZED		186
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		69
PERCENTAGE CHANGE (MUST BE OVER 10%)		59%
ANNUAL CREDIT IN DOLLARS		\$ 710.70

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

MS. QUON IS REQUESTING A SEWER CHARGE ADJUSTMENT DUE TO A TOILET LEAK DURING THE BASE PERIOD. AFTER REPAIRING THE LEAK, THE USAGE DECREASED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. ROX0001
CUSTOMER NAME JUANITO ROXAS
SERVICE ADDRESS 2202 DOWNEY CT., SSF 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	40
2 MONTHS AFTER	22	2 MONTHS PRIOR	26
4 MONTHS AFTER	20	4 MONTHS PRIOR	24
		6 MONTHS PRIOR	27
		8 MONTHS PRIOR	29
		10 MONTHS PRIOR	38
		ACTUAL ANNUAL USAGE	184
		BASE PERIOD ANNUALIZED	240
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	56
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	30%
		ANNUAL CREDIT IN DOLLARS	\$ 576.80

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Mr. Roxas is requesting a sewer charge adjustment due to a toilet leak. Usage decreased once repairs were completed.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. TIM0005
CUSTOMER NAME RAMIE TIMBREZA
SERVICE ADDRESS 3301 SHANNON PL, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	47
2 MONTHS AFTER	17	2 MONTHS PRIOR	0
4 MONTHS AFTER	23	4 MONTHS PRIOR	0
		6 MONTHS PRIOR	0
		8 MONTHS PRIOR	0
		10 MONTHS PRIOR	0
		ACTUAL ANNUAL USAGE	47
		BASE PERIOD ANNUALIZED	282
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	235
		PERCENTAGE CHANGE (MUST BE OVER 10%)	500%
		ANNUAL CREDIT IN DOLLARS	<u>\$ 2,420.50</u>

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Ms. Ramie is requesting a sewer charge adjustment due to a toilet leak she had during the base period. After the repair was completed, the usage decreased.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. ZHA0004
CUSTOMER NAME JIUMIN ZHAO
SERVICE ADDRESS 3865 CARTER DR. APT 301, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	12
2 MONTHS AFTER	10	2 MONTHS PRIOR	8
4 MONTHS AFTER	7	4 MONTHS PRIOR	6
		6 MONTHS PRIOR	7
		8 MONTHS PRIOR	4
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	43
		BASE PERIOD ANNUALIZED	72
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	29
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	67%
		ANNUAL CREDIT IN DOLLARS	\$ 298.70

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Mr. Zhao is requesting a sewer charge adjustment due to a shower valve leak during the base period.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: July 26, 2021

Subject: Aeration System Engineering Design

Recommended Action

Authorize staff to enter into a Professional Services Agreement with Hazen and Sawyer to design the replacement and upgrade of the aeration system in the biological reactors at the Wastewater Treatment Plant (WWTP) in an amount not to exceed \$358,100.

Background/Discussion

The oxygen aeration system is a critical and vital process in keeping the plant within the parameters of the NPDES Permit. The microorganisms require oxygen to survive, multiply, and consume the incoming raw wastewater. This is the key treatment process at the WWTP and a well-functioning aeration system is required to meet environmental and regulatory permits. This process is vital in meeting regulatory compliance

The existing system is approximately 45 years old and the operational efficiency has slowly degraded over time. Department of Water and Wastewater Resources (DWWR) staff worked with our regulators at the Regional Water Quality Control Board and the engineering firm Hazen and Sawyer to evaluate the existing system and plan for its replacement and upgrade. Hazen and Sawyer provide specialized engineering services and possess the required experience in designing the type of aeration system that is utilized at the North San Mateo County Sanitation District's facility.

Fiscal Impact

Sufficient funds are available in the Capital Project 87-920-942 Plant Aeration Mixing to provide for this action.

