TOWN OF WINDSOR
AGENDA REPORT

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 the Design of a Permanent Sewer Connection between the Airport Larkfield Wikiup Sanitation Zone (ALWSZ) and the Windsor Water District (WWD)

Recommendation to Council:

1. Adopt a resolution amending the Approved Fiscal Year 2023-24 Budget in the amount of $365,000 for the Windsor Water District Airport Larkfield Wikiup Sanitation Zone Sanitary Sewer Intertie Project.
2. Approve a Professional Services Agreement with BKF Engineers for design, bid, and construction management services for a permanent sanitary sewer connection between ALWSZ and WWD and authorize the Town Manager to execute said agreement in an amount not to exceed $365,000 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:
In 1988, the Town first entered into an agreement with Sonoma County Water Agency, now Sonoma Water for the transfer, storage, and disposal of treated wastewater between the two water reclamation systems. This Mutual Aid Agreement is still in effect and remains recognized and regulated under separate Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board. Over the last 35 years, this agreement, and subsequent amendments have proven to be beneficial to both parties on numerous occasions. More recently, (2021) the WWD and ALWSZ further solidified this relationship with the Joint Use and Storage Program. Under this program, the Town's recycled water, comingled with ALWSZ recycled water, has been used to meet storage and irrigation demands in the Town's recycled water system and subsequently reduce discharges to surface water. To facilitate these transfers of partially treated wastewater under the Mutual Aid Agreement and recycled water under the Joint Use and Storage Program, a single connection is utilized at County Service Area 31 (CSA-31) located within the Santa Rosa Junior College Public Safety Center, at 5743 Skylane Blvd.

Discussion:
In 2023 Sonoma Water and the Windsor Water District began negotiations for a Wastewater Service Agreement for the ALWSZ Treatment Plant to send raw and partially treated wastewater to the WWD and for WWD to operate and manage the ALWSZ. Although the full details have not been finalized between the two agencies or approved by their governing bodies, a permanent sewer connection will be required for the continuous conveyance of raw or partially treated wastewater from ALWSZ to the WWD.

To expedite the implementation of the Wastewater Service Agreement, staff are requesting approval of a Professional Services Agreement with BKF for the design of the permanent sewer connection, while negotiations proceed on which agency will be responsible for funding (or a portion thereof) final construction. By completing the design this winter, the Town can be in a position to complete the construction of the permanent sewer connection in the summer of 2024.

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. For this project, four (4) firms from the prequalified list were invited to submit a proposal, of which three responded with detailed proposals and a complete scope of work. BKF was selected for this project based on successful project history, a competitive rate schedule, and consultant staff proximity to the Water Reclamation Facility for field visits and other construction services.

Fiscal Impact:
The proposed Professional Services Agreement allocates up to $365,000 (including 15% contingency) and is supported through additional appropriations from the Water Reclamation Capital Improvement Fund in the Council-approved fiscal year 2023 - 2024 budget, per the attached budget resolution (Attachment 1).

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. Resolution
2. Agreement
12.1 PowerPoint (Distributed 2023-10-16)

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