

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, APRIL 14, 2008

1:00 P. M.

SPECIAL MEETING NOTICE & AGENDA SUPPLEMENTAL WATER PROJECT DESIGN & CONSTRUCTION COMMITTEE

COMMITTEE MEMBERS

ED EBY, CHAIR
CLIFFORD TROTTER, MEMBER

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSIST. GENERAL MANAGER
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

District Board Room
148 S. Wilson Street
Nipomo, California

1. **CALL TO ORDER, ROLL CALL AND FLAG SALUTE**
ACTION RECOMMENDED: None
2. **RECEIVE UPDATES REGARDING WATERLINE INTERTIE PROJECT**
ACTION RECOMMENDED: Forward Recommendations to Board
3. **REVIEW WATERLINE INTERTIE PROJECT ENGINEERING REPORT**
ACTION RECOMMENDED: Forward Recommendations to Board
4. **REVIEW WATERLINE INTERTIE PROJECT OBJECTIVES**
ACTION RECOMMENDED: Forward Recommendations to Board
5. **RECOMMEND MODIFICATION OF DEIR AGREEMENT**
ACTION RECOMMENDED: Forward Recommendation to Board
6. **SET NEXT COMMITTEE MEETING**
ACTION RECOMMENDED: Set Time/Date for Next Committee Meeting
7. **ADJOURN**

*** End Special Meeting Notice ***

TO: COMMITTEE MEMBERS
FROM: BRUCE BUEL *BB*
DATE: APRIL 11, 2008

**AGENDA ITEM
2
APRIL 14, 2008**

REVIEW WIP PROJECT DEVELOPMENT STATUS

ITEM

Review WIP Project Development Status [Forward Recommendations to Board].

BACKGROUND

Boyle has submitted their Draft Engineering Memorandum (see agenda item 3).

Staff is scheduled to summarize recent discussions with the City of Santa Maria regarding negotiation of a Final Agreement.

Your Honorable Board, on January 9, 2008, increased Boyle's NTE expenditure limit to \$356,416 – providing for the funding to revise the WIP Preliminary Engineering Memorandum. During March Boyle spent \$15,166 (see attached invoice); increasing their project billing from to \$281,018.

Attached is a draft WIP Strategic Plan.

RECOMMENDATION

Staff recommends that the Committee receive the staff updates and provide feedback.

ATTACHMENTS

- March Boyle Invoice
- WIP Strategic Plan

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BOYLE

Engineering Excellence Since 1942

Employee Owned

60 Years of Engineering Excellence
1194 Pacific Street, Suite 204
San Luis Obispo CA 93401
Phone: 805-542-9840
Fax: 805-542-9990

Nipomo Community Services District
148 South Wilson Street
P.O. Box 326
Nipomo, CA 93444



April 4, 2008
Project No: 19996.12
Invoice No: 054722

Nipomo Waterline Intertie Project
Professional Services from March 1, 2008 to March 28, 2008

Professional Personnel

	Hours	Rate	Amount
Principal	7.50	185.00	1,387.50
Senior Engineer I	29.50	135.00	3,982.50
Assistant II	2.00	100.00	200.00
Assistant I	81.00	100.00	8,100.00
CADD Operator	1.00	95.00	95.00
Totals	121.00		13,765.00
Total Labor			13,765.00

Consultants

Garing Taylor & Associates			272.33
Total Consultants	1.1 times	272.33	299.56

General Project Expenses

General Project Expenses	8.00% of 13,765.00		1,101.20
Total General Project Expenses		1,101.20	1,101.20

Total this Invoice \$15,165.76

	Current	Prior	Total	Received	A/R Balance
Billings to Date	15,165.76	265,851.95	281,017.71	265,851.95	15,165.76

RECEIVED

APR 07 2008

NIPOMO COMMUNITY
SERVICES DISTRICT

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Rough Draft NCSD WATERLINE INTERTIE PROJECT Strategic Plan Outline

3/24/08

- I. CEQA Timeline
- II. Design Timeline
- III. Permit Timeline
- IV. Land & ROW Timeline
- V. Funding Timeline
- VI. Construction Timeline
- VII. 2006 Board/Committee Meetings
- VIII. Critical Path (Project Flowchart)

I. Rough draft NCSD-WIP CEQA TIMELINE

1. PROJECT OBJECTIVES DEFINITION

- A. Initial Committee Review 2/25/06
- B. Second Committee Review 4/14/08
- C. Board Determination 4/30/08

2. REVISE DWA AGREEMENT

- A. Secure Proposal 4/7/08
- B. Committee Review 4/14/08
- C. Board Consideration 4/30/08
- D. Execute Agreement 5/7/08

3. DRAFT EIR

- A. Prepare Printcheck Draft 5/7/08 to 8/22/08
- B. Prepare Circulation Draft 8/23/08 to 9/14/08
- C. Printing 9/15/08 to 9/20/08
- D. NOC/Circulation 9/21/08 to 11/05/08
- E. Board Status Report 10/08/08

