

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: February 21, 2024

To: Mayor and Town Council
From: Garrett Broughton, Senior Civil Engineer
Subject: Approve Professional Services Agreement for Construction Management and Inspection Services for 2024 and 2025 Water Reclamation Facility Projects

Recommendation to Council:

Approve a Professional Services Agreement in the amount of \$1,035,000 for Construction Management and Inspection services for the 2024 and 2025 Water Reclamation Facility Projects and authorize the Town Manager to execute said agreement and any amendments up to 20% of the original amount on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

On June 21, 2023, Council adopted the 5-Year Capital Improvement Program (CIP) for Fiscal Years 2023-2028. The CIP included three projects planned for construction at the Water Reclamation Facility (WRF) in 2024 and 2025. These projects include: the Influent Wet Well Screen Project, the Ultraviolet (UV) System Replacement Project, and the Secondary Treatment System Upgrades Project. Specific to this report, the Secondary Treatment System Upgrades Project includes refurbishment of the two secondary clarifiers, one during the summer of 2024 and the other during the spring or summer of 2025. All three projects were formally bid for construction and construction agreements were approved by Council on December 20, 2023 (Influent Wet Well Screen and the Secondary Clarifiers Projects) and on January 17, 2024 (UV System Replacement Project).

Discussion:

All three projects will require construction management and inspection services for coordination and to ensure proper acceptable work during intense periods of construction. Combined, the awarded construction bids for the three projects total over \$10 million. A Request for Proposals for Construction Management and Inspection services was issued on November 29, 2023, and three consultants submitted a proposal by the due date of January 9, 2024. Following an evaluation by the selection committee, GHD was selected to provide services for the Project. GHD's proposed fee of \$1,035,000 is deemed fair and reasonable.

Fiscal Impact:

Sufficient appropriations are included for this project in the Council-adopted FY 2023-24 budget in the Water Reclamation Capital Fund.

Environmental Review:

Notice of Exemptions were filed with the County Clerk of the County of Sonoma for each project per

the December 20, 2023, and January 17, 2024, agenda reports. A separate CEQA evaluation is not required for the Construction Management and Inspection Services Agreement.

Attachment(s):

1. [Site Location Map](#)
2. [Agreement](#)

Prepared by:

Garrett Broughton
Senior Civil Engineer

Reviewed by:

John Jaeger
Deputy Director of Engineering

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Recommended by:

Jon Davis
Town Manager