



Posting Date: 09-13-2021

NOTICE OF REGULAR MEETING OPERATIONS COMMITTEE/BOARD OF DIRECTORS (OPERATIONS)

(Per paragraph 3 on page 10 under subsection *Committee Meetings* of the Board Handbook: The Board, as a practice, generally does not take final action on items during committee meetings, unless District staff determines the urgency of the item requires immediate action that cannot be delayed until a subsequent regular bi-monthly Board meeting.)

MEETING DATE: 09-17-2021

TIME: Meeting begins at **9:00 a.m. (Public)**
Closed Session begins at or after **9:01 a.m. (Only Board and Staff)**
Open Session begins at or after **9:30 a.m. (Public)**

LOCATION: This meeting will be held virtually, pursuant to the Governor’s Executive Order N-29-20.

To participate online, go to <https://us06web.zoom.us/j/88446885545>. You can also participate by phone by calling 1-669-900-6833 and entering the webinar ID#: 884 4688 5545.

PARTICIPATION DURING MEETINGS: During the public comment periods, the public may comment by clicking the “raise hand” button on the bottom of the Zoom screen; if you are joining by phone and would like to comment, press *9 and we will call on you as appropriate.

EMAILED PUBLIC COMMENTS: You may submit your comments in advance of the meeting by emailing them to BoardComment@MarinWater.org. All emailed comments received by 7:30 a.m. on the day of the meeting will be provided to the Board of Directors prior to the meeting. All emails will be posted on our website. (Please do not include personal information in your comment that you do not want published on our website such as phone numbers and home addresses.)

AGENDA ITEMS	RECOMMENDATIONS
Call to Order and Roll Call at 9 a.m.	
Adopt Agenda	<i>Approve</i>
Public Comment only on Closed Session Item 1	
Convene to Closed Session at or after 9:01 a.m. (Only the Board of Directors and Staff Will participate)	

MARIN WATER BOARD OF DIRECTORS: LARRY BRAGMAN, JACK GIBSON, CYNTHIA KOEHLER, LARRY RUSSELL, AND MONTY SCHMITT

AGENDA ITEMS	RECOMMENDATIONS
Closed Session Item <i>(Approximate time 30 minutes)</i> (Only the Board of Directors and Staff Will Participate)	
1. Conference with Legal Counsel – Existing Litigation (Government Code §54956.9) Walker v. Marin Municipal Water District Marin