Summary/Conclusion

Authorize staff to enter into a Professional Services Agreement with Hazen and Sawyer to design the replacement and upgrade of the aeration system in the biological reactors at the WWTP in an amount not to exceed \$358,100.

Staff is available to provide any additional information desired by the Chair or Members of the Board of Directors.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joshua Cosgrove".

Joshua Cosgrove
Plant & Equipment Maintenance Manager

A handwritten signature in blue ink, appearing to read "Thomas J. Piccolotti".

Thomas J. Piccolotti
Director of Water and Wastewater Resources



CITY OF DALY CITY WATER AND WASTEWATER OPERATIONS
WASTEWATER TREATMENT PLANT
DISSOLUTION EQUIPMENT REPLACEMENT PROPOSAL

BACKGROUND AND PURPOSE

The City of Daly City (Daly City) Wastewater Treatment Plant (WWTP) uses a high-purity oxygen activated sludge (HPOAS) process to meet effluent standards. The dissolution equipment includes a Union Carbide aerator turbine with a mixer attached by a single shaft with secondary effluent weirs to control the water surface elevation in the tanks. The dissolution equipment is approximately 45 years old, obsolete, and suffers from significant operational issues due to ragging, which prevents efficient dissolution of oxygen. The Plant personnel have decided to implement a design for a new modern mixer aerator system. The new system will have more efficient oxygen dissolution, meaning the dissolved oxygen values obtained in the activated sludge will be significantly higher versus the current system. The new system is also designed to be rag resistant.

The purpose of this project is to develop detailed design construction documents for replacement of the dissolution equipment and provide engineering services during construction (ESDC). The project will encompass the following main objectives:

- Development of design drawings and specifications for competitive bid by qualified contractors.
- Development of an estimate of probable construction cost and schedule.
- Bid support and ESDC.

SOLE SOURCE JUSTIFICATION

The mixer-aerator equipment, and therefore the dissolution of oxygen into the activated sludge, is critical to the ability of the plant to meet its National Pollutant Discharge Elimination System (NPDES) permit. The current system presents a significant risk to NPDES noncompliance and should be replaced promptly. Since the Consultant (Hazen) preformed the dissolution equipment preliminary design and has been providing on-going process assistance, Hazen will continue to lead the project in order to maintain an expedient schedule.

SCOPE OF WORK

All drawings will be developed as 22"x34" sheets and will be provided to Daly City for review electronically (PDF and AutoCAD) via the Project SharePoint site. The preliminary drawing list is provided in Table 1. The specifications will be provided in the MasterFormat® Division 16 specification format. Table 2 shows the preliminary specification list.

Table 1: Preliminary Drawing List

Drawing Number	Drawing Title
Cover	GENERAL - Cover Sheet
G1	GENERAL - Abbreviations, symbols, legend, site map
G2	GENERAL - Process Flow Diagram and Partial Hydraulic Profile
G3	GENERAL - MOPO During Construction - Plan, Notes and Schedules
G4	GENERAL – Site Overview and staging plan
G5	GENERAL – Demolition
S1	STRUCTURAL - HPOAS Top Plan & General Notes
S2	STRUCTURAL - HPOAS Sections & Details
S3	STRUCTURAL - Standard Details & Concrete Repair
S4	STRUCTURAL – Standard Details
M1	MECHANICAL – HPOAS EL 60.00 Plan
M2	MECHANICAL – HPOAS EL 54.00 Plan
M3	MECHANICAL – HPOAS Sections
M4	MECHANICAL – Standard Details
E1	ELECTRICAL – Site Plan
E2	ELECTRICAL – Single Line and Wiring Diagrams
E3	ELECTRICAL – Power Plan
E4	ELECTRICAL – Standard Details
I1	INSTRUMENTATION – SCADA Block Diagram
I2	INSTRUMENTATION – P&ID 1
I3	INSTRUMENTATION – P&ID 2
I4	INSTRUMENTATION – Standard Details

