

CRESCENTA VALLEY WATER DISTRICT

**2700 Foothill Boulevard
La Crescenta, California**

**Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District
to be held on Tuesday, October 10, 2023, at 7:00 p.m.**

Posted: Friday, October 6, 2023 at 7:00 p.m.

This meeting will be conducted in person at the address listed above. Members of the public may also participate virtually by using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 857 3546 4425

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom audio & video conferencing tool available at the following link:

<https://us02web.zoom.us/j/85735464425>

If there is a disruption of service, this meeting will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required.

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to customer service, at (818) 248-3925 or customerservice@cvwd.com by 3pm on October 10, 2023.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address and posted on the District's website.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable, and speakers are limited to one three-minute (3) comment. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

1. Consideration and approval of the Minutes of the Adjourned Regular Board Meeting on September 26, 2023.

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board. This opportunity is non-transferable, and speakers are limited to one two-minute (2) comment.

1. **Professional Engineering Services for Design of FY 23/24 Pipeline Replacement, Project E-1069** – Consideration and motion to authorize the General Manager to enter into an agreement with Tetra Tech Corporation (Tetra Tech) to provide professional engineering services for said project at a cost of \$105,000 and establish a contingency amount of \$10,500 (10% of contract) to cover the cost of unforeseen or additional work.
2. **10-inch Water Main Replacement on the 3000 & 3100 Blocks of Montrose Ave, Project E-1067** – Consideration and motion to authorize the General Manager to solicit bids and award a contract for the construction of 1,600 lineal feet of 12-inch pipeline to replace the existing 10-inch pipeline on the 3000 & 3100 Blocks of Montrose Ave. with an engineer's estimate of \$832,800 and establish a contingency amount of \$8,328 (10% of contract) to cover the cost of unforeseen or additional work; to find the project exempt from CEQA; and to waive the requirement for formal competitive bidding as outlined in CVWD's Rules and Regulations, Article 18.01
3. **Director Recruitment**

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Engineering Committee
- Finance Committee
- Employee Relations Committee
- Policy Committee
- Community Relations/Water Conservation Committee
- Emergency Planning Committee
- Technology Committee

Directors' Oral Reports – Reports on issues, meetings, or activities attended by Directors.

Board Members' Request for Future Agenda Items

Closed Session

Conference with Legal Counsel – Existing Litigation

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: *Plone Trust, et al. v. Kalousd Pandazos, et al.*, Los Angeles Superior Court Case No. 21STCV19845; and *Perry Lazar, et al. v. County of Los Angeles, et al.*, Los Angeles Superior Court Case No. 22STCV34822.

Public Employment

Position: General Manager

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board. This opportunity is non-transferable, and speakers are limited to one two-minute (2) comment.

4. **Approval of General Manager Employment Agreement** – Consideration and motion to approve the General Manager Employment Agreement with James Lee, effective September 26, 2023.

Adjournment



CRESCENTA VALLEY WATER DISTRICT
ADJOURNED REGULAR MEETING, BOARD OF DIRECTORS
September 26, 2023

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District made at the Regular Meeting on September 12, 2023, an Adjourned Regular Meeting was held on September 26, 2023, at 7:00 p.m. at the District office at 2700 Foothill Blvd., La Crescenta, California and through audio and video conference. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, with President Sharon Raghavachary presiding.

At roll call, the following Directors and staff members were present or online:

Directors:

James D. Bodnar
Kerry D. Erickson (absent)
Jeffery W. Johnson
Sharon S. Raghavachary
Judy L. Tejeda

Attorney:

Thomas Bunn

Interim General Manager:

James Lee

**Interim Director of Engineering
and Operations:**

Brook Yared

Staff Members:

Arturo Montes, Finance & Administration Manager
Kellen Boyce, System Operations Manager
Darlene Telles, Operations & Maintenance Manager
Tessa Allmon, Customer Service Lead
Elias Sebhatu, Senior Engineer
Pam Leddy, Administrative Assistant

Guests:

John Rossi, Ralph Andersen & Associates
Patrick Atwater

PLEDGE OF ALLEGIANCE

Mr. Yared opened the meeting by leading the Directors and staff in reciting the Pledge of Allegiance.

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Johnson, and carried by a 4-0 vote that the Agenda for the Adjourned Regular Meeting of September 26, 2023, be adopted.

PUBLIC COMMENTS – None

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – No report.

CONSENT CALENDAR

It was moved by Director Bodnar, seconded by Director Raghavachary and carried by a 4-0 vote to approve the Minutes of the Adjourned Regular Board Meeting held on August 22, 2023, the minutes of the Regular Board Meeting held on September 12, 2023, and to ratify the disbursements for August 2023 which consisted of:

Payment of demands against the Crescenta Valley Water District on or before August 2023, the same having been approved by the General Manager, and heretofore paid, are to be ratified and approved subject to audit, in the aggregate sum of Eight-Hundred Sixty-Five Thousand, Eight-Hundred Ninety-Eight Dollars and Seventy-Eight Cents (\$865,898.78), which is composed of the individual items set forth herein.

ACTION CALENDAR

Consideration and possible action to grant a request from a high water bill by Meghan Hearn at 2353

Caracas – Mr. Lee presented an appeal from Meghan Hearn, who is a tenant at 2353 Caracas for possible action to grant a request for relief from a high water bill due to leak on the property. Mr. Lee provided correspondence received from the property owner, Adam Hall, requesting an adjustment, an invoice for the repairs made to the irrigation system, water use graphs, and the water bills generated relating to the leak involved.

Following discussion:

It was moved by Director Bodnar, seconded by Director Johnson, and carried by a 4-0 vote to provide relief to the customer by recalculating the excess water usage at Tier 2 rates for this account to be consistent with recent Board actions.

INFORMATION ITEMS – None

WRITTEN COMMUNICATIONS TO DISTRICT – None

GENERAL MANAGER – Mr. Lee announced that the Operations & Maintenance crew visited Rowland Water District to enhance learning and encourage relationship building. Mr. Montes shared that under the direction of the Board, John Phan from Campanile Group, Inc., had been hired to and had subsequently assembled a financing team through a bid process to assist with an upcoming bond issuance. Mr. Montes stated that the bond issuance documents should be ready for approval of the Board by mid-November and that an issuance is targeted to be ready for closing by December. Ms. Telles provided highlights of the August 2023 Field Maintenance and Operations Report and shared findings of the Rosemont pipeline confined space inspection which took place on Friday, September 22nd. Mr. Lee announced that Patrick Atwater had been hired and would start soon as the District's Regulatory & Public Affairs Manager and

introduced Mr. Atwater to the Board. Mr. Boyce announced that 48.10” of rain has been recorded for the rainfall season as of September 26th representing the fourth (4th) highest amount of rainfall on record.

ATTORNEY REPORT – Mr. Bunn shared that Lagerlof LLP had located original meeting minutes from Crescenta Mutual Water Board dating back before the formation of Crescenta Valley Water District in 1950, and that he would like to share the documents with the Board at the next Board meeting.

REPORTS OF COMMITTEES

Engineering and Operations Committee – Director Johnson reported that the Committee had not met; however, a meeting will be scheduled for October 27, 2023.

Finance Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled for the first week of October.

Employee Relations Committee – Director Bodnar reported that the Committee had not met; however, a meeting will be scheduled as needed.

Policy Committee – Director Raghavachary reported that the Committee had met not met; however, a meeting will be scheduled in the near future.

Community Relations/Water Conservation Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled as needed.

Emergency Planning Committee – Director Tejeda reported that the Committee had not met; however, a meeting will be scheduled as needed.

Executive Committee – Director Raghavachary reported that the Committee met on August 15, 2023. A meeting will be scheduled as needed.

Technology Committee – Director Bodnar reported that the Committee had not met; however, a meeting will be scheduled as needed.

DIRECTORS' ORAL REPORTS

Director Bodnar – Reported that he attended the dedication of the Judy Tejeda Reservoir Site the morning of September 26th.

Director Erickson – Absent

Director Johnson – No report

Director Raghavachary – No report

Director Tejeda – Mr. Lee announced that Director Tejeda will be resigning from the Crescenta Valley Water District Board of Directors on December 31, 2023 after over 30 years of service. Director Tejeda expressed her gratitude to the Board for their continuous contributions to the community. An item will be placed on the subsequent Board agenda to identify a director for the seat.

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Direct Bodnar suggested that the Public Comment segment take place at the beginning of each Board meeting and include public comments for all items on the agenda.

CLOSED SESSION – No reportable action.

ADJOURNMENT

There being no other business to come before the Board, at 8:58 p.m., the meeting was adjourned to October 10, 2023, at 7:00 p.m.

APPROVED

Sharon S. Raghavachary
President

James Lee
Interim General Manager

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Action Item No. 1

October 10, 2023

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Interim Director of Engineering and Operations
Subject: Request for Proposal – Professional Engineering Services for Design of FY 23/24 Pipeline Replacement, Project E-1069

ACTION ITEM:

Professional Engineering Services for Design of FY 23/24 Pipeline Replacement, Project E-1069 –

Consideration and motion to authorize the General Manager to enter into an agreement with Tetra Tech Corporation (Tetra Tech) to provide professional engineering services for said project at a cost of \$105,000 and establish a contingency amount of \$10,500 (10% of contract) to cover the cost of unforeseen or additional work.

BACKGROUND:

Crescenta Valley Water District's (CVWD) Strategic Plan, most recently updated in 2022, outlines the specific goals, objectives, and strategies to accomplish its mission to provide high-quality water by replacing old and undersized steel pipelines within the water distribution system. CVWD's goal is to replace more than 20 miles of pipeline before 2035. For CVWD to meet the timely replacement of aging infrastructure, the assistance of a consulting engineering firm to prepare plans and specifications for the upcoming pipeline projects is necessary (see attached location maps). This will help ensure that the District accomplishes the goals consistent with CVWD's Strategic plan and vision.

The FY 23/24 Capital Improvement Program includes capital projects that balance various objectives and provide the most benefit and value to the community. Project 1 will replace approximately 3,800 L.F of 10-inch water mains along the 2400-2700 blocks of Montrose Ave. with a 12-inch diameter pipe. Project 2 will replace 725 L.F of 5-inch water main on the 2200 Block of Montrose Lane, with a 6-inch diameter steel main. Projects 1 and 2 will replace a total of 4,525 L.F. The existing pipelines were built in 1948 and 1933, respectively.

DISCUSSION:

In September 2023, a request for proposal (RFP) was sent to six (6) consulting engineering firms to prepare design plans and specifications for the proposed project. Each firm has prior experience with providing professional services for the design of similar water infrastructure projects. Attached for your review is the District's RFP which includes the scope of work and other project parameters.