3. FINAL EIR

- A. Committee Review 11/10/08
- B. Prep Ad Draft Responses 11/06/08 to 12/06/08 (30 days)
- C. Prepare Printcheck Draft 12/07/08 to 12/21/08 (14 days)
- D. Edit and Print Final 12/22/08 to 1/17/09
- E. Presentation to Board 1/28/09

4. CERTIFICATION

- A. Prepare Findings 1/19/09 to 2/2/09
- B. Certification Hearing #1 2/11/09
- C. Certification Hearing #2 2/18/09
- D. Notice of Determination 2/19/09

5. PROJECT SELECTION

- A. Committee Review 2/2/09
- B. Board Review 2/19/09

II. Rough Draft NCSD-WIP Design Timeline

1. COMPLETE ENGINEERING MEMORANDUM

- A. Retain Boyle & Initiate Assignment 1/16/08
- B. Committee Review #1 1/22/08
- C. Committee Review #2 2/25/08
- D. Boyle Submission of Draft Memorandum 4/7/08
- E. Committee Meeting #3 4/14/08
- F. Board Review of Draft Memorandum 4/30/08

2. DESIGN TEAM SELECTION

- A. Prepare Draft Design Services RFP 4/14/08
- B. Board Review RFP and Concept 4/30/08
- C. Circulate Design Services RFP (mail/post) 5/2/08
- D. Receive Design Services Proposals 6/10/08
- E. Committee Review of Proposals 6/11/08 to 6/23/08
- F. Screen to Short List 6/13/08
- G. Short List Interviews 6/23/08
- H. Board Selection/Authorize Negotiation 6/25/08

3. DESIGN SERVICES AGREEMENT

- A. Negotiate Design Agreement 6/26/08 to 7/23/08
- B. Board Review 7/23/08
- C. Execute Agreement 7/25/08

4. CONSTRUCTION MANAGEMENT (QA/QC) TEAM SELECTION

- A. Circulate CM/QA/QC RFP 6/26/08
- B. Receive CM/QA/QC Proposals 7/21/08
- C. Board Review 8/13/08
- D. Execute Agreement 8/15/08

5. DESIGN

- A. Issue NTP#1 TBD
- B. Research & 30% Design 120 Days from NTP#1
- C. 30% Review & Issue NTP#2 TBD
- D. 60% Design Submittal 120 Days from NTP#2
- E. 60% Review & Issue NTP #3 TBD
- F. 95% Design Submittal 21 Days from NTP#3
- E. 95% Review & Issue NTP#4 TBD
- F. 100% Design Submittal 21 Days from NTP#4
- G. Printing 8/20/09 to 8/27/09 (7 Days)

II. Rough Draft NCSD-WIP Design Timeline (Continued)

6. ENGINEERING SERVICES DURING CONSTRUCTION (ESDC)

- | | | |
|----|-----------------------|-------------------|
| A. | Negotiate ESDC BUDGET | 7/23/08 to 9/1/09 |
| B. | Board Review | 9/2/09 |
| C. | Execute Agreement | 9/4/09 |

7. BIDDING

- | | | |
|----|--------------------------------------|----------------------|
| A. | Pre-Qualify Contractors | 5/7/09 to 7/1/09 |
| B. | Resolve Pre-Qualification Protests | 6/1/09 to 7/1/09 |
| C. | Advertise | 8/27/09 to 10/21/09 |
| D. | Open Bids | 10/22/09 |
| E. | Resolve Protests | 10/22/09 to 11/17/09 |
| F. | Award Bids | 11/18/09 |
| G. | Execute Contracts/Secure Bonds, Etc. | TBD |
| H. | Issue NTP | TBD |

III. Rough Draft NCS&D-WIP Permit Timeline

1. INITIAL CONTACTS & CONFIRMATIONS

- | | | |
|----|--------------------------------------|--------------------------|
| A. | Letter to Each Agency | 5/7/08 (See Footnote #1) |
| B. | Calls/Meetings with Each Agency | 5/7/08 to 8/22/08 |
| C. | Determine Time Sensitive Research | 5/7/08 |
| D. | Secure Proposals to Perform Research | TBD (See Footnote #2) |
| E. | Board Consideration of Proposals | TBD |
| F. | Execute Agreements | TBD |
| G. | Perform Research & Secure Results | TBD |
| H. | Summary of Results | TBD |

2. DEIR COMMENT REVIEW

- | | | |
|----|---------------------------------|---------------------|
| A. | Review DEIR Comment Submitted | 11/6/08 to 12/06/08 |
| B. | Calls/Meetings with Each Agency | 11/6/08 to 12/06/08 |
| C. | Summary of Results | 12/10/08 |

3. PERMIT PROCESSING

- | | | |
|----|-----------------------------------|----------------------------|
| A. | Prepare and Submit Application | Feb 2009 (See Footnote #3) |
| B. | Interact with Agency | TBD |
| C. | Negotiate Potential Conditions | TBD |
| D. | Committee Review of Policy Issues | TBD |
| E. | Board Review of Policy Issues | TBD |
| F. | Secure Permits | TBD |

