

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Resources & Infrastructure Committee

AGENDA NO. **5.A.**

FROM: John F. Weigold IV, General Manager
Ray Dienzo, Utilities Department Manager/District Engineer

Meeting Date: April 22, 2020

Subject: Discuss and Review Urban Water Management Plan (UWMP) Consultant, Scope of Work, and Cost Estimate; and Project Budget Reallocations and Approve Staff Recommendations

RECOMMENDATIONS:

Staff recommends the Resource & Infrastructure Committee discuss and review the UWMP consultant, scope of work and cost estimate; and review the budget allocations and approve recommendations to the Finance committee. The project budget reallocations are provided in the chart below.

DISCUSSION:

Contractor Qualifications:

Staff recommends Water System Consulting (WSC) to be the District's UWMP consultant. WSC meets the required criteria from our RFP/RFQ. Specifically, WSC offers the breadth and quality of services required by the project scope. They have experience in conducting the data analysis and calculations required by the California Department of Water Resources (DWR) Guidebook. This understanding can be demonstrated in the firm's successful completion of UWMPs for other agencies – City of Arroyo Grande, Grover Beach, Pismo Beach, among other agencies in California. One member of their team is on the DWR workgroup that are directly involved in developing UWMP guidelines.

Scope of Services:

WSC will complete the tasks (see Tasks 1-4 in attached Detailed Scope of Services) required for an updated UWMP that is consistent with the revised regulations from the DWR. For example, one of these new regulations requires a more robust Water Shortage Contingency Plan which in this round includes a more detailed Water Supply and Demand Assessment. This Assessment will feed into a new annual Water Shortage Assessment Report which will be due every July, starting in 2022. These technical analyses will also include a more complete analysis of the Sustainable Water Facility's (SWF) contribution to the water supply. The supply protocol analysis of the SWF is a crucial portion of the District's effort to obtain a Regular Coastal Development Permit (CDP).

The result would be a revised UWMP that will be submitted in July 2021 and a technical analysis we can use for our CDP efforts.

FISCAL IMPACT:

The cost estimate for the UWMP consultant efforts would be \$99,990 (see attached Cost Proposal Tasks 1-4), Task 5 will not be completed at this time. District Staff intends to perform the bulk of Coastal Commission coordination for additional technical analysis.

For cost comparison, the 2015 UWMP, which was co-authored by CCSD staff and Maddaus Water Management, totaled \$37,308. The 2015 update included routine revisions to tables and demand calculations. The 2013 Water Use Efficiency Plan, which was authored by Maddaus Water Management with limited staff input, cost \$69,900.

Staff recommends the project costs of \$99,990 be split between the Water Fund and SWF Fund. The Water Fund portion of the UWMP would be \$75,088 (see Tasks 1-3 of Cost Proposal) and the SWF Fund portion would be \$24,902 (see Task 4 of Cost Proposal) for a total budget not to exceed \$99,990.

Water Fund Portion - \$75,088:

For FY 2019-20, the Water Fund budgeted a total of \$40,000 for the UWMP and Water Use Efficiency Plan Update. The remaining budget needed for this consultant contract is \$35,088. Based on the expenditure projections in the Q3 budget report, there is anticipated savings of \$90,216 in the services and supplies accounts, which is sufficient to cover the additional budget of \$35,088 needed. No budget adjustment is necessary in the Water Fund.

SWF Capital Fund Portion - \$24,902:

For FY 2019-20, the SWF Fund budget did not include any funding for the UWMP. There is savings from the Baker Tank purchase of \$51,993, of which a portion can be reallocated for the UWMP budget of \$24,902 needed for this consultant contract.

Staff recommends the Resource & Infrastructure Committee approve Tasks 1-4 of WSC's scope of services and cost estimate not to exceed \$99,990; and recommend the Finance Committee approve the budget reallocation which is outlined in the chart below.

Budget Reallocations					
Fund	Date	Agenda Item	Purpose	Sources	Uses
SWF-Capital	8/15/2019	3.A.	Tank Purchase - Reduce Budget	\$ 24,902	\$ -
SWF-Capital			Urban Water Mgmt Plan Update - Add Project & Budget	\$ -	\$ 24,902
			Fund Sub-Total	\$ 24,902	\$ 24,902
			Difference (unidentified sources of funding)	\$ -	

Attachments:

1. Detailed Scope of Services
2. Cost Proposal