Table 2: Preliminary Specification List

PART I: NOTES INVITING BIDS, PROPOSAL REQUIREMENTS AND INSTRUCTIONS TO BIDDERS, PROPOSAL FORMS, AND CONDITIONS OF THE CONTRACT	
00020	Notice Inviting Bids
00100	Proposal requirements and Instructions to Bidders
00300	Proposal
00400	Bid Bond
00410	Affirmative Action Questionnaire
00450	Bidder Qualifications Form
00470	Designation of Contractor/ Subcontractor Activity
00490	Non-Collusion Affidavit
PART II: SPECIFICATIONS	
01010	Special Provisions
1.01	Scope of Work
1.02	Specifications and Plans
1.03	DBE Goal for Project
1.04	Registration with the Department of Industrial Relations
1.05	Time of Contract

PART II: SPECIFICATIONS (continued)	
1.06	Delays and Extension of Time
1.07	Liquidated Damages
1.08	Maintaining Access and Traffic Control
1.09	Work Hours
1.10	Public Utilities
1.11	Pothole and Protect Existing Utilities
1.12	Hazardous Materials and Worker Safety
1.13	Pre-Construction and Post-Construction Condition Assessments
1.14	Storage Area
1.15	Use of City Owned Utilities
1.16	Preservation of Property
1.17	Public Notification
1.18	Limits of Work
1.19	As-Built Drawings
1.20	Stormwater Pollution Prevention Application
1.21	Measurement and Payment
1.22	Bid Protest
1.23	Bid Items
01350	Seismic Anchorage and Bracing
03370	Concrete Curing
03600	Grout
03732	Concrete Repairs
05010	Metal Materials
05050	Metal Fastening
05061	Stainless Steel Work
05501	Metal Fabrications
11600	High Purity Oxygen Aerators
15076	Piping and Equipment Identification
15170	Low Voltage Electric Motors
16000	Demolition
16055	Basic Electrical Requirements
16055	Power System Studies
16111	Conduit
16123	Low Voltage Wire and Cable
16130	Boxes
16170	Grounding and Bonding
16195	Electrical – Identification
16482	Low Voltage Motor Control Centers
16902	Electric Controls and Relays

Task 1. Project Management Services

The Consultant will provide project management services to accomplish the work associated with the project. This includes development of a project management plan, managing the team, development and delivery of project schedule, invoicing, progress meetings, and meeting minutes. The following meetings are anticipated:

- Design Kick-Off Meeting: the Consultant will facilitate a kick-off meeting conference call with Daly City and key Consultant staff to discuss project goals, project approach, project schedule, and project milestones
- Monthly Meetings during Design: the Consultant will facilitate monthly check in calls/meetings to update Daly City on the project activities completed, activities planned, issues, scope, schedule and budget, and to facilitate feedback from Daly City
- Focused Meetings: the Consultant will facilitate three (3) additional focused meetings with Daly City as necessary to effectively complete the design work

Task 2. 50% Design

Task 2a. 50% Drawings and Specifications Development

The Consultant will develop 50% drawings and specifications for structural, mechanical, electrical, instrumentation, and general. A 3D Revit model will be developed to optimize the efficiency and accuracy of the drawing production. The Revit model will be based on record drawings provided by Daly City.

Task 2b. 50% QA/QC

The Consultant will follow a quality assurance / quality control (QA/QC) procedure in accordance with Hazen's QA/QC Manual. Dedicated discipline-specific engineers will be assigned to review the contract submittals.

Task 2c. 50% Estimate of Probable Cost and Schedule

The 50% design will include a Class 3 estimate of probable construction cost (as defined by American Association of Cost Engineers).

Task 2d. 50% Design Workshop

The Consultant will budget for a one (1) hour conference call to review the 50% design documents and comments generated by Daly City.

Task 3. 95% Design

Task 3a. 95% Drawings and Specifications Development

The Consultant will develop 95% drawings and specifications for structural, mechanical, electrical, instrumentation, and general.