4. PERMIT IMPLEMENTATION

- | | | |
|----|-------------------------------------------|-----|
| A. | Secure Proposals for New Research | TBD |
| B. | Board Consideration of Proposals | TBD |
| C. | Execute Agreements | TBD |
| D. | Perform Research & Secure Results | TBD |
| E. | Integrate Conditions/Research into Design | TBD |
| F. | Integrate Conditions into Construction | TBD |

NOTE #1 – Permit Agencies: US ACE (Section 404 & NPDES); Ca DFG (1601); CCRWQCB (401 & NPDES); USFWS (7g/10); Caltrans (Encroachment); City Santa Maria (Encroachment Permit); County Santa Barbara (Encroachment Permit); County of SLO (Encroachment Permit);

NOTE #2 – Mitigation D7 Research must start by 8/15 to conclude by 10/31

NOTE #3 – As soon as possible after FEIR Certification

IV. Rough Draft NCSD-WIP Land & ROW Timeline

1. INTIAL CONTACTS

- A. Letter to Each Owner 5/7/08
- B. Calls to Each Owner 5/7/08 to 8/22/08
- C. Summary of Results 9/10/08

2. ROUGH APPRAISAL

- A. Secure Rough Appraisal Update 5/29/08 to 6/24/08
- F. Board Review (Closed Session) 6/25/08

3. DETAILED APPRAISAL

- A. Board Authorization for Detailed 6/25/08
- B. Execute D A Agreement Sept 2008
- C. Secure Detailed Appraisal Jan 2009
- D. Board Review (Closed Session) Sept 08 to Jan 09

4. NEGOTIATIONS

- A. Tender Offers Jan 2009
- B. Negotiate w Prop Owners Jan 2009 to May 2009
- C. Board Review Feb to May 2009
- D. Open Escrows May 2009 to TBD
- E. Board Review TBD

5. FUNDING

- A. Secure Funding May 2009
- B. Board Adopt Notice of Acceptance TBD
- C. Close Escrow TBD
- D. Secure Title and File Documents TBD

V. Rough Draft NCSD-WIP Funding Timeline

1. EVALUATION OF OPTIONS

A. Republish White Paper 5/29/08 to 6/25/08

2. INITIAL REVIEW OF OPTIONS

A. Committee Review July 2008
B. Board Review July/August 2008

3. FUNDING DEVELOPMENT

A. Connection Charge Monitoring July 2008
B. Grant Monitoring & Applications Ongoing
C. Federal Lobbying Ongoing
C. Process Loan/Bond/COP Paperwork TBD
D. Secure Funds TBD

VI. CONSTRUCTION TIMELINE

A. CONSTRUCTION 11/19/09 through 10/20/10
B. START UP 10/21/10 to 11/17/10
C. TESTING 11/18/10 to 12/15/10
D. ACCEPTANCE TBD

VII. Rough Draft NCSD-WIP Board/Committee Meetings

Board Meeting Date	Committee Meeting Date	TOPIC
1/16/08		Re-Start Boyle Preliminary Engineering
	1/22/08	Status Report & Timeline
	2/25/08	Timeline & Objectives
	4/14/08	Preliminary Engineering Memorandum, Objectives, Restart DEIR, Design Services RFP
4/30/08		Preliminary Engineering Memorandum, Objectives, Restart DEIR, Design Services RFP
	6/??/08	Design Services Proposal
	6/??/08	Design Firm Interviews
6/25/08		Design Services Firm Selection, CM Firm RFP, Rough Appraisal Results (Closed Session); Retain Appraiser for Detailed Appraisals
	7/??/08	Funding Options; SWP Capacity Charge
	7/??/08	CM Firm Proposals
7/23/08		Funding Options; SWP Capacity Charge
8/13/08		CM Firm Selection; Detailed Appraisals (CS)
	9/??/08	Status Report on DEIR
10/8/08		Draft EIR Hearing
	11/10/08	Review Comments to DEIR
11/26/08		Review Comments to DEIR
	12/??/08	Status Reports
	1/??/09	Review Responses to Comments
1/28/09		Review Final EIR