On September 7, 2023, staff held a pre-proposal web conference with the consulting firms and provided information about CVWD, the scope of work, and the proposed project schedule. The proposals were due on October 4, 2023, and CVWD received four (4) proposals.

Staff reviewed each proposal and ranked them in accordance with the following categories and weighted percentages: 1) Proposal, Project Concept & Scope of Work– 30%, 2) Previous work experience – 30%, 3) Expertise of project staff on similar projects – 20%, 4) Coordination with agencies – 10%, and 5) Costs of service – 10%.

After Staff completed its review and ranked each consultant (see attached proposal ranking table), it was determined that Tetra Tech's proposal addressed the District's design needs and was the highest ranked consultant.

Tetra Tech's proposal addressed critical design issues, such as the Pickens Channel Crossing, the design of the new pipeline, fire services, and water service laterals. Additional challenges included meeting CVWD's project schedule and staying within CVWD's budget for this project. The proposal also

considered community outreach and interagency coordination with the Department of Drinking Water and Los Angeles County Public Works. Tetra Tech's team members have completed many similar projects within Los Angeles County.

ENVIRONMENTAL REVIEW:

Not required.

RECOMMENDATION:

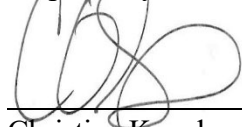
It is staff's recommendation to authorize the General Manager to enter into an agreement with Tetra Tech Corporation to provide professional engineering services for said project at a cost of \$105,000 and establish a contingency amount of \$10,500 (10% of the contract) to cover the cost of unforeseen or additional work.

FUNDING AVAILABILITY:

There are sufficient funds available for the design services in the following account for the project. See Action Item #2 for additional discussion regarding construction costs:

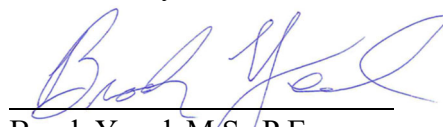
Account Description	Amount
FY 23/24 Water CIP – Water Distribution – Pipeline Replacement	\$ 3,949,300
E-1046 – 2600 & 2700 Blocks of Orange Ave and 5000 Block of Adobe Ln	\$ (1,057,637)
FY 23/24 Water CIP – Pipeline Replacement Remaining	\$ 2,891,663
E-1067 – 10-inch Water Main Replacement on the 3000 & 3100 Blocks of Montrose Ave – Total Preliminary Cost Estimate	\$ (1,143,700)
E-1069 – 2400-2700 Blocks of Montrose Ave & 2000 Block of Montrose Ln – Design Services – Tetra Tech	\$ (115,500)
E-1069 – 2400-2700 Blocks of Montrose Ave & 2000 Block of Montrose Ln – Preliminary Estimate	\$ (2,768,000)
Amount Remaining in Water CIP – Water Distribution – Pipeline Replacement	\$ (1,135,537)

Prepared by:



Christina Kopelman
Assistant Engineer

Submitted by:



Brook Yared, M.S., P.E.
Interim Director of Engineering & Operations

Attachments:

1. Project Location Map
2. Consultant Ranking Table
3. CVWD's Request for Proposal
4. Tetra Tech's Proposal dated 10/04/23



LEGEND:

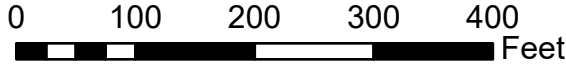
Existing System

- Water Main
- ❖ Hydrant
- Ball Valve
- Butterfly Valve
- Gate Valve

Proposed Construction

- 10-inch Pipeline to be Replaced
- Total Length: 1,850 LF
- Proposed Pipe Diameter: 12-inch
- Material: CMLxCMC 10 ga. Steel

FY 23/24 Pipeline Replacement: Montrose Ave (Block 2400-2500)





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LEGEND:

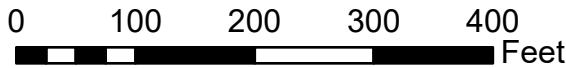
Existing System

- Water Main
- ❖ Hydrant
- Butterfly Valve
- Gate Valve
- PRV

Proposed Construction

- 10-inch Pipeline to be Replaced
- Total Length: 1,950 LF
- Proposed Pipe Diameter: 12-inch
- Material: CMLxCMC 10 ga. Steel

FY 23/24 Pipeline Replacement: Montrose Ave (Block 2400-2500)





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LEGEND:

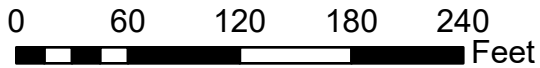
Existing System

- Water Main
- ◆ Hydrant
- Butterfly Valve
- Gate Valve

Proposed Construction

- 5-inch Pipeline to be Replaced
- Total Length: 725 LF
- Proposed Pipe Diameter: 6-inch
- Material: CMLxCMC 10 ga. Steel

FY 23/24 Pipeline Replacement: Montrose Lane (Block 2200)



Crescenta Valley Water District

<i>Ranking</i>	Weighted Percent	Tetra Tech		Cannon		SA Associates		DMc Engineering	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Proposal - Project Concept & Scope of Work	30%	4.1	1.24	4.1	1.24	3.6	1.09	4.0	1.20
Project Experience	30%	4.3	1.28	4.1	1.24	4.3	1.28	4.8	1.43
Project Team Qualifications	20%	4.6	0.93	4.6	0.93	4.4	0.88	4.8	0.95
Coordination with Agencies	10%	4.0	0.40	4.3	0.43	4.1	0.41	4.3	0.43
Consultant's Fee	10%	5.0	0.50	3.5	0.35	3.0	0.30	2.6	0.26
Final Weighted Score	100%		4.34		4.18		3.95		4.26
Proposal Cost			\$105,000		\$120,527		\$130,000		\$143,900

Each consultant's proposal rated 1 - 5 (5 outstanding - 3 average - 1 unsatisfactory) on each category above. Each rating is multiplied by the weighted average for each category and totaled for the final weighted score.

Categories:

Project Concept & Scope of Work - *How well the consultant's proposal addressed the needs of the District as outlined in the request for proposal & how well the consultant showed how its firm would complete the requested tasks*

Project Experience - *How much previous experience has the consultant on projects similar to this project*

Project Team Qualifications - *How did the consultant's proposal use its staff and the experience of the individual people involved*

Consultants Fee - *How well the consultant's proposal utilized their staff and the costs associated with the proposal*



REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES FOR DESIGN OF FY 23/24 PIPELINE REPLACEMENT PROJECT, PROJECT E-1069

PROPOSAL DUE DATE: October 4, 2023

INTRODUCTION:

Crescenta Valley Water District (CVWD) is embarking on its FY 23/24 capital improvement project program, which includes the replacement of old and undersized steel pipelines within the water distribution system. The District's goal is to maintain a pipeline replacement schedule that will replace all pipelines within an 75-year period. Currently about 50% of CVWD's pipelines will be over 75 years old in the next 20 years. To meet this goal, CVWD would have to replace approximately 50 miles of pipeline before 2040, about 1.7 miles of pipeline annually. The specific pipelines to be replaced per year are based on age of pipeline, pipe size, pipe material and number of previous leaks. The pipelines are also grouped within a specific area of the District for ease of construction.

CVWD's Board approved the FY 23/24 Water Budget in June 2023, and the approved budget showed \$4M available for pipeline replacement as part of the CIP budget. Recently additional funding has been procured, and CVWD will be resuming replacement of approximately 1.0 mile of pipeline for this coming fiscal year and attempting to return to the original pipeline replacement schedule in the future to accommodate for the 75-year replacement schedule. CVWD's Engineering Department in previous years, performed the planning, design, specification development, potholing, trench marking, materials ordering, bidding, community outreach, construction administration, and inspection for pipeline projects.

For CVWD to meet our pipeline replacement schedule, we will need the assistance of a consulting engineering firm to prepare design plans and specifications to replace the existing 10-inch pipelines (as shown in the table below) with approximately 3,800 LF of new 12-inch water main along the 2400-2700 blocks Montrose Ave. and 725 LF of new 6-inch water main along the 2200 block of Montrose Ln. CVWD is planning to advertise and bid this work as one project and complete the project by June 30, 2024.

Block No.	Street Name	Year Const.	Ex. Pipe Dia. (in)	New Pipeline Dia. (in)	Length (L.F.)	Contractor Cost Estimate	Consultant, Materials, Permits, etc.	Total Cost Estimate	Cost/LF
2400-2500	Montrose Ave	1948	10	12	1,850	\$911,400	\$361,400	\$1,272,800	
2600-2700	Montrose Ave	1948	10	12	1,950	\$771,793	\$370,807	\$1,142,600	
2200	Montrose Ln	1933	5	6	725	\$293,700	\$174,400	\$468,100	
Total					4,525	\$1,976,893	\$906,607	\$2,883,500	\$637

SCOPE OF WORK

CVWD is seeking a professional engineering firm to design and prepare construction specification documents for the installation of the new pipelines as described above. The major elements of the project include the following:

- Topographic survey and right-of-way mapping
- Utility research and compiling for base map.
- Pothole plan for utility crossing and connection to existing water mains, including permits. Performance of potholing shall be completed by the District.
- Pipeline design (plan view only) per CVWD design and AutoCAD standards.
- Details of connection to existing water mains.
- Design of crossing of Pickens Canyon Channel and submittal of plans for permit approval with Los Angeles County Flood Control
- Coordination with Los Angeles County, Department of Public Works
 - Design requirements relative to pavement replacement, backfill requirements, water discharge BMPs and traffic control.
 - Approval of all fire hydrant locations.
 - Excavation Permit – Submittal and preliminary approval. Contractor will obtain the final permit. CVWD will pay all permit fees.
- If necessary, coordination with State Water Resources Control Board, Division of Drinking Water for variance approval.
- Project Front-end Specifications. Sample provided by CVWD.
- Project Special and Technical Provisions. Sample provided by CVWD.
- List of all materials necessary for project construction.
- Bidding Schedule and Engineer’s construction cost estimate. Bidding coordinated with CVWD.
- Project Schedule for design phase and estimated construction schedule.
- Construction services including:
 - Assistance with response to requests for information.
 - Review of shop drawings and submittals.
 - Construction staking including marking centerline of trench.
- As-built drawing and GIS updates per redline information from the Contractor.