Task 3b. 95% QA/QC

The Consultant will follow a QA/QC procedure in accordance with Hazen's QA/QC Manual. Dedicated discipline-specific engineers will be assigned to review the contract submittals.

Task 3c. 95% Estimate of Probable Cost and Schedule

The 95% design will include a Class 1 estimate of probable construction cost (as defined by American Association of Cost Engineers).

Task 3d. 95% Design Workshop

The Consultant will budget for a one (1) hour conference call to review the 95% design documents and comments generated by Daly City.

Task 4. Construction Schedule Delay Avoidance Assistance

The Consultant can provide services to avoid construction schedule delays due to material and equipment availability. The construction schedule delay avoidance strategy will be selected pending discussion with Daly City. The fee associated with this task can be authorized after the specific strategy is selected, whether it be pre-purchasing or another strategy.

Task 5. Bid Support

The Consultant will provide bid support including:

- Two (2) hour support meeting – meeting to be led by Daly City
- Support to review the RFI Documents – the fee assumes 5 RFI documents

Task 6. ESDC

The Consultant will provide support during the construction phase including:

- Bi-weekly (approximately twice per month) calls, led by the Contractor, to discuss activities completed, activities planned, issues, scope, schedule, etc.
- Review of the submittals – the fee assumes up to 15 submittals and 5 resubmittals received from the Contractor
- Support to review the RFI Documents – the fee assumes up to 10 RFI documents
- One (1) site visit at 4 hours and \$1,000 in other direct costs (ODCs) for out-of-area travel
- Update of bid set drawings based on as-built conditions
- Review of change orders for technical conformity to the design and cost justification – the fee assumes one (1) change order

BUDGET

The proposed fee is provided below:

Task Description	Cost (Not-to-exceed amount)
Task 1: Project Management Services During Design	\$45,000
Task 2: 50% Design Drawings and Specifications	\$121,600
Task 3: 95% Design Drawings and Specifications	\$90,000
Task 4: Construction Schedule Delay Avoidance Assistance ¹	\$20,000 ¹
Task 5: Bid Support	\$16,500
Task 6: ESDC	\$65,000

1. Scope will not be authorized until the construction schedule delay avoidance strategy is selected

SCHEDULE

The estimated schedule is provided below:

Deliverable	Date
Detailed Design Notice to Proceed	July 9, 2021
Submit 50% Design Contract Documents to Daly City Including technical specifications, drawings, estimate of probable construction costs, and construction schedule	September 30, 2021
50% Workshop	October 15, 2021
Submit 95% Design Contract Documents to Daly City Including technical specifications, drawings, estimate of probable construction costs, and construction schedule	January 15, 2022
95% Workshop	January 31, 2022
Bid Period	February 1, 2022 – June 30, 2021
Construction Period	July 1, 2022 – January 31, 2023

STAFFING PLAN

Key Staff Members on the Hazen And DWG Team

**Project Director – Paul Pitt,
PE, Ph.D., BCEE (Hazen)**

**Project Manager – Abigail
Farrell, PE, ENV SP (Hazen)**

**Senior Project Engineer –
Rion Merlo, PE, Ph.D., PMP
(Hazen)**

**Project Engineer – Justin
Irving, PE (Hazen)**

**Dan Gay – HPOAS Technical
Expert (DWG Associates)**

**Mechanical Project Advisor–
Paul Saurer, PE (Hazen)**

Additional Hazen staff members expected to work on the project include:

- Process Project Advisor: Ron Latimer, PE
- I&C engineering lead: Justin Irving, PE
- Electrical engineering lead: Alan Mlakar, PE
- Electrical and I&C engineering quality control: George Markou, PE
- Structural engineering lead: Wyatt Dressler, PE
- Structural engineering quality control: Sean DuPuis, PE
- Cost and schedule estimator: Chris Portner, PE
- CAD designer: Tyler Alexander