Waterline Intertie Project - Revival Steps

ID	Task No.	Task Name	Duration	Start	Finish	Predecessors	2008				2009				2010				2011			
							Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1		
1	Group 1	Initial Negotiations and Strategy	76 days	Wed 1/16/08	Wed 4/30/08																	
2	1	Negotiate with City SM to define MOU Amendments	15.2 wks	Wed 1/16/08	Wed 4/30/08																	
3	2	Revise Project Strategic Plan	15.2 wks	Wed 1/16/08	Wed 4/30/08																	
4	Group 2	Preliminary Agreements, Impacts, and Design	716 days	Wed 1/16/08	Wed 10/13/10																	
5	3	Secure Board Approval to complete Preliminary Engineering Memo	1 day	Wed 1/16/08	Wed 1/16/08																	
6	4	Secure Board Approval to revise Supplemental Water Capacity Charge	1 day	Wed 1/23/08	Wed 1/23/08																	
7	5	Coordinate with Doug Wood re Environmental Review Needs	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
8	6	Discuss Formation of Funding JPA with County	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
9	7	Finalize MOU Amendments	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
10	8	Develop Revised Project Objectives	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
11	9	Develop Revised "Proposed Project" Description	3.75 mons	Thu 1/17/08	Wed 4/30/08	5																
12	10	Determine Interest In "Design-Build" Concept for HDD Component	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
13	11	Confirm Property Ownerships along Proposed Route	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
14	12	Refresh DWA EIR Contract and Make Environmental Determination	7.4 wks	Tue 4/8/08	Wed 5/28/08	18																
15	13	Coordinate with GSWC re Funding	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
16	14	Coordinate with Woodlands and Rural Water Co. re/Funding	3.8 mons	Wed 1/16/08	Wed 4/30/08																	
17	15	Lobby for Federal Funding	35.8 mons	Wed 1/16/08	Wed 10/13/10																	
18	16	Complete Draft Preliminary Engineering Memo	2.9 mons	Thu 1/17/08	Mon 4/7/08	5																
19	Group 3	Finalize Permits, Agreements, and Design	385 days	Thu 5/29/08	Wed 11/18/09	14																
20	17	Revise Supplemental Water Capacity Charge	1 mon	Thu 5/29/08	Wed 6/25/08																	
21	18	Update Funding White Paper"	1 mon	Thu 5/29/08	Wed 6/25/08																	
22	19	Scope and Circulate New DEIR	6 mons	Thu 5/29/08	Wed 11/12/08	14																
23	20	Conduct Property Acquisition Efforts	6 mons	Thu 5/29/08	Wed 11/12/08																	
24	21	Conduct Permit Applications	1 mon	Thu 2/12/09	Wed 3/11/09	30																
25	22	Conduct Funding Efforts	6 mons	Thu 5/29/08	Wed 11/12/08																	
26	23	Conduct Negotiations w City Santa Maria re Final Agreement	6 mons	Thu 5/29/08	Wed 11/12/08																	
27	24	Retain Engineering Firm - Final Design, Performance Specs, Bidding	9 wks	Thu 11/13/08	Wed 1/14/09	22																
28	25	Retain Construction Management/Value Engineering Team	9 wks	Thu 11/13/08	Wed 1/14/09	22																
29	26	Respond to DEIR Comments	2 mons	Thu 11/13/08	Wed 1/7/09	22																
30	27	Certify FEIR Findings & Mitigation Monitoring Program	5 wks	Thu 1/8/09	Wed 2/11/09	29																
31	28	Secure Permits	6 mons	Thu 3/12/09	Wed 8/26/09	24																
32	29	Secure Funding	10 mons	Thu 2/12/09	Wed 11/18/09	30																
33	30	Secure Land	3 mons	Thu 2/12/09	Wed 5/6/09	30																
34	31	Execute Purchase Agreement with City SM	10 mons	Thu 2/12/09	Wed 11/18/09	30																
35	Group 4	Standard Design-Bid-Construct Process for Underground/Storage Work	200 days	Thu 2/12/09	Wed 11/18/09																	
36	32	Finalize Design	6 mons	Thu 2/12/09	Wed 7/29/09	30																
37	33	Pre-Qualify Contractors	2 mons	Thu 5/7/09	Wed 7/1/09	30FS+60 days																
38	34	Solicit Bids	2 mons	Thu 8/27/09	Wed 10/21/09	37,31																
39	35	Award Bids	1 mon	Thu 10/22/09	Wed 11/18/09	38																
40	Group 5	Turnkey Design-Build Process for HDD Work	200 days	Thu 2/12/09	Wed 11/18/09																	
41	36	Final Performance Specifications	6 mons	Thu 2/12/09	Wed 7/29/09	30																
42	37	Pre-Qualify Contractors	2 mons	Thu 5/7/09	Wed 7/1/09	30FS+60 days																
43	38	Solicit Bids	2 mons	Thu 8/27/09	Wed 10/21/09	42,31																
44	39	Award Bids	1 mon	Thu 10/22/09	Wed 11/18/09	43																
45	Group 6	Construction	320 days	Thu 7/30/09	Wed 10/20/10																	
46	40	Retain Design Firm to Perform Engineering Services During Construction	5 wks	Thu 7/30/09	Wed 9/2/09	36																
47	41	Construct	12 mons	Thu 11/19/09	Wed 10/20/10	46,39,44																
48	Group 7	Startup and Testing	40 days	Thu 10/21/10	Wed 12/15/10																	
49	42	Startup	1 mon	Thu 10/21/10	Wed 11/17/10	47																
50	43	Testing	1 mon	Thu 11/18/10	Wed 12/15/10	49																

Project: WIP Revival Steps Schedule.m
Date: Fri 3/21/08

Task		Progress		Summary		Rolled Up Critical Task		Rolled Up Progress		External Tasks		Group By Summary	
Critical Task		Milestone		Rolled Up Task		Rolled Up Milestone		Split		Project Summary		Deadline	

TO: COMMITTEE MEMBERS
FROM: BRUCE BUEL *BB*
DATE: APRIL 11, 2008

**AGENDA ITEM
3
APRIL 14, 2008**

REVIEW WIP ENGINEERING REPORT

ITEM

Review WIP Engineering Report [Forward Recommendations to Board].

