

CENTRAL BASIN MUNICIPAL WATER DISTRICT

JULY 24, 2006 - Board Meeting

Prepared by: Van M. Jew

Submitted by: Steven Apodaca

Approved by: Art Aguilar

ACTION CALENDAR

WATER QUALITY CONSULTANT SERVICES

SUMMARY:

In June 2006, the Board adopted the FY 2006-07 Budget which included designating a full time employee to manage the District's various water quality programs. However, as a result of the recent dissolution of the Joint Powers Agreement, the District's water quality staff position is currently vacant.

**“Request for Proposals” (RFP) for Consultant Services**

As an alternative to hiring a full time water quality staff member, an RFP was issued to retain consultant services to manage the Title 22 Groundwater Monitoring Program, Water Quality Protection Plan and Recycled Water Flushing Water Quality Programs. In response to the RFP, the District received one proposal which was from Stetson Engineers. Malcolm Pirnie and Montgomery Watson Harza were also invited to submit proposals but declined.

**Stetson Engineers Experience**

Stetson Engineers is well qualified to provide the requested “Scope of Services” and is experienced in coordinating large basin Title 22 groundwater monitoring programs, assisting public water systems with operating groundwater treatment plant facilities and organizing and manipulating large water quality databases. Additionally, Stetson's proposed project manager is Mr. Ken Reich, who was formerly the Water Quality Manager for Central Basin and West Basin Municipal Water Districts, and is extremely familiar with the Central Basin's water quality program needs.

**Cost Comparison**

The total proposed cost for Stetson's service for fiscal year 2006-07 is \$100,525. The itemized comparison between Stetson's costs and the budget amount approved for the in-house staff person is as follows:

<b>Program</b>	<b>Stetson</b>	<b>Budgeted for In-House Staff Person</b>
Title 22 Monitoring	\$84,665	\$65,520
Water Quality Protection Plan	*	\$4,680
Recycled Water Flushing	\$5,860	\$4,680
Miscellaneous/Other	\$10,000	\$18,720
<b>Total</b>	<b>\$100,525</b>	<b>\$93,600**</b>

\* to be performed in-house

\*\*amount includes salary plus benefits

## **Options for Consideration**

The options for consideration are

- Option A: Retain Stetson Engineers to manage the District's water quality programs; or
- Option B: Pursue filling the water quality vacancy and forgo consultant services.

Given the immediate need to continue the water quality programs, staff suggests that the Board consider Option A, retaining water quality consultant services for fiscal year 2006-07. Option B would require significant time in training before a new hire would become fully proficient and the quality of service factor may be lost in the interim. Also, for Option B there are administrative and human resource costs totaling approximately \$2,000 that are related to retaining a new hire that are not reflected in the cost comparison chart above. Prior to the beginning of fiscal year 2007-08, these options can be reevaluated.

### FISCAL IMPACTS:

The funds that would have otherwise been expended for in-house staff expenses are shifted to consultant services. Furthermore, an additional \$6,925 will need to be budgeted for the Groundwater Quality Monitoring Program.

### ENVIRONMENTAL COMPLIANCE:

A key objective of the District's water quality program is compliance with the State of California and other local agency regulations and statutes.

### COMMITTEE STATUS:

This item was not reviewed by the Water Resources Committee on July 13, 2006 due to the Committee meeting being cancelled.

### RECOMMENDED MOTION:

That the Board authorizes the General Manager to:

1. Enter into an agreement with Stetson Engineers to perform water quality consulting services per the attached "Scope of Work" and fee schedule (see Exhibit "A") for a not-to-exceed amount of \$100,525, plus 10% for contingencies for a total not-to-exceed amount of \$110,578; and
2. Increase the Groundwater Quality Monitoring Program Budget by \$6,925 for fiscal year 2006-07.

### LIST OF EXHIBITS:

Exhibit "A" - "Scope of Work" and Fee Schedule