Deliverables:

- Prepare 100% submittal and final submittal of construction drawings and specifications.
- Project Meetings - Attendance at least five (5) design and bidding project meeting
 - Kick-off Meeting
 - 50% Submittal for pipeline alignment
 - 100% Submittal
 - Final Submittal
 - Pre-Bid Meeting
 - Pre-Construction Meeting

Project Schedule:

<u>Task</u>	<u>Date</u>
Pre-Proposal Meeting – Web Conference	September 7, 2023
Proposal Due	October 4, 2023
Award of Contract	October 11, 2023
Kick Off Meeting	October 12, 2023
Board Approval – Advertisement for Bids	January 2nd, 2024
Pre-Bid Meeting	January 17, 2024
Bid Opening	January 31, 2024
Board Approval – Award of Contract	February 13, 2024 (Tentative)
Start Construction	February 20, 2024

PROPOSAL REQUIREMENTS:

Scope of Work

The proposal shall include a detailed list itemizing the tasks required to complete the scope of work addressing all project criteria outlined above. Each task shall include a detailed estimate of man-hours required to complete each task.

Proposal Fee Schedule

The proposal shall include a "Fee Schedule" outlining all applicable hourly rates and costs for services. The proposal shall provide a breakdown of fees associated with the project task as specified above. The proposal shall also include a "not-to exceed" total fee, which shall include all work necessary to complete the project objective.

Schedule

The proposal shall include a proposed project schedule detailing the time of completion for design and permitting. The schedule shall include the number of calendar days required to perform each task and the total number of calendar days required to complete the entire project.

Project Experience

The proposal shall include description of comparable pipeline projects completed by consultant including experience working with the City of Glendale and Los Angeles County within past three (3) years including date completed, location of work names, addresses, and phone numbers of persons in charge of project, and the name and address of the public agency or firm for whom the project was constructed.

Consultant's Representative

The proposal shall name a responsible representative, an alternate, and all sub-consultants to perform the assigned tasks. The chosen consultant's representative will remain responsible and in charge of all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. The District must approve any other changes in responsible representative, in advance. The District will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.

Professional Service Agreement

The chosen consultant shall be responsible for completing the specified services in accordance with the District's standard "Professional Services Agreement," which will be prepared by the District. Services specified in this agreement shall be taken directly from the consultant's accepted proposal and from this "Request for Proposal", if applicable.

Insurance Requirements

The District will require employer's liability, comprehensive commercial liability insurance, and errors and omissions insurance coverage for at least \$2,000,000 and comprehensive automobile liability for at least \$1,000,000. The District requires that the District be named as additional insured on the policy and such insurance policy shall not be terminated or canceled without thirty (30) days prior written notice to the District.

District Reimbursements

The District normally reimburses consultants for the actual cost (plus 15%) for all outside expenses, including those for material costs authorized in advance by the District. Other reasonable expenses will be reimbursed where such costs have been advanced by consultant and approved by the District.

The chosen consultant shall not be compensated for use of computers, office equipment, hardware, or software materials. Said costs are not compensated and time expended by consultant's personnel on such equipment is included within the hourly rate as shown on the consultant's fee schedule.

District Responsibilities:

District will provide the following to assist the selected consultant with the project and its completion:

- Geographic information system (GIS) information and topographic surveys as available.
- Reports, plans, and drawings, as available and pertinent to the proposed plan.
- Design criteria, preferred manufacturer's information, and other technical information, as available and pertinent to the project.
- Current operational condition and performance of existing infrastructure pertinent to the proposed plan.

Proposal Due Date:

Please submit one (1) copy of the proposal as a PDF file via e-mail via e-mail by 12:00 pm by October 4, 2024, to esebhatu@cvwd.com. Send three (3) copies of the proposal to the attention of Mr. Brook Yared, Director of Engineering and Operations at Crescenta Valley Water District, 2700 Foothill Boulevard, La Crescenta CA 91214. If you have any questions or comments, contact Mr. Sebhatu at (818) 236-4117.



PROPOSAL TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR

FY 23/24 Pipeline Replacement Project

PROJECT E-1069

OCTOBER 4, 2023





October 4, 2023

Brook Yared, PE
Director of Engineering and Operations
Crescenta Valley Water District
2700 Foothill Blvd
La Crescenta, CA 91214

**Reference: Proposal for Professional Engineering Services
FY 23/24 Pipeline Replacement Project – Project E-1069**

Dear Mr. Yared,

Tetra Tech is pleased to submit our proposal to provide professional engineering services for the FY 23/24 Pipeline Replacement Project. We are committed to delivering the Crescenta Valley Water District (District) with the level of service you expect and deserve.

We understand that the District typically designs the distribution system improvements in-house and therefore we are considering this opportunity to function as an extension of staff to complete this project carrying forward your mission, vision, values, and guiding principles. Tetra Tech believes these improvements will be a considerable benefit to the public by increasing water system reliability and by reducing unplanned public inconveniences resulting from repairing old pipelines. Our goal is to assist the District with this important project and then continue to assist the District as you move forward with the pipeline replacement program. To do this, we know we must provide great service, and this is always our goal.

Our team is highly qualified for your project because our entire team specializes in the engineering of public water systems. This allows us to be familiar with the issues faced by municipal water systems including technical pipeline issues, construction public inconvenience issues, cost issues, and schedule issues. We trust that our proposal conveys our wide range of experience surrounding potable water mains and our excitement to be a part of the District's team.

Our team is ready to mobilize in less than 48 hours to perform the services requested. Thank you for providing us the opportunity to submit our proposal, we look forward to your positive response. Should you require additional information or have any questions regarding our proposal, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Tom Epperson'.

Tom Epperson, PE
Vice President

M:\Marketing\Proposals\FY 2023\CVWD_FY23-24 Pipeline Replacement Project

A graphic titled 'QUALIFICATIONS AT A GLANCE' with a blue header. It contains two sections: the first features a blue circular icon with a white pipe and the text '325+ MILES OF Southern California pipeline conveyance experience'; the second features a blue circular icon with four white hands holding a central gear and the text 'Commitment of our BEST TEAM to the Contract'.

**QUALIFICATIONS
AT A GLANCE**

325+ MILES OF
Southern California
pipeline conveyance
experience

**Commitment of our
BEST TEAM**
to the Contract

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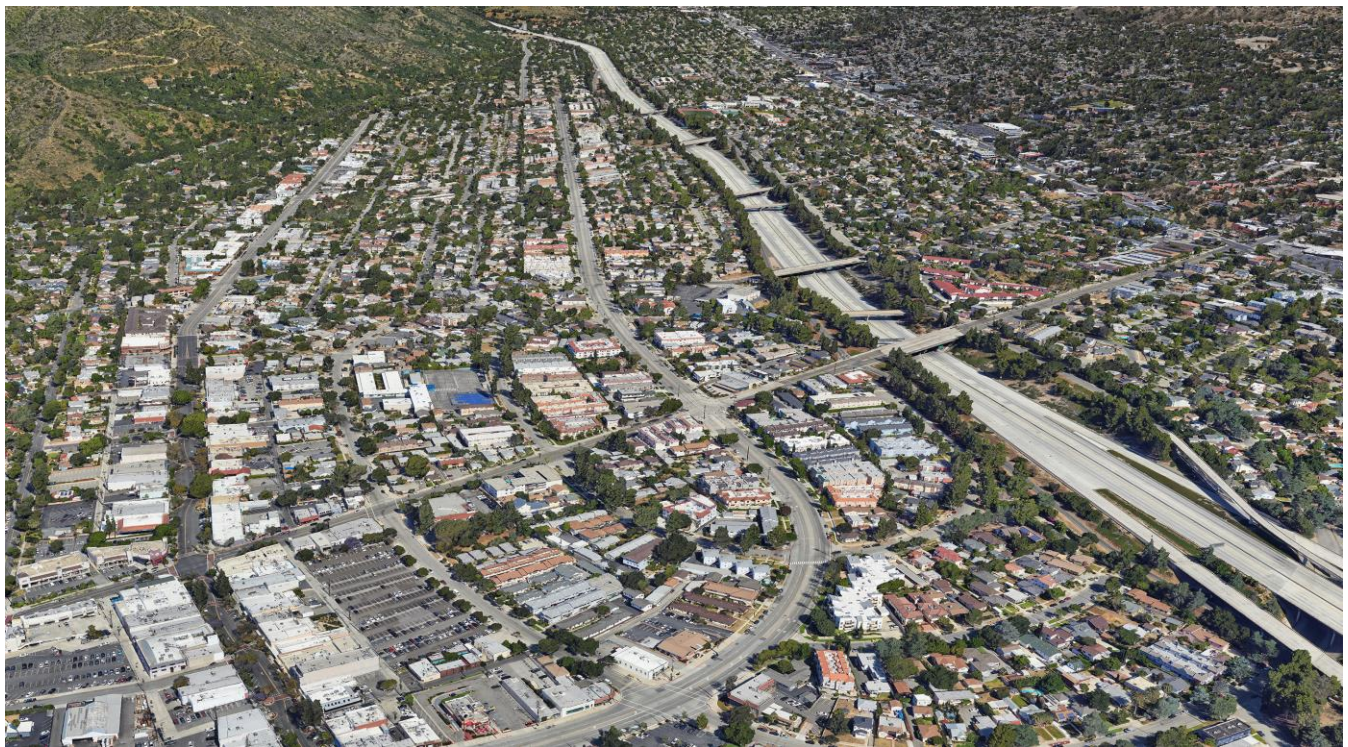
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FIRM OVERVIEW

Based in Pasadena, California, Tetra Tech is a full-service engineering and science firm with a substantial global presence. We help our clients conceptualize and execute innovative solutions to their most difficult problems. From front-end science and planning to design, construction management and operations, Tetra Tech's global service network, facilitated by our initiatives program coordinates resources for specific markets and provides best in-class experts with worldwide project experience.

Founded in 1966, Tetra Tech is a nationally recognized engineering and resource management firm of more than 27,000 engineers, scientists, construction specialists, and technical support personnel in 550 offices worldwide. Listed on the NASDAQ Exchange (TTEK), Tetra Tech's annual revenues now exceed \$4.5 billion (2023). Thus, we are in an excellent financial position and can provide the necessary resources to rapidly deploy and meet aggressive project schedules.

Tetra Tech consistently ranks among the top engineering firms annually according to the *Engineering News-Record*. **In 2023, Tetra Tech was ranked 4th among the top 500 design firms nationwide and was ranked #2 in the Sewer & Waste service industry.**

Tetra Tech's goal is to provide the necessary expertise and resources to deliver projects on time, within budget, and in compliance with the design and construction standards of our clients and approval agencies. Leveraging our national presence, multi-disciplinary team, and client focused service, we apply lessons learned from our vast experience to each and every challenge. Clients benefit from this approach with consistently high-quality service, innovative designs, and functional solutions that are responsive to their needs and often exceed their expectations. A cornerstone of our success is our client-focused service, staff qualifications, firm commitment, and desire to successfully complete each assignment to the satisfaction of our clients.