BACKGROUND

Boyle submitted their April 2008 WIP Engineering Memorandum to NCSD on April 8, 2008 (previously distributed and available at NCSD's Website). Boyle Engineering is scheduled to summarize this draft to the Committee.

As detailed in the Draft Report, Boyle proposes a Phase 1 project designed to provide 2,000 acre feet of supplemental water at an estimated capital cost of about \$18 million. Staff supports this concept.

Attached is a draft Request for Proposal (RFP) for Design Services prepared by staff.

RECOMMENDATION

Staff recommends that the Committee receive ~~the~~ Boyle's presentation, ask questions of Boyle, and receive feedback from the public. Following closure of public comment, staff recommends that the Committee concur with the proposed Phase 1 and recommend that the Board propose the Phase 1 concept as the preferred project for environmental review and for final design. Staff further recommends that the Committee provide feedback on the draft RFP.

ATTACHMENT

- Draft RFP for Design Services

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LETTERHEAD

April x, 2008

Various Engineering Firms

SUBJECT: Request for Engineering Services – NCSD-SWP Design

Nipomo Community Services District ("District") intends to construct a water pipeline inter-tie ("Project") between the District's potable water system and the City of Santa Maria potable water system. The purpose of this inter-tie is to deliver between 3,000 AFY and 6,300 AFY of Santa Maria water to the District and other water purveyors on the Nipomo Mesa.

The District has entered into a Memorandum of Understanding with the City of Santa Maria for the purchase of water (September 2004; available at NCSD.CA.GOV; News and Information; Supplemental Water) and has prepared a draft Preliminary Engineering Memorandum (April 2008; available at NCSD.CA.GOV), which describes the proposed project. NCSD expects to prepare separate bid schedules for the HDD Work and the balance of the work. The District expects to circulate a Draft EIR in November 2008 and Certify the Final EIR in November 2009. The District Board is expected to propose a project at its April 30, 2008 Board Meeting and then fine tune that project through the environmental review process. Attached is a rough draft project timeline and process flowchart.

SERVICES REQUESTED

The District requires engineering services to:

- Prepare and submit Monthly Progress Reports during design (digital transmission and one original hard copy of each Report);
- Meet with NCSD staff and/or District committee on a monthly basis during design;
- Present the Monthly Progress Report each month to the Board during design;
- Assist NCSD in securing right of entry agreements for affected properties;
- Prepare and submit soils reports for the selected project alternatives (digital transmission and one original hard copy of each);
- Perform surveying, prepare a design-level base map along the selected route, and submit (digital transmission and one original hard copy);
- Assist NCSD in interacting with the City of Santa Maria to address design and operational issues;
- Secure feedback from NCSD's Construction Management Firm on Concept Design;
- Prepare and submit 10 Sets of the Administrative Draft Concept Design Report (30% design) and Conceptual Cost Estimate;
- Confer with NCSD staff regarding the administrative draft and edit per staff direction;
- Prepare and submit 40 sets of the draft Concept Design Report and Cost Opinion;
- Present the draft Concept Design Report and Cost Opinion to the Committee and the Board;

NCSD WATERLINE INTERTIE PROJECT DESIGN RFP

- Assist in preparing permit applications and interact with permit agencies;
- Assist in preparing funding applications and interact with funding agencies;
- Assist in providing information to land owners and acquisition team re land purchase;
- Prepare and submit 10 copies of an Administrative Draft Narrative Report describing the proposed project based on the edited Concept Design Report and Cost Opinion;
- Edit the Narrative to incorporate NCSD comments and submit 100 copies of final;
- Assist the District in pre-qualifying contractors (HDD and General);
- Assist the District in resolving pre-qualification protests;
- Secure feedback from NCSD's Construction Management Team on final design;
- Prepare and submit 20 sets of the 60% design, bid specifications, and cost estimates for the various bid schedules;
- Prepare and submit 20 sets of the 95% design, bid specifications and cost estimates for the various bid schedules;
- Assist in securing permits;
- Prepare and submit 20 Sets of the 100% design, Bid specifications, and cost estimate for the various bid schedules;
- Provide all services necessary to advertise, interact with bidders and open bids;
- Provide an electronic clearinghouse for Bid Plans and Specifications;
- Assist the District in resolving bid protests;
- Present Bids/Recommendations to the Board for Award;
- Participate in job walk with construction team(s);
- Participate in Partnering Session with construction team(s);
- Provide engineering services during construction;
- Participate in forums and/or workshops as requested;
- Prepare exhibits for public meetings as requested by the District;
- Submit electronic copy of all work product deliverables in a format acceptable to NCSD;

The District will conduct a separate recruitment for a Construction Management firm. Said firm will review design documents, provide value engineering feedback, provide feedback on constructability, secure contract submittals from contractors; interact with contractors during construction, and perform various construction management services.

