

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 1, 2025

To: Mayor and Town Council
From: Garrett Broughton, Senior Civil Engineer
Subject: Approve an Amendment to the Professional Services Agreement (PSA) with Brelje & Race Consulting Engineers (Brelje & Race) for the Ultraviolet (UV) System Replacement Project

Recommendation to Council:

Approve Amendment No. 1 to the PSA with Brelje & Race for Engineering Services During Construction of the Project in an amount not-to-exceed \$92,000.

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 January 17, 2024, Council approved a major construction agreement with C. Overaa & Co. (Overaa) for construction of the Project to replace the UV system which disinfects recycled water as the final step in the treatment process. The original construction contract price was \$4,381,000. On April 3, 2024, Council approved a PSA with Brelje & Race for engineering services during construction with an associated cost of \$159,986. This was an estimate of the amount needed to support construction of the Project.

Construction of the UV System Replacement Project began in March 2024 and was substantially completed in July of 2025 when results of the testing were presented to the State Water Resources Control Board and the Department of Drinking Water. The Town is still awaiting final State approval of the system installation. Barring unexpected issues, the construction project will be closed out at that time.

The Project, including engineering services during construction, was funded with Water Reclamation Capital Funds.

Discussion:

Due to the complexity of replacing the UV system in place while it was still in operation, and the duration of the Project, the costs for engineering services during construction exceeded the anticipated amounts. To facilitate construction, Brelje & Race performed additional design elements and plans needed for structural support of plates, gratings and control panels, recycled water connection changes, and the configuration of automatic valves (V7 and V8) which allow the system to divert flow back to the sewer based on system alarms. In addition, there were twice as many submittals and requests for information (RFIs) as was anticipated from the Contractor over the course of construction.

Because of the timely and effective responses by Brelje and Race to these submittals and RFI's, construction change orders have only amounted to approximately 1% of the original construction estimate, to date.

Based on the engineering work performed, and to be performed, to bring the Project to completion, \$92,000 is requested for Amendment 1 to the Brelje & Race agreement. This includes the extra work performed by Brelje & Race and preparation of the final as-built plan set. Council's April 2024 approval of the PSA with Brelje & Race allowed for a 15% contingency in excess of the original cost; however, this amount is not sufficient to cover these expenses. Therefore, Staff is requesting Council to approve contract Amendment 1 for \$92,000.

In order to fund the requested Amendment 1, a transfer is requested within the Fiscal Year 2025-2026 Water Reclamation Capital funds. The Secondary Clarifier Improvements Project (Project No. 2417), currently finishing construction, has been delivered under budget, and sufficient funds are available in that project to fund this request. Staff are requesting to move the requested funds from the Secondary Improvements Project to the UV System Replacement Project.

Fiscal Impact:

The total fiscal impact of the proposed amendment will transfer \$92,000 within the Water Reclamation Capital Fund, based on sufficient appropriations in the Council approved Fiscal Year 2025-26 budget.

Funding Source	Not to Exceed Amount
Secondary Treatment Upgrades: 430-82-25-2417-4510-000	<\$92,000>
UV System Replacement: 430-82-25-2209-4510-000	\$92,000

Environmental Review:

The Project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15302 Class 2 because it consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Therefore, no environmental review is required. A Notice of Exemption was filed with the County Clerk of the County of Sonoma on November 17, 2023.

Attachment(s):

- [1. Amendment 1 to the Professional Services Agreement with Brelje & Race Consulting Engineers](#)
- [2. Project Location Map](#)

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