This project will be managed and directed from our Irvine office location:

Company Legal Name:	Tetra Tech, Inc.
Address:	17885 Von Karman Avenue, Suite 500 Irvine, CA 92614
Project Representative:	Tom Epperson, PE
Phone:	949/809-5156
E-mail:	tom.epperson@tetrattech.com
Alternate Project:	
Representative:	Neha Gajjar, PE
Phone:	949/809-5026
E-mail:	neha.gajjar@tetrattech.com

Tetra Tech is a leading provider of specialized management consulting and technical services. We help our clients conceptualize and execute innovative solutions to their most difficult problems. Our management consulting services are complemented by our technical services, including research and development, applied science, engineering and architectural design, construction management, and operations and maintenance. Our clients include a diverse base of public and private sector organizations located in the U.S. and internationally.



WHY TETRA TECH

Our Project Team brings the following advantages to the Crescenta Valley Water District (District) FY 23/24 Pipeline Replacement projects:

- ▶ **Commitment of Our Best Engineers to Contract.** We have assigned **Tom Epperson, PE**, as Project Director and **Neha Gajjar, PE**, as our Project Manager. With more than seven decades of combined experience, Mr. Epperson and Ms. Gajjar are the right team to successfully complete this project.
- ▶ **Previous Design Experience with the District.** Our Project Team completed the design of the FY 21/22 Pipeline Replacement Projects E-1033 and E-1034; completion of this project has afforded Tetra Tech the opportunity to gain experience with the District's design and AutoCAD standards.
- ▶ **Extensive Relevant Design Experience.** For more than 40 years members of our Project Team have designed over **325 miles** of water main replacements within fully developed areas. Our team's experience affords the District with design engineers who have the experience to complete the design of this project with much success.
- ▶ **Working Relationship with the District.** Our Project Team's track record of successfully completed projects has demonstrated our ability to integrate our team with various clients due to our knowledge of the public sector procurement process. Our approach to this project will include a "teamwork and partnering" approach with the District. **Our intention is to use this project as a step in building a solid, long-term working relationship with the District.** We will do this by exceeding your expectations through hard work, attention to detail, high level of communication, and close schedule and budget control.

Our extensive experience with similar projects will ensure that the District will receive a high level of service delivered by qualified, knowledgeable engineering professionals. Highly meticulous and coherent plans and specifications greatly benefit all project stakeholders, with the largest benefit realized by the Owner. Quality contract documents clearly lead to a larger number of bidders, lower competitive bid prices (due to increased competition, the contractor has less to assume and take the risk for, and a greater overall comfort level in our design based on a long history of successful projects), and lowest overall cost while achieving a very high-quality end product (quality contract documents mitigates the potential, and impact of change orders, and sets forth a standard of quality the contract must achieve).



TETRA TECH

No two projects are the same, although many are similar. The key is to utilize elements of work that have been successful and apply them to this project and continue to improve construction efficiencies without lowering quality based on contractor feedback.

Our goal is to provide the necessary expertise and resources to deliver the project on time, within budget, and in compliance with the design and construction standards set forth by the District. Tetra Tech has a large talent pool to draw from and can provide the necessary resources

to rapidly deploy and meet aggressive project schedules. In addition, Tetra Tech is especially proud of its high level of repeat customers, which we attribute to our dedication and commitment to quality engineering and client satisfaction. Thus, we invite you to contact our references regarding our past record of performance, client relations, and project satisfaction.

PROJECT UNDERSTANDING

The District has requested proposals from consultants to provide engineering services for the FY 23/24 pipeline replacement project. This Capital Improvement Project will include the replacement of old and undersized steel pipelines within the District's water distribution system.

The District's objective is to adhere to a pipeline replacement schedule that will replace all pipelines within a 75-year period and in this fiscal year there are three areas that have been selected for pipeline replacement as shown below:

Street Name	Limits	Linear Feet	Description
Montrose Avenue	La Crescenta Ave. to Rosemont Ave.	1,950	Replace existing 10" steel main with new 12" steel main
Montrose Avenue	Rosemont Ave. to Orangedale Ave./Del Mar Rd.	1,850	Replace existing 10" steel main with new 12" steel main
Montrose Lane	Ocean View Blvd. to Thompson Ct.	725	Replace existing 5" steel main with new 6" steel main

PROJECT APPROACH

Our approach to the project will be to provide the District with an experienced, knowledgeable, and enthusiastic staff dedicated to providing the level of service the District desires. Our team's extensive experience with similar pipeline projects will ensure the District will receive a high level of service delivered by qualified engineering professionals.

Our strength lies in the qualifications of our team members and our commitment of our firm. Our recent completion of numerous projects with similar assignments yields an available staff with the experience necessary to complete this project on time and within budget.

Tetra Tech fully understands the importance of your project. We are offering an outstanding team, which combines the experience, depth, and understanding needed for the successful delivery of this project. Our core principles establish how we plan to work together with the District to successfully complete this project:

✓	Service: Tetra Tech puts its clients first. We listen to and better understand our clients' needs and deliver smart, cost-effective solutions that meet those needs. Our philosophy is to "Do it Right."
✓	Value: Tetra Tech takes on our clients' problems as if they were our own. We develop and implement real-world solutions that are cost-effective, efficient, and practical.
✓	Excellence: Tetra Tech brings superior technical capability, disciplined project management, and excellence in safety and quality to all our work.
✓	Opportunity: Our people are our number one asset. Our workforce is diverse and includes leading experts in our fields. Our entrepreneurial nature and commitment to success provides challenges and opportunities.

PROJECT EXPERIENCE AND TEAM QUALIFICATIONS

Key members of our proposed project team have been involved in the designs and/or construction support services of more than 325 miles of water, recycled water, and sewer mains within fully developed areas having extensive traffic control and utility conflicts. Tetra Tech considers these types of projects to be exactly the type and complexity that we excel at executing efficiently and successfully. The following table summarizes pipeline projects designed by our project team that have met challenges similar to your project:

Client	Project Name	Brief Description
Orange County Water District Fountain Valley, CA Mike Markus, PE 714/378-3305 mmarkus@ocwd	Mid-Basin Injection: Centennial Park Seawater Barrier Replacement GWR Barrier Pipelines GWR Unit III Pipeline Newport Beach RW Extension Miller/Kraemer Pipeline Replacement	10,500 LF of 12" to 36" pipelines 1,400 LF of 30" barrier pipeline 12,000 LF of 20" to 42" pipelines 23,000 LF of 60" to 66" pipeline 30,000 LF of 8" to 24" RW mains 300 LF of 42" pipeline
West Basin Municipal Water District Carson, CA Veronica Govea, PE 310/660-6269 veronicag@westbasin.org	Carson Mall Lateral – Phase II Mariposa El Segundo RW Lateral Corporate Campus RW Lateral Imperial Avenue RW Lateral American Honda RW Lateral Madrona Marsh, Lateral 6A	4,700 LF of 12" RW main 1,600 LF of 6" RW main 3,700 LF of 8" RW main 5,000 LF of 6" RW main 5,200 LF of 6" RW main 28,000 LF of 8" to 24" RW mains
Irvine Ranch Water District Irvine, CA Richard Mori, PE 949/453-5571 mori@irwd.com	Peters Canyon Pipelines Sand Canyon Relocations Shady Canyon Pipelines Green Acres Intertie Tustin Zone 5 Transmission Main	17,000 LF of 10" to 16" mains 7,000 LF of 12" to 24" pipelines 25,000 LF of 12" to 24" pipelines 9,600 LF of 24" RW main 4,500 LF of 18" water main
City of Santa Ana, Water Resources Santa Ana, CA Rudy Rosas, PE 714/647-3379 rrosas@santa-ana.org	Well 32 Pipeline Centennial Park WM Replacement Central City WM Replacement Bristol Street Widening WM Replace Pico-Lowell WM Replacement Mid-City WM Replacement	3,300 LF of 16" water mains 20,000 LF of 8" water mains 6,600 LF of 8" water mains 6,000 LF of 8" and 12" water mains 8,200 LF of 8" and 12" water mains 9,000 LF of 8" and 12" water mains
Moulton Niguel Water District Laguna Hills, CA Matt Collings, PE 949/425-3552 mcoolings@mnwd.com	Regional LS Force Main Replacement Crown Valley Pipeline Replacement RW System Extension Diemer Pipeline Emergency Repair La Paz Road RW Extension – Phase 1 Pacific Park Recycled Water Mains Pacific Park Water Mains Lower Mission Viejo RW Pipelines	15,000 LF of 24" force main 9,700 LF of 12" to 16" water main 7,500 LF of 4" to 8" RW mains 200 LF of 36" water main 4,000 LF of 12" RW main 14,000 LF of 12" to 16" RW mains 16,000 LF of 36" to 42" WM 11,000 LF of 12" to 16" RW mains
City of Anaheim Anaheim, CA Jacob Hester, PE 714/765-4421 jhester@anaheim.net	Katella WM Replacement – Phase I Katella WM Replacement – Phase II 36-inch TM Replacement – Caltrans Santa Ana Canyon Road TM Anaheim Hills Road TM – Phase I I-5 Water Line Relocations	3,000 LF of 16" DW main 4,000 LF of 12" DW main 2,000 LF of 36" Transmission Main 4,500 LF of 30" Transmission Main 3,500 LF of 30" Transmission Main 20,000 LF of 6" to 16" Water Mains

Additional Pipeline Replacement Experience

Tetra Tech has dedicated a project team that has completed a myriad of pipeline projects similar to the District's Pipeline Replacement Project. Based on our extensive design we have acquired the knowledge and experience that will assist us in successfully completing this project.