PROPOSAL REQUIREMENTS

Ten copies of the proposal package must be received by NCSD in a sealed envelope by 4 pm on Tuesday 6/10/08 to be considered. The exterior of the envelope must identify the proposal as "NCSD - Supplemental Water Project Design Services Proposal". Faxes, E-Mails, proposals not enclosed in a sealed/labeled envelope, and proposals received after 4pm on Tuesday 6/10/08 will be returned to the submitter. The main proposal shall be limited to 20 pages, with the exception of resumes and project lists, and include as a minimum the following:

1. Introduction
 - Present your understanding of the Project and the services requested
 - Discuss any proposed scope amendments
 - Briefly discuss the team's qualifications
2. Scope of Services and Timeline
 - Detail your proposed approach to the assignment
 - Describe your proposed timeline for execution of the requested services

NCSD WATERLINE INTERTIE PROJECT DESIGN RFP

3. Personnel

- Identify and define the experience of the design team leader and provide resume
- Indicate the location of each team member and identify where work will be done;
- Include an organization chart depicting the name and position of all team members including employees of sub-consultants and provide resumes
- Describe the role of each team member

4. Experience

- Describe your teams experience with compiling environmental documentation required for design; design of water distribution systems (including piping, storage tanks, and pumps); design of water treatment systems; bid processing; and provision of engineering services during construction
- Describe your success in meeting project budgets and timelines over the past three years and explain circumstances resulting in failures

5. References

- Provide references for projects of similar scope and nature performed within the past five years;
- List the client's name, address, and a description of the work performed. Include the name, phone, and e-mail for the client's key contact on the project.

6. Signature

- The proposal shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) Days.

In addition to the main proposal as described above, submit in a separate sealed envelope inside the main envelope an anticipated cost summary. Identify the proposed basis of fees and charges along with the hourly rates of all team members and sub-consultants and a breakout of professional service costs and reimbursable expenses. Describe increases in said hourly rates over the past three (3) years and increases that can be expected over the next three (3) years. District will negotiate the final budget with the top ranked submitter.

SELECTION PROCESS

District will use a qualification based selection process. District will screen proposals and select a short list for interviews. Interviews are tentatively scheduled for the middle of June. The Board is tentatively scheduled to select a firm for negotiation at its June 25, 2008 Meeting. Assuming the negotiation with the top ranked firm is successful, consideration of the agreement by the District Board is tentatively scheduled for July 23, 2008.

PROPOSAL EVALUATION

Proposals will be evaluated on the following:

- Responsiveness to Request for Proposal
- Schedule
- Team qualifications and expertise

NCSD WATERLINE INTERTIE PROJECT DESIGN RFP

- Prior experience in providing similar services to CA Local Government
- Cost
- References

Notes:

This is a time sensitive project. The District requires prompt attention to these matters.

The District uses a standard consulting agreement for all engineering services. Attached is a sample copy of the agreement that District will expect to execute with the selected design firm for this project.

District reserves the right to reject all submittals and/or re-open submittals at its discretion.

District reserves the right to negotiate with lesser ranked firms if the negotiation with the top ranked firm is unsuccessful.

The submitter retains no interest in the proposal once received by District.

For more information on the project or this RFP, contact NCSD General Manager Bruce Buel at 805-929-1133 or bbuel@NCSD.CA.GOV

Sincerely,


NIPOMO COMMUNITY SERVICES DISTRICT

Bruce Buel
General Manager

Enclosures

- Rough Draft WIP Schedule
- Standard Consulting Agreement

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TO: COMMITTEE MEMBERS
FROM: BRUCE BUEL 
DATE: APRIL 11, 2008

AGENDA ITEM
4
APRIL 14, 2008

REVIEW WIP PROJECT OBJECTIVES

ITEM

Review WIP Project Objectives [Forward Recommendations to Board].

BACKGROUND

Attached is the set of objectives revised per the Committee's direction at the March Meeting. It should be noted that the Committee did not complete Objective 4.

Attached is an excerpt from the UWMP, which predicts 2030 NCSD demand at 4,080 afy to 6,200 afy, and the Water and Sewer Master Plan, which projects future demand at 6,200 afy. Also attached is an excerpt from SAIC's January 2008 Technical Memorandum regarding the exceedence between Nipomo Mesa consumptive use and recharge.

RECOMMENDATION

Staff recommends that the Committee discuss the Objectives and identify edits to forward to the Board.

ATTACHMENTS

- Revised Objectives
- UWMP Excerpt
- W&S Master Plan Excerpt
- SAIC Technical Report Excerpt

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NCSD WATERLINE INTERTIE PROJECT OBJECTIVES

The basic objective of the proposed Nipomo Community Services District Waterline Intertie Project is to construct a pipeline connection from the City of Santa Maria water distribution system across the Santa Maria River to the existing water distribution system within the Nipomo Community Services District. In so doing, the proposed Project will also achieve the following objectives:

1. **Reduce** further depletion of the Nipomo Mesa Groundwater Management Area of the Santa Maria Groundwater Basin (NMMA) and prevent sea water intrusion by providing supplemental water consistent with proposed settlement agreements related to the groundwater adjudication.
2. Comply with the 2005 groundwater adjudication settlement stipulation that recognizes the need for active management of the NMMA.
3. Assist in balancing groundwater levels in the NMMA by reducing pumping in the NMMA.
4. Augment current water supplies available to the Nipomo Community Services District (District) by ????? acre-feet per year (afy).
5. Augment current water supplies available to the Woodlands and other water purveyors on the Mesa (Golden State and Rural Water) by 1,000 afy.
6. Increase the reliability of District water supply by providing a diversity of water sources. Avoid the potential use of supplemental water return flows from the District, the Woodlands and the other purveyors, being used to support the water requirements of new development.
7. Comply with Local Agency Formation Commission (LAFCO) requirements for securing supplemental water prior to annexation of lands now within the District's Sphere of Influence. This supplemental water for annexations shall be in addition to the initial 3,000 afy.
8. Avoid multiple waterline crossings of the Santa Maria River and associated environmental impacts, by constructing a single pipeline capable of transporting sufficient water for potential NMMA growth consistent with the South County Area Plan (Inland) of San Luis Obispo County's General Plan.
9. **Reduce** depletion of the NMMA by:
 - A. Providing supplemental water for new development within the current service area of the District and the Mesa's other water purveyors (Golden State and Rural Water) consistent with the South County Area Plan (Inland);
 - B. Facilitating supplemental water delivery for new development within the District's Sphere of Influence consistent with the South County Area Plan (Inland) and the conditions in LAFCO's 2004 Sphere of Influence Update.
 - C. Providing the basis for the assessment of impact fees upon development outside the District's Sphere of Influence and the service areas of the Mesa's other water purveyors (Golden State and Rural Water).

Table 25. Summary of NCS D Water Demands by Land Use Scenario and Growth Rate for the Period 2010 to 2030 (afy)

Land Use Scenario and Growth Rate	2010	2015	2020	2025	2030
Existing Land Use Designations and 2.3% Growth Rate	3,450	3,920	3,980	4,030	4,080
Existing Land Use Designations and 3.7% Growth Rate	3,650	3,930	4,030	4,130	4,230
Existing Land Use Designations and 7.8% Growth Rate	3,730	4,000	4,210	4,510	4,720
Existing Land Use Designations with Land Use Amendments and 2.3% Growth Rate	3,480	3,960	4,030	4,080	4,150
Existing Land Use Designations with Land Use Amendments and 3.7% Growth Rate	3,680	3,980	4,080	4,200	4,330
Existing Land Use Designations with Land Use Amendments and 7.8% Growth Rate	3,760	4,060	4,300	4,650	4,880
High Density Land Uses and 2.3% Growth Rate	3,600	4,350	4,720	4,800	4,930
High Density Land Uses and 3.7% Growth Rate	3,800	4,630	4,790	5,000	5,220
High Density Land Uses and 7.8% Growth Rate	4,180	4,740	5,150	5,750	6,200

3.1.2 Additional Water Uses

In addition to deliveries to customers, NCS D anticipates two other water uses, groundwater recharge and unaccounted for system losses, as shown in Table 26 by scenario.

As described in section 2.3.1, NCS D expects having to recharge approximately 600 afy of its supplemental water supply in order to maintain its share of the NMMA safe yield.

NCS D's system loss varies from year to year. In 2004 system loss was only about three percent of total production, in year 2000 system loss was almost 14 percent of total production. For planning purposes it is assumed that future system loss will be eight percent of total production.

3.1.3 Total Water Use

Total Water Use, accounting for customer demands, system loss, and future groundwater recharge is presented, by scenario, in Table 27.

Table 2-6: Assumed Annual Water Supply (AF) from Sources

Source/Condition	Current	Near-Term	Interim	Future
NCSD Wells	3,000	1,000	1,000	1,000
CCWA	-	2,500	1,500	0
Desalination	-	0	2,000	5,200
Total	3,000	3,500	4,500	6,200

Note that these scenarios all show a dramatic reduction in District well usage from current levels. Wells will primarily be used to offset seasonal peak demand, once the supplemental water sources are on line.

Tie-in locations for supplemental water sources to the existing system were assumed to be near the intersection of Thompson and Tefft for CCWA and at Highway 101/Willow Road for the desalinated water.

The analysis for CCWA supplemental water assumed a fixed-flow condition; that is, a constant volume of supplemental water would be supplied at a rate equivalent to no more than the average annual daily demand of the system. In regard to Desalination, it was assumed that desalinated water can be provided on an as-needed basis, much as the District's wells are operated currently, to meet the future maximum daily demand requirements.

2.3.3 Analysis and Recommendations

The District is required by State law (Title 22 Requirements) to have sufficient water delivery capacity equal to or greater than the maximum daily demand (MDD) on the system in a 24 hour period. At present, the pumping capacity of the existing active wells is approximately 3,920 gpm, which is slightly greater than the maximum day demand of 3,152 gpm. Many jurisdictions require total system capacity to be quantified assuming the largest producing well out of service. It is recommended that the District strive to meet this criterion by not only developing new supplemental water supply sources (as discussed above) but also by upgrading its existing standby wells to consistently meet water quality and pumping capacity objectives. We recommend the District undertake a feasibility study to upgrade Church Well to bring it up to active status. Alternatives for Church Well include (1) well-head treatment or (2) a dedicated line, blending tank, and booster pump. Recommended pumping capacities are shown on the table below for both existing and future conditions.

Source/Condition	Current Available Capacity, gpm	Existing Recommended Capacity, gpm	Future Recommended Capacity, gpm
Wells	3,920	3,920	3,920
CCWA	-	1,550	-
Desalination	-	-	6,575
Total Capacity	3,920	5,470	10,495

MDD Required	3,152	3,152+	6,575
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To: Bruce Buel
 Re: Emergency Water Shortage Regulations
 Date: January 06, 2008
 Page: 4 of 15

Calendar Year Order	
DRY	YR1985 - YR1992, YR1975 - YR1977, YR1977 - YR1982, YR1994 - YR2001
WET	YR1994 - YR2001, YR1977 - YR1982, YR1975 - YR1977, YR1985 - YR1992


These two hypothetical hydrologic conditions are 21 years long; and are shorter than the previous analyses of 32 years, however, 21 years of prediction are sufficient to understand the impact of dry conditions and wet conditions on GWS.

The Water Shortage Conservation Stages criteria were applied to all sixteen (16) possible future GWS estimates (Figure 3 through Figure 18). In general, Water Shortage Conservation Stage IV would be in effect by Year 2009, except for the Wet hydrologic condition where Stage IV is designated in Year 2021. In all future GWS estimates, with the exception of the wet hydrologic condition, all GWS is depleted by Year 2021 (14 years from the present), and may be as soon as Year 2015 (Dry hydrologic condition). The following table summarizes results from the four scenarios and four conditions:

20-year analysis						
Scenario	Consumptive Use (AFY)	Annual Escalation Rate	Year of Conservation Stage IV	Number of Years Until GWS is Depleted	Total Groundwater Depletion (AF)	Supplemental Water Requirement (AFY)
S1	10,650	0%	2008	12	152,230	4,760
S2		1%	2008	12	214,710	6,710
S3		2.3%	2008	12	318,390	9,950
S4		4%	2008	11	505,930	15,810
S1 w/conservation	8,360	0%	2009	14	78,950	2,470
S2 w/conservation		1%	2009	14	128,000	4,000
S3 w/conservation		2.3%	2009	14	209,410	6,540
S4 w/conservation		4%	2009	12	356,570	11,140
20-year analysis						
S1 Dry	10,650	0%	2009	8	71,680	3,410
S2 Dry		1%	2009	8	97,990	4,670
S3 Dry		2.3%	2009	8	137,970	6,570
S4 Dry		4%	2009	8	202,140	9,630
S1 Wet	10,650	0%	2023	> 22	71,680	3,410
S2 Wet		1%	2023	21	97,990	4,670
S3 Wet		2.3%	2022	18	137,970	6,570
S4 Wet		4%	2021	16	202,140	9,630

Implications of Water Shortages

The long-term (Year 1975 - Year 2000) average recharge from rainfall to the GWS is 5,430 AFY (SAIC Phase III Hydrologic Inventory, Oct 2002). Year 2007 CU (10,650 AFY) exceeds long-term average recharge from rainfall by 5,220 AFY. An average annual groundwater supply shortfall of 5,220 AFY accumulated each year will deplete the current GWS of 93,000 AF in 18 years. From these long-term averages, and without considering the inter-annual variability of hydrology, 5,220 AF of supplemental water is required annually to maintain the current 93,000 AF of GWS.

TO: COMMITTEE MEMBERS
FROM: BRUCE BUEL 
DATE: APRIL 11, 2008

AGENDA ITEM
5
APRIL 14, 2008

RECOMMEND MODIFICATION OF DEIR AGREEMENT

ITEM

Recommend modification of DEIR Agreement [Forward Recommendations to Board].

BACKGROUND

NCSD retained Douglas Wood and Associates (DWA) in 2005 to prepare a draft EIR on the Waterline Intertie Project. DWA did complete a draft EIR; the DEIR was circulated and comments were received. NCSD initially authorized DWA to respond to the comments received and then suspended further work in December 2006 when the Board opted to study alternate supplemental water projects. It is staff's opinion that the original DEIR is stale and a new DEIR should be produced that focuses on the Board's preferred project and responds to the information requests included in the comments to the original DEIR. Staff also proposes to include Desalination as a major additional project alternative so that this DEIR could serve as a program EIR during the research phase of the Desalination Project.

DWA is scheduled to submit a proposal to prepare a new DEIR prior to the Committee Meeting and Doug Wood is scheduled to present his proposal to the Committee. Staff will forward the proposal to the Board as soon as possible.

RECOMMENDATION

Staff recommends that the Committee receive Doug Wood's presentation, discuss his proposal and forward recommendations to the Board.

ATTACHMENTS

- None

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TO: COMMITTEE MEMBERS
FROM: BRUCE BUEL *BB*
DATE: APRIL 11, 2008

AGENDA ITEM
6
APRIL 14, 2008

SET NEXT COMMITTEE MEETING

ITEM

Set next Committee meeting [Set Time/Date].

BACKGROUND

The Committee generally meets once per month on a Monday Afternoon.

RECOMMENDATION

Staff recommends that the Committee determine if it wishes to meet again prior to the April 30, 2008 Board Meeting and if so, select a date and time. If the Committee does not need to set another meeting in April, it should set a meeting in May.

ATTACHMENTS

- None

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