TOWN OF WINDSOR
AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 18, 2023

To: Mayor and Town Council
From: David Ernst, Wastewater Superintendent
Subject: Approve a Professional Services Agreement with BKF Engineers for Temporary Office and Locker Room Facilities Site Preparation

Recommendation to Council:
Approve a Professional Services Agreement with BKF Engineers for temporary modular office facilities site preparation in an amount not to exceed $102,000 and authorize the Town Manager to execute said agreement and approve contract documentation and amendments up to the authorized budget and scope of work 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:
Originally constructed in the late 1960s, the Water Reclamation Facility (WRF) office is a two-story building that is currently used for approximately 1200 ft2 of record storage, 500 ft2 staff restroom/locker room, and 2000 ft2 encompassing a control room, computer server room, and workspace for 14 Operations, Maintenance, and Environmental Services staff. Staff continually experience electrical, plumbing, roof, and HVAC failures, which interfere with routine and emergency operations of the WRF. The structure is built on top of an abandoned wet well and the structural stability of the building in the event of a natural disaster or seismic event is uncertain. Failure of this building would place staff at risk and compromise the operation of the WRF.

Discussion:
This project involves the installation of modular office space encompassing a control room, computer server room, and workspace for 14 staff. Although a formal condition assessment has not been conducted, the opinion of the Town Engineer is that in addition to needing renovation of the major building systems, it will not meet current seismic code requirements for office space. The project also includes a condition assessment of the building and the development of a plan for renovation or replacement of the building. During the assessment and renovation or replacement of the building, staff will be relocated to the modular temporary office facilities. To adequately provide temporary facilities, site work design must be completed to ensure utilities (water, sewer, power, and communications), as well as groundwork specifications, are met to receive the temporary facilities. The scope of work for this agreement will include coordination with modular building suppliers, site work construction drawings, as well as bid and construction services.

In February of 2023, Public Works staff published a Request for Qualifications (RFQ) for regional engineering firms to provide on-call and project-based engineering services to support the Town’s

Potable Water, Recycled Water, Collection, and Water Reclamation facilities. In total, nine proposals were submitted and reviewed. BKF was selected for this project based on successful project history, a competitive rate schedule, and consultant staff proximity to the WRF for field visits and other construction services.

Fiscal Impact:
The total fiscal impact of the proposed Professional Services Agreement will allocate up to $102,000 (including 15% contingency) and is supported through sufficient appropriations within the Capital Improvement Funds in the Council-approved fiscal budget for the year 2023 - 2024.

Environmental Review:
An initial study is being performed under this action to determine its California Environmental Quality Act (CEQA) status. It is anticipated that a categorical exemption under Section 15332, in-fill development project, will be prepared and filed with the County Clerk of the County of Sonoma for the construction phase of this project.

Attachment(s):
1. PSA - BKF - Civil Engineering & Consulting Services

Prepared by:
David Ernst
Wastewater Superintendent

Reviewed by:
Shannon Cotulla
Public Works Director

Reviewed by:
Jeneen Peterson
Administrative Services Director

Recommended by:
Jon Davis
Town Manager