Client and Project	Pipe Size (Inches)	Pipe Length (Feet)	Traffic Control Plans	Major Streets	Construction Costs	Completion Date	Permits
Moulton Niguel Water District Crown Valley Pipeline Replacement	12	30,000	50	Crown Valley Parkway	\$15,000,000	Ongoing	- City of Dana Point - City of Laguna Niguel - DDW
City of Oxnard Hobson and Kamala Pipeline Replacement	6 to 8 to 12	60,000	None	Oxnard Boulevard	\$50,000,000	Ongoing	- City of Oxnard - DDW
Moulton Niguel Water District Regional Lift Station Force Main Replacement	24	15,000	3 sheets	Alicia Parkway	\$12,000,000	2018	- Orange County Parks - County of Orange - Army Corps 401 - Fish and Wildlife - Streambed Alteration
El Toro Water District System Expansion Phase 2 and East System	4 to 10	25,000	None	El Toro Road	\$5,000,000	2017	City of Laguna Woods
Orange County Water District Mid-Basin Injection: Centennial Park	12 to 36	10,500	None	Edinger Avenue	\$24,000,000	2017	- City of Santa Ana - Army Corps - County of Orange
Central Basin Municipal Water District La Mirada RW Pipeline	4 to 20	28,700	10 sheets	- Imperial Hwy - Valley View Ave - Rosecrans Ave - La Mirada Blvd	\$10,000,000	2017 (on hold)	- City of La Mirada - Flood Control - MWD
Irvine Ranch Water District Peters Canyon Channel Reuse Pipeline	8 to 16	17,000	30 sheets	- Main Street - Alton Pkwy - Barranca Pkwy - Warner Ave - Walnut Ave - Edinger Ave - Harvard Ave	\$15,000,000	2016	- City of Tustin - City of Irvine - Caltrans - County of Orange
KSD, Carlsbad Conveyance Pipeline	54	52,000	210 sheets	- Canon Rd, Faraday Ave - Melrose Dr - Poinsettia Ave - Linda Vista Dr	\$150,000,000	2015	- Railroad - Cities of Carlsbad, Vista and San Marcos

PROJECT TEAM

The key to success on this project is having the same Project Team that has previously worked on multiple pipeline replacement projects for various agencies. Our Project Team understands the key issues and can implement the lessons learned on past projects to this project. The following introduces key members of our Project Team, all of whom have the knowledge, experience, and enthusiasm necessary to successfully complete your project.

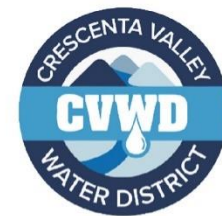
Tom Epperson, PE, will be the driving force behind our proposed project team, as he will serve the District as Tetra Tech's **Project Director** for this assignment. Tom has more than 42 years of experience devoted entirely to wastewater, water, and recycled water facility projects and has been responsible for completing the design of over 325 miles of water, recycled water, and sewer mains; 36 water/recycled water pump stations; and 18 wellhead facilities. He will be the focal point for communications between the District and members of the project team to ensure that the project needs are clearly spelled out and understood. As Project Director, Mr. Epperson will be responsible for achieving the District's stated goals and ensuring compliance with project intent, completeness of the final deliverables, and satisfaction of the District.

Neha Gajjar, PE, will serve as **Project Manager**. Ms. Gajjar has more than 31 years of experience in planning, design and construction services for sewer, water, and recycled water systems, including collection and trunk sewers, distribution and transmission water mains, storage facilities, pump stations and roadway design. Neha's responsibilities will include establishing design parameters, planning activities to meet client needs and project schedules, managing required appropriate technical resources and providing all day-to-day contact with the District staff.

Erica Jenkins will assist Ms. Gajjar as the **Project Coordinator**. Ms. Jenkins will lead all technical aspects of the project. Erica has more than 30 years of experience in water, wastewater, and recycled water engineering; and has been responsible for the completion of over 150 miles of potable water, recycled water, and sewer mains. Additionally, she has completed eight PRS upgrades over the past four years similar in nature to this project.

Jaden Miller, PE, will serve as **Design Engineer** and assist Ms. Jenkins with the technical aspects of the project. Mr. Miller is an aspiring engineer with more than six years of experience in the water and wastewater industry. He has worked side by side with Ms. Jenkins for the past few years and will be instrumental in the design. Jaden has completed various water main project for the City of Lakewood, Golden State Water Company and Mesa Water District, that are similar in nature to this project.

Subconsultants. To provide the full range of services required for this project, we have included **Metz Surveying** and **California Traffic Control Services** as subconsultants to our project team. Tetra Tech will be responsible for coordinating and integrating the efforts of our subconsultants and they will serve the District as subconsultant's to Tetra Tech.



TETRA TECH

PROJECT DIRECTOR
Tom Epperson, PE



PROJECT MANAGER
Neha Gajjar, PE



PROJECT COORDINATOR
Erica Jenkins



DESIGN ENGINEER
Jaden Miller, PE



SUBCONSULTANTS

SURVEY
Metz Surveying, Inc.

TRAFFIC
California Traffic Control Services

KEY DESIGN ISSUES

Successful implementation of the project will involve resolution of several key issues. We believe Tetra Tech has an excellent grasp of these issues based on our overall design experience as well as the knowledge we have gained from similar pipeline replacement projects. Our approach to resolving the key design issues is summarized below:

SUMMARY OF KEY ISSUES	
Issue	Tetra Tech Approach
Alignment Selection	- Evaluate the proposed pipeline alignment relative to clearances from existing utilities; constructability; traffic impacts; and community impacts. - The intent of the alignment selection is to achieve a cost-effective location, which provides the Contractor with adequate room for safety, efficient operation, and the least possible disruption to the public.
Division of Drinking Water Requirements	- Identify segments of pipe that do not adhere to DDW's horizontal and vertical separation criteria for potable waterlines in relation to existing sewer or storm drain lines. - If it is determined that the design of the proposed potable water line cannot meet the DDW separation criteria requirements, Tetra Tech will assist the District in obtaining a DDW variance for this water main replacement project. - Tetra Tech will provide the District with a scope of work letter, DDW tables and exhibits to be submitted to DDW by the District for review and approval.
Traffic Control	- During the preliminary design phase of the project, our <i>in-house traffic department</i> will prepare and submit traffic control concepts to the District for discussion and approval. The concepts will incorporate the potential short-term impacts created to the neighboring residents and businesses in terms of access, noise, and safety. - Upon the District's approval of preliminary traffic control concepts, Tetra Tech will prepare final traffic control plans for the installation of the water pipelines in Montrose Avenue and Montrose Lane. - We will submit the traffic control plans to the City of Glendale Traffic Engineering Department or the Los Angeles County of Public Works for their review and approval. We have assumed that the project site will require a minimum of twenty (20) traffic control plans which will be included as part of the project bid package.
Construction Sequencing	- Provide the District with construction sequencing for each street detailing the number of services (water services, fire services, etc.) that will be impacted and the isolation valves that will be utilized to shut down various segments within the street to move the existing services off the existing water main and onto the new water main. - During the preliminary design phase, we will set up a meeting with the District to discuss the construction sequencing of each street prior to finalizing the construction sequencing of the entire project.
Coordination with the Los Angeles County Public Works	Permit required for the following areas: Utility Crossing of Picken's Channel Excavation on Montrose Ave. (Orangedale Ave./Del Mar Rd. to Rosemont Ave.) Excavation on Montrose Ave. (Rosemont Ave. to 2705 Montrose Ave.) (north of the centerline only) - Apply for a flood construction permit. - Submit the following documentation to be uploaded to EPIC-LA: - Scope of Work Letter - Letter of Authorization

SUMMARY OF KEY ISSUES	
Issue	Tetra Tech Approach
	- Signed Construction Plans - Processing Fees • The Contractor will need to provide all the necessary insurance documents to pull the approved encroachment permit.
Coordination with the City of Glendale	• Permit required for the following areas: - Montrose Ave. (Rosemont Ave. to 2705 Montrose Ave.) (south of the centerline only) - Montrose Ave. (2705 Montrose Ave. to La Crescenta Ave.) - Montrose Lane (Ocean View Blvd. to Thompson Ct.) • Apply for an excavation permit. • Submit the following documentation to the City: - Permit Application - Scope of Work Letter - Letter of Authorization - Signed Construction Plans (2 copies) - Processing Fees • The Contractor will need to provide all the necessary insurance documents to pull the approved excavation permit. • Since COVID-19, it appears that the procurement of permits takes twice as long to secure as it did before COVID-19. A key to ensuring the permit process gains traction during the design is for the District to reach out to the City immediately after the engineer of record has been selected for this project. Early coordination is key to assisting the City in responding to this project within a reasonable time frame.
Highline Montrose Lane	• Montrose Lane is a 20-foot-wide concrete alley way that is congested with the following utilities: - 5" Steel Water south side of the alley - 2" Gas on the north side at one end and south side at the other end - 8" Sewer in the center of the alley - Power Poles on the north side of the alley - Two (2) 5" Electrical Conduits on the north side of the alley - 15" storm drain that varies throughout the alley • Based on our cursory review in locating an open corridor for a new water main, it appears that the new water main will need to be replaced in place due to the alley way being congested with multiple utilities. • This water main replacement would require a highline to keep the customers in service during the replacement. • We have not included the highline plans as part of this scope of work. If it is determined that highline plans are required, an additional fee will be required to complete the plans upon the District's approval.

SCOPE OF WORK

The District has prepared a scope of work in the RFP which has been thoroughly reviewed by our project team members. We acknowledge the scope of work in the RFP and have provided the following clarifications to each task as appropriate:

Task 1 – General Administration, Meetings, Presentation

Tetra Tech has assumed a total of seven (7) virtual meetings will be held with the District during the project for the following items:

Meeting No.	Description
1	Kick-Off Meeting
2	50% Design Submittal Review (Pipeline Alignment Only)
3	100% Design Submittal Review
4	Final Design Submittal Review
5	Pre-Bid Meeting
6	Pre-Construction Meeting
7**	Community Outreach Meeting

** It has not been decided if the Community Outreach Meeting will be in person or virtual. The District will prepare the presentation for the Community Outreach Meeting and Tetra Tech will support the District by providing design considerations. We have included the time for the Outreach Meeting whether the meeting is in person or virtual. This meeting has been estimated to be four (4) hours.

Each meeting is estimated to be approximately one (1) hour. After each meeting, Tetra Tech will provide the District with meeting minutes five (5) working days after each meeting.

Task 2 – Preliminary Design Phase

Task 2.1 Research and Investigation

Tetra Tech will coordinate with the District to obtain record drawings of existing water facilities, reports, GIS, design standards, current operational conditions, standard title sheet and title blocks, and standard plans and specifications necessary to support the preparation of the project documents.

Tetra Tech will also obtain a list of the utility owners from USA Dig Alert. Each utility owner will be contacted to obtain available record drawings, as-built plans, atlas maps and any other pertinent data within the project area.

Task 2.2 Topographic Survey and Right-of-Way Mapping

Metz Surveying will perform a topographic survey along Montrose Lane and Montrose Avenue. All topographic site features and surface utilities will be collected within the existing right-of-way using a combination of Trimble R8-4 GPS and Trimble S6 Robotic Total Station equipment.

A right-of-way survey will be prepared based upon observed field monumentation and record information. The survey will be tied horizontally to the California State Plane Coordinate System NAD83 (2017.50 Epoch) and based on existing centerline monumentation. Vertically, the survey will be tied to NAVD 88 (2012 Adjustment) based on observed Los Angeles public works benchmarks. The topographic/right-of-way survey will be delivered in AutoCAD 2019 Civil3D format. Survey monuments will not be re-established during this task.

Task 2.3 Base Map Preparation

Tetra Tech will use available topography from Metz Surveying and supplemental information from tract maps and parcel maps to create the base map. The base map will include the street centerlines, right-of-way limits, property lines, addresses, and all utilities within the project area.

Task 2.4 Site Visit

Tetra Tech will complete a field walk of the project site to confirm the location of all visible utilities and public and private improvements within the proposed project site.

Task 2.5 Potholing Plan

Tetra Tech will provide the District with a pothole plan for utility crossings and connections to existing water mains. The District's crews will perform the potholing services.

Task 2.6 Preliminary Design Plans

Tetra Tech will prepare preliminary drawings (50% design) to establish agreement on scope, alignment, parameters, constructability and construction phasing, traffic impacts, and general disruption to the project area. The preliminary design shall be submitted to the District for review and approval. At a minimum, the preliminary design shall identify and address the following:

- Water main alignment
- Traffic and pedestrian control concepts
- Construction schedule and phasing
- Conflicts with other existing utilities and adjacent facilities in the area
- Areas where construction work is limited or controlled
- Permit requirements
- Impacts to surrounding businesses and residential areas

Task 3 – Final Design Phase

Task 3.1 Final Design Plans

Tetra Tech will prepare two (2) submittals described as follows.

100% Submittal

Plans for this submittal shall include construction notes, connection details, trench details, miscellaneous pipe details, and traffic control plans required to complete the project in its entirety. Tetra Tech will also incorporate the District's comments from the 50% submittal.

Final Submittal

After the District completes a cursory review of the 100% submittal, Tetra Tech will prepare the Final Contract Documents. Tetra Tech will incorporate the District's comments from the 100% submittal. The Final Contract Documents shall be stamped and signed construction plans (Mylar's) and unbound specifications for the District's signatures.

We envision providing the District with seven (7) project sheets as shown below:

- Title Sheet (1 Sheet)
- Plan Sheets (4 Sheets)
- Connection Details (2 Sheets)

Task 3.2 Design Specifications

Tetra Tech will prepare project special and technical provisions utilizing the sample provided to us by the District for the competitive bidding of the proposed construction work and for the materials and equipment required for the bid package.

The District will provide the "front-end" documents. Tetra Tech will edit these documents as necessary for the water main replacement project.

Task 3.3 Bidding Schedule and Engineer's Cost Estimate

A bid schedule will be prepared to be included in the front-end documents referenced in Task 3.2 above. Tetra Tech will submit a construction cost estimate of the proposed covered by the plans and specifications during all submittal milestones.

Task 3.3 Deliverables

Upon completion of design activities, Tetra Tech will provide the District with bond paper originals (signed by Tetra Tech) of the construction plan set for the District's signature. We will also provide a PDF and MSWord files of the technical specifications for the District use in reproduction, scanning and assembly for bidding.

Task 4 – Traffic Control Plans

Tetra Tech will prepare and submit traffic control plans to the City of Glendale Traffic Department and Los Angeles County Department of Public Works for review and approval of the traffic control plans. Tetra Tech will make all necessary revisions and re-submittals of the plans until the City and County has completed their final review and authorization of the traffic control plans. We anticipate including approximately twenty traffic control plans.

We have budgeted for the traffic control approval process to include two (2) resubmittals after the initial submittal.

Task 5 – Permit Coordination

Task 5.1 Coordination with the City of Glendale

Tetra Tech will submit construction plans to the City of Glendale to inquire of the City's requirements for excavation within the street right-of-way. The plans will incorporate the City's specific requirements (work hours, lane closure, trench backfill, pavement requirements, water discharge BMPs, traffic control measures, etc.) for street excavation.

In addition to obtaining the design requirements, we will submit the encroachment permit to the City of Glendale for their preliminary approval. We have budgeted time for us to address two (2) resubmittals of the City's comments of the construction plans.

After the plans have been approved by the City of Glendale, the Contractor will be required to submit their insurance certifications and additional documentation to procure the encroachment permit.

Task 5.2 Coordination with the Lost Angeles County Fire Department (LACFD)

Tetra Tech will provide the permitting documentation to be submitted to EPIC LA for the approval of the new fire hydrant locations.

Task 5.3 Coordination with the Los Angeles County Department of Public Works (LACDPW)

Tetra Tech will provide permitting documentation to be submitted to Epic LA for the Flood Construction Permit for excavation within the unincorporated segment of this project and the utility crossing of the Picken's Channel. The plans will incorporate the County's specific requirements (work hours, lane closure, trench backfill, pavement requirements, water discharge BMPs, traffic control measures, etc.) for street excavation.

We have budgeted time for us to address two (2) resubmittals of the LACDPW's comments of the construction plans. After the plans have been approved by LACDPW, the Contractor will be required to submit their insurance certifications and additional documentation to procure the encroachment permit.

Task 5.4 Coordination with the State Water Resources Control Board – Division of Drinking Water (DDW)

If the location of the new water line is not in compliance with the DDW, Waterworks Standards Section 64572, Tetra Tech will prepare a letter outlining the scope of work and exhibits which include horizontal and vertical clearances of the proposed pipeline to existing sewer/storm drain lines. The District will submit all documents to DDW for their approval.

Task 6 – Construction Bidding/Engineering Support

Task 6.1 Response to Requests for Information (RFI)

Tetra Tech will review and respond to RFIs from the Contractor. For the purposes of this proposal, we have assumed that we will need to respond to a total of two (2) RFIs. If the RFIs require minor design modifications, Tetra Tech will prepare the plan revisions and incorporate them into the record drawings.

Task 6.2 Review of Shop Drawings

Tetra Tech assumes 12 initial shop drawing reviews and a second review for half of the submittals.

Task 6.3 Construction Staking

Prior to the beginning of construction, Metz Surveying will provide construction staking services.

Task 6.4 As-Built Drawings and GIS Updates

Tetra Tech will prepare record drawings without cloud revisions. The drawings will be revised to show only the as-built conditions, including potholing data that will be provided to Tetra Tech by the Contractor and District Inspector. We have budgeted for two (2) reviews of the record drawings.

Tetra Tech will submit the final drawings to the District in digital format as required. Tetra Tech will provide AutoCAD “DWG” Release 2018 or newer format of the project plans with the as-built conditions inserted into the drawings. Tetra Tech will also update the GIS with the proposed pipe and appurtenances as shown on the plans.

ASSUMPTIONS

As stated in the RFP, the District will provide the following:

1. Geographic information system (GIS) information and topographic surveys as available.
2. Reports, plans, and drawings, as available and pertinent to the proposed project site.
3. Pay all plan checking fees and encroachment permit fees required for the project.

PROJECT SCHEDULE

Tetra Tech has evaluated the expected duration of tasks and required milestones and timelines. We have assumed that the Notice-to-Proceed will begin on October 11, 2023. We have prepared a detailed Project Schedule which is shown on the following page and summarized below for your convenience.

Please note the utility agencies are providing plans as late as 10 weeks from the day of request. The 50% design submittal will be based on the potholing data and utilities received within six weeks from the Notice-to-Proceed. We will update the base map with any additional utilities received after six weeks and incorporate them into the 100% design submittal.

We will need to receive all related District construction plans on the day of the kick-off meeting to adhere to the District’s schedule.

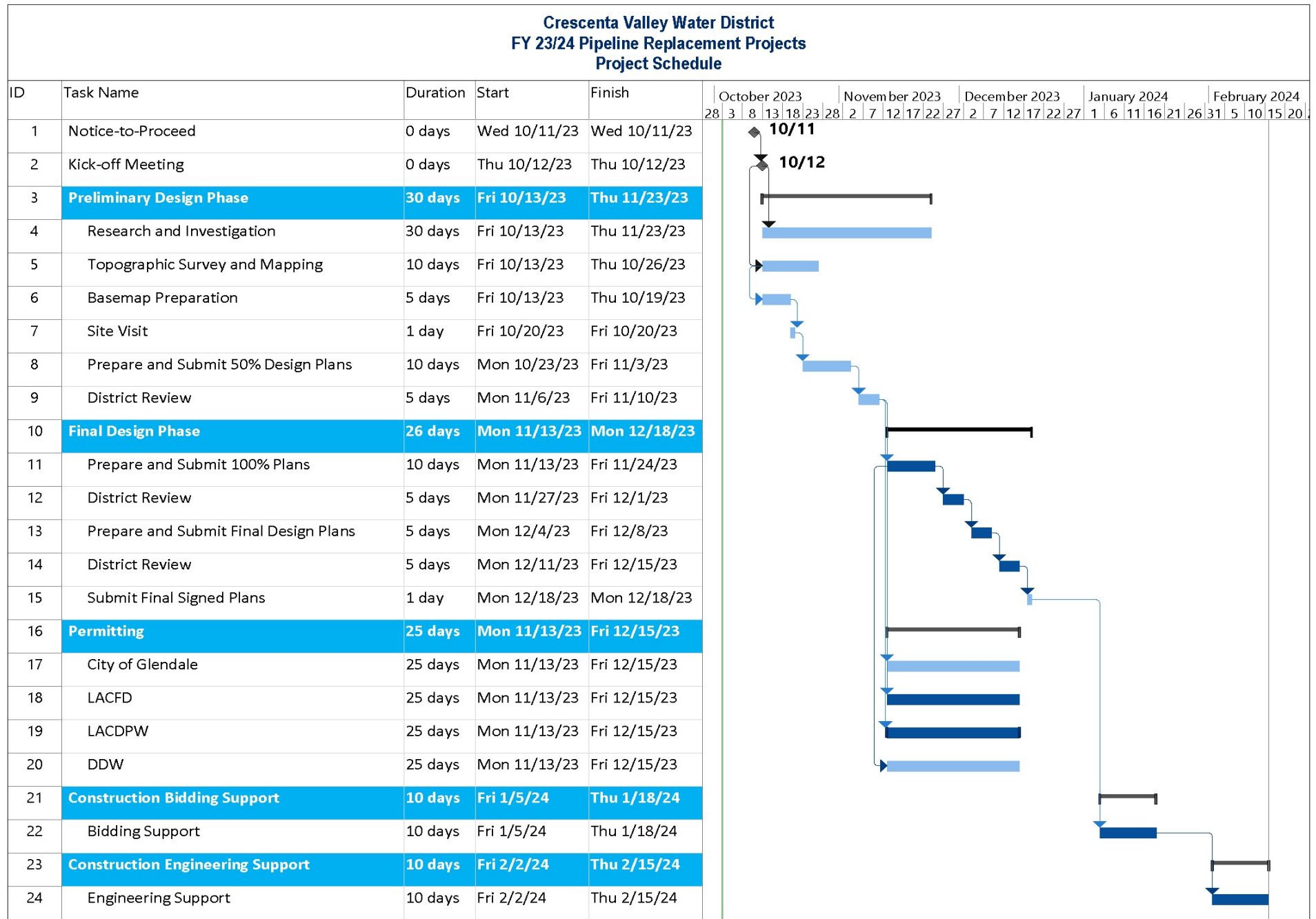
Milestone	Key Milestone Dates
Preliminary Engineering (Utility Research and Surveying)	October 13, 2023 to November 23, 2023
50% Design	November 3, 2023
<i>District Review – 50% Submittal</i>	November 10, 2023
100% Design	November 24, 2023
<i>District Review – 100% Submittal</i>	December 1, 2023
Final Design	December 18, 2023

FEE AND ESTIMATE OF MAN-HOURS

The following page is our labor plan including **not-to-exceed fee of \$105,000** and an estimate of man-hours by job title required to complete each task in the scope of work. The proceeding page shows our Hourly Rate Schedule.

INSURANCE

As with our previous contract, Tetra Tech has the required insurance coverage in the limits requested in the RFP. A copy of our insurance documentation is attached at the end of this proposal.



Price Proposal FY 23/24 Pipeline Replacement Project								Price Summary / Totals						
								Task Pricing Totals				105,000		
Submitted to: Crescenta Valley Water District (Attn: Brook Yared, PE)		340.00	305.00	175.00	155.00	125.00	125.00	Specify Add'l Fees on Setup				0		
								Technology Use Fee						
		Civil/Mech	Civil/Mech	Civil/Mech	Civil/Mech	Civil/Mech	Civil/Mech	Total Price				105,000		
Contract Type: T&M		Program Manager (Tom Epperson)	Sr Project Manager (Neha Gajjar)	Sr Engineer 1 (Erica Jenkins)	Project Engineer 1 (Jaden Miller)	Engineer 2 (Ashley Pham)	Engineer 2 (Justin Clark)	Pricing by Resource						
								Labor	Subs	Travel	ODCs	Task Pricing Totals		
Project Phases / Tasks		Total Labor Hrs	540	2	29	83	22	172	232	77,960	26,260	495	285	105,000
Task 1 - General Administration, Meetings, and Presentations		18		7	11					4,060				4,060
Design Meetings (4 mtgs)		8		4	4					1,920				1,920
Pre-Bid Meeting		2		1	1					480				480
Pre-Construction Meeting		4		2	2					960				960
Community Outreach Meeting		4			4					700				700
Task 2 - Preliminary Design Phase		122		2	6	8	54	52		16,150	7,285	495		23,930
Research and Investigation		14						12	2	1,750		330		2,080
Topographic Survey		2							2	250	7,285			7,535
Preparation of Base map		32						24	8	4,000				4,000
Site Visit		16						8	8	2,000		165		2,165
Pothole Plan		10						2	8	1,250				1,250
Preliminary Design Plans (50%)		48		2	6	8	8	8	24	6,900				6,900
Task 3 - Final Design Plans		212	2	15	49	14	82	50		32,500			285	32,785
100% Design Plans, Specifications and Estimate		152	2	11	41	14	50	34		23,880				23,880
Title Sheet (1)		13		1	2	2	6	2		1,965				1,965
Plan Sheets (4)		58	2	2	8	6	24	16		8,620				8,620
Connection Detail Sheets (2)		36		2	4	6	16	8		5,240				5,240
Specifications		27		4	23					5,245				5,245
Bidding Schedule and Cost Estimate		18		2	4		4	8		2,810				2,810
Final Design Plans, Specifications and Estimate		52		4	8		24	16		7,620				7,620
Prepare Final Design Plans		52		4	8		24	16		7,620				7,620
Deliverables		10					8	2		1,250	14,950		285	16,485
PS&E Deliverables		8					8			1,000			285	1,285
Task 4 - Traffic Control Plans		2						2		250	14,950			15,200
Prepare Traffic Control Plans (20)		2						2		250	14,950			15,200
Task 5 - Permit Coordination		123			7		20	96		15,725				15,725
City of Glendale		23			1		4	18		2,925				2,925
Los Angeles County Fire Department		23			1		4	18		2,925				2,925
Los Angeles County Flood Control District		29			1		4	24		3,675				3,675
Division of Drinking Division (DDW)		48			4		8	36		6,200				6,200
Task 6 - Construction Phase		63		5	10		16	32		9,275	4,025			13,300
Response to Request for Information (RFI) (2)		8		2	6					1,660				1,660
Review of Shop Drawings (12)		28		2	2			24		3,960				3,960
Construction Staking		2						2		250	4,025			4,275
As-Built Drawings/GIS Update		25		1	2		16	6		3,405				3,405
Totals		540	2	29	83	22	172	232		77,960	26,260	495	285	105,000



2024

HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE

Project Management

Project Manager 1	\$225.00
Project Manager 2	\$260.00
Sr Project Manager	\$305.00
Program Manager	\$340.00
Principal in Charge	\$340.00

Construction

Construction Project Rep 1	\$80.00
Construction Project Rep 2	\$87.00
Sr Constr Project Rep 1	\$103.00
Sr Constr Project Rep 2	\$118.00
Construction Manager 1	\$168.00
Construction Manager 2	\$190.00
Construction Director	\$238.00

Engineers

Engineering Technician	\$80.00
Engineer 1	\$115.00
Engineer 2	\$125.00
Engineer 3	\$140.00
Project Engineer 1	\$155.00
Project Engineer 2	\$170.00
Sr Engineer 1	\$175.00
Sr Engineer 2	\$185.00
Sr Engineer 3	\$225.00
Principal Engineer	\$305.00

General & Administrative

Project Assistant 1	\$68.00
Project Assistant 2	\$77.00
Project Administrator	\$97.00
Sr Project Administrator	\$130.00
Sr Graphic Artist	\$154.00
Technical Writer 1	\$100.00
Technical Writer 2	\$126.00
Sr Technical Writer	\$158.00

Planners

Planner 1	\$106.00
Planner 2	\$118.00
Sr Planner 1	\$128.00
Sr Planner 2	\$154.00
Sr Planner 3	\$178.00

Information Technology

Systems Analyst / Programmer 1	\$78.00
Systems Analyst / Programmer 2	\$118.00
Sr Sys Analyst / Programmer 1	\$132.00
Sr Systems Analyst / Programmer 2	\$200.00

Designers & Technicians

CAD Technician 1	\$66.00
CAD Technician 2	\$77.00
CAD Technician 3	\$92.00
CAD Designer	\$102.00
Sr CAD Designer 1	\$128.00
Sr CAD Designer 2	\$148.00
CAD Director	\$153.00
Survey Tech 1	\$51.00

Project Accounting

Project Analyst 1	\$92.00
Project Analyst 2	\$118.00
Sr Project Analyst	\$158.00

Reimbursable In-House Costs:

Photo Copies (B&W 8.5"x11")
Photo Copies (B&W 11"x17")
Color Copies (up to 8.5"x11")
Color Copies (to 11"x17")
Compact Discs
Large format copies

Health & Safety

H&S Administrator	\$97.00
Sr H&S Administrator	\$118.00
H&S Manager	\$148.00

Mileage-Company Vehicle
Mileage-POV

*current GSA POV mileage rate subject to change

All other direct costs, such as production, special photography, postage, delivery services, overnight mail, printing and any other services performed by subconsultant will be billed at cost plus 15%.

NOTE: Rates subject to change annually.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
10/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED Tetra Tech, Inc. 3475 E. Foothill Boulevard Pasadena, CA 91107 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Zurich American Ins Co	16535
	INSURER B: American Guarantee & Liability Ins Co	26247
	INSURER C: Allied World Surplus Lines Ins Co	24319
INSURER D: American International Group UK Ltd	AA1120187	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			GL0181740605	10/01/2023	10/01/2024	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ X,C,U Coverage						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$2,000,000
	☐ POLICY ☒ PRO-JECT ☒ LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			BAP 1857085 05	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
	☒ ANY AUTO						BODILY INJURY (Per person)	
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
D	☒ UMBRELLA LIAB	☒	OCCUR	62785232	10/01/2023	10/01/2024	EACH OCCURRENCE	\$5,000,000
	☐ EXCESS LIAB		CLAIMS-MADE				AGGREGATE	\$5,000,000
	DED ☒	RETENTION \$100,000						
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC254061605 AOS WC185708705 WI	10/01/2023 10/01/2023	10/01/2024 10/01/2024	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☒ N	N/A				E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000
C	Professional Liability and Contractor's Pollution Liability			03120276 Prof/Poll Liab-Claims Mad SIR applies per policy terms & conditions	10/01/2023	10/01/2024	Each Claim	\$5,000,000
							Aggregate	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West, Inc.</i>



FY 23/24 Pipeline Replacement Project

PROJECT E-1069



CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2

October 10, 2023

To: Honorable President and Members of the Board of Directors
From: Brook Yared, M.S., P.E. – Interim Director of Engineering & Operations
Subject: Solicit Bids & Award a Contract – Water Main Replacement on the 3000-3100 Blocks of Montrose Ave., Project E-1067

ACTION ITEM:

10-inch Water Main Replacement on the 3000-3100 Blocks of Montrose Ave, Project E-1067 –

Consideration and motion to authorize the General Manager to solicit bids and award a contract for the construction of 1,600 lineal feet of 12-inch pipeline to replace the existing 10-inch pipeline on the 3000-3100 Blocks of Montrose Ave. with an engineer's estimate of \$832,800 and establish a contingency amount of \$8,328 (10% of contract) to cover the cost of unforeseen or additional work, to find said project exempt from the provisions of the California Environmental Quality Act (CEQA), and to waive the requirement for formal competitive bidding as outlined in CVWD's Rules and Regulations, Article 18.01.

BACKGROUND:

On August 11, 2023, there was a major water main break on the existing 10-inch pipeline in front of 3013 Montrose Ave that did significant road damage causing erosion of the subgrade under the existing paving in the area, approximately 18,300 sqft section of AC pavement. There were many areas where the pavement sank and other areas where the pavement was uplifted. The break was a result of aging infrastructure (pipeline installed in 1961). The water main on Montrose Ave was previously identified as a common location for leaks and was in line for future planned replacement.

Staff met in the field with the City of Glendale Public Works Department (GPWD) to assess the damage and determine the best course of action. The preliminary plan discussed with GPWD was a full street-width asphalt concrete (AC) repair. It was determined at that time that it would be best to give the damaged area time to settle before determining the final limits of paving. Staff has filed a claim with ACWA-JPIA to recover the cost of repairing the pavement but is proceeding with soliciting bids for the repair as soon as the damaged pipeline beneath the paving is repaired.

Rather than repaving over a pipeline with such a high frequency of leaks, staff plans to replace the old 10-inch pipeline along the 3000-3100 block of Montrose Ave. with a new 12-inch main to pursue cost savings. The condition of the existing pipe warrants its replacement and CVWD can take advantage of replacing the pipe during the period that we are allowing the damaged area to settle. The extent of AC pavement replacement associated with the pipeline installation will be limited to the typical trench resurfacing limits when outside of the delineated full street repair section. This pipeline replacement and paving associated with the new pipe being installed outside of the damaged paving area is not able to be included in the insurance claim.

DISCUSSION:

Staff immediately started to work on the design of 1,600 feet of pipeline replacement along Montrose Ave. Staff's goal is to complete a design with specifications and quantities, which can be used for bidding for contractors. Staff has met with multiple contractors in the field over the last two weeks with 50% level plans to receive rough estimates and confirmation of availability.

Due to long lead times, staff has pre-emptively begun ordering materials such as steel pipe, valves, flanges, brass service lateral materials, and special fittings. Steel pipe delivery is expected to be received by early to mid-November and the majority of brass materials have been found and put on order.

Staff prepared a preliminary project schedule, as shown below, such that work can start in mid-to-late November 2023.

Preliminary Project Schedule		
Task	Start Date	End Date
Design/Specs/Quantities	8/14/2023	10/13/2023
Materials Order	8/25/2023	10/6/2023
Permits - LA County PW/Glendale	10/16/2023	10/30/2023
Staff Report - Advertise for Bids	10/16/2023	10/23/2023
Bid Opening	10/24/2023	10/24/2023
Board Approval - Award Contract	10/25/2023	10/25/2023
Sign Agreement	10/25/2023	10/27/2023
Pre-Construction Meeting	10/30/2023	11/3/2023
Start Construction	11/20/2023	11/20/2023
Water Main - Construction	11/20/2023	12/15/2023
Water Services - Construction	12/18/2023	1/10/2023
Pressure Testing / Disinfection	1/11/2023	1/22/2023
Reconnection to existing water mains	1/23/2023	1/26/2023

The above schedule does not take into consideration rain days. Assuming an average of 20 rain days between November-February this would push the end schedule closer to early March.

Staff has since been contacted by the GPWD requesting additional base paving be performed in the area to alleviate public inconvenience after receiving several complaints from residents in the area. If requested by GPWD, staff will contract for a limited amount of pavement removal and base paving should those complaints continue.

When the pipeline is nearing completion, staff will return to the Board with an update on expected costs of the paving replacement based on the replacement limits determined by GPWD.

Considering the nature of the current emergency, per CVWD's Rules and Regulations, Article 18.01 Bid Procurement and Purchasing Policy, the District is not required to use or follow a formal competitive bidding process to obtain contracts for construction work, including acquiring materials or equipment for use by the District. Article 18.01 allows the Board flexibility when dealing with emergencies, such as the leak that occurred on the 3000 block of Montrose Ave.

ENVIRONMENTAL REVIEW:

This project is exempt from the California Environmental Quality Act (CEQA) under Section 15301 of the CEQA Guidelines. This exemption covers the repair of existing facilities involving negligible or no expansion of existing use.

RECOMMENDATION:

It is staff's recommendation to authorize the General Manager to solicit bids and award a contract for the project. to find said project exempt from the provisions of CEQA, and to waive the requirement for formal competitive bidding as outlined in CVWD's Rules and Regulations, Article 18.01.

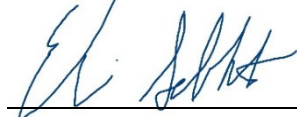
FUNDING AVAILABILITY:

Staff reviewed the pipeline replacement projects planned for FY 23/24 which included the pipeline replacement for projects E-1046 (2600 and 2700 blocks of Orange Ave and 5000 block of El Adobe Ln) and E-1069 (2400-2700 blocks of Montrose Ave and block 2000 of Montrose Ln):

Account Description	Amount
FY 23/24 Water CIP – Water Distribution – Pipeline Replacement	\$ 3,949,300
E-1046 – 2600 & 2700 Blocks of Orange Ave and 5000 Block of Adobe Ln	\$ (1,057,637)
FY 23/24 Water CIP – Pipeline Replacement Remaining	\$ 2,891,663
E-1069 – 2400-2700 Blocks of Montrose Ave & 2000 Block of Montrose Ln – Design Services – Tetra Tech	\$ (115,500)
E-1069 – 2400-2700 Blocks of Montrose Ave & 2000 Block of Montrose Ln – Preliminary Construction Cost Estimate	\$ (2,768,000)
E-1067 – 10-inch Water Main Replacement on the 3000 & 3100 Blocks of Montrose Ave – Engineer’s Cost Estimate for Construction	\$ (832,200)
E-1067 – Costs of Materials Estimate	\$ (134,800)
E-1067 – Design, Inspection, Soils Engineering, and Surveying Labor Cost & Contingency Estimate	\$ (176,700)
E-1067 – Total Preliminary Cost Estimate	\$ (1,143,700)
Amount Remaining in Water CIP – Water Distribution – Pipeline Replacement	\$ (1,135,537)

As shown above, there is not enough budget available in the FY 23/24 pipeline replacement budget to cover the costs of the additional pipeline replacement on the 3000-3100 Blocks of Montrose Ave. At this time, staff intends to either utilize funds from CVWD’s pipeline reserves, reallocate funding from other projects in the FY 23/24 CIP budget for pipeline replacement, or defer some costs from the planned pipeline projects on the 2400-2700 blocks of Montrose Ave to FY 24/25.

Prepared by:



Elias Sebhatu, P.E.
Senior Engineer

Submitted by:



Brook Yared, M.S, P.E.
Interim Director of Engineering & Operations

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
October 10, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: **Director Recruitment**

ACTION ITEM:

Discuss director recruitment.

BACKGROUND:

At the September 26, 2023 Board meeting, Director Tejeda announced that she will be resigning from public service with the District on December 31, 2023, after serving for more than 30 years as Director.

In the interim, it is the Board's plan to prepare for and recruit a director for her seat.

Legal counsel will provide the Board with the various alternatives for recruitment, along with their respective associated requirements and considerations.

RECOMMENDATION

Discuss director recruitment.

Prepared and submitted by:



James Lee
General Manager

Attachment(s):

1. none

g:\management\board meeting staff reports\2023\10-1027-23 Board Memo - Director Recruitment (Tejeda).docx

Honoring Years of Service



Judy Tejada and longtime partner Michael Rich after the ribbon cutting.
Photos by Robin GOLDSWORTHY

By Robin GOLDSWORTHY

It was more than 30 years ago that CV Water District board member Judy Tejada took on the role as community advocate at the water district. For her years of service, the District honored her on Tuesday morning by dedicating the reservoir site in her name. The dedication included the ribbon cutting for a sign that reflects the name change and will be installed outside the gates of the facility. The ceremony was held hours before Tejada announced her resignation from the board, effective Dec. 31, at that night's CVWD meeting.

The dedication, located at the site in the 4700 block of Rosemont Avenue, was attended by former and current board members, employees and supporters of Tejada. Among them were Desiree Rabinov of the Glendale Community College board of trustees, Donna Libra of the Crescenta Valley Town Council and representatives from the offices of Kathryn

Barger, State Senator Anthony Portantino and Rep. Adam Schiff. Also in attendance were members of Tejeda's family – some of whom traveled from as far away as Idaho and Nova Scotia to attend the dedication.



Donna Libra, left, from the CV Town Council with Judy Tejeda.

CVWD Interim General Manager James Lee, who was named general manager at the CVWD meeting on Tuesday night, detailed the years of service that Tejeda has given to her community highlighting her roles in helping to establish the Christa McAuliffe Scholarship Fund and being a founder of the Crescenta Valley Town Council.



Judy Tejada and CVWD Interim General Manager James Lee

Lee described Tejada as a “local champion of the people” and fellow board member Kerry Erickson said that Tejada was “eagle-eyed when going over [the CVWD] budget.”



Director Kerry Erickson (at the mic) with Interim General Manager James Lee

She was lauded for keeping water rates low and for being a “spokesperson for the community,” added Erickson.



From left, former Regulatory & Public Affairs Manager Christy Colby, Judy Tejada and former CVWD General Manager Dennis Erdman.

Former CVWD General Manager Dennis Erdman also offered his thoughts.

“Judy was a dedicated person who would bring material to help the board make decisions,” he recounted.

Tejada’s daughter Linda, one of her four children, was on hand as well. She thanked the board and relayed how proud she and her siblings were of their mother.

In addition to various certificates of appreciation by dignitaries’ representatives, Lee presented Tejada with an inscribed glass vase.



A gift to Judy was a crystal vase.

“I’m honored to have this group,” Tejeda said.



Honoring Years of Service added by [CV Weekly](#) on September 28, 2023
[View all posts by CV Weekly →](#)

CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

October 10, 2023

To: Honorable President and Members of the Board of Directors
From: James Lee, General Manager
Subject: General Manager Report

General Manager's Report Topics:

- LADWP agreement
- Project Coordinator hire
- Safety lunch

STAFFING

2 employees have a work anniversary in October: Jaysen Ortega – 10 years; Jonathan Russo – 4 years.

As of October 6th, the District has gone 641 days without a lost time accident.

GENERAL MANAGER ACTIVITIES

Meetings:

Managers Meeting(s)	- October 2 nd , October 9 th
Judy Tejada Reservoir Dedication	- September 26 th
Meeting with State Water Resources Control Board	- September 26 th
PWAG Meeting	- September 27 th
Meeting with JPIA	- September 27 th
Meeting with LADWP	- October 2 nd
Westside Pipeline Connection Meeting	- October 4 th
Meeting with ACWA	- October 5 th
Finance Committee Meeting	- October 9 th

Submitted by:



James Lee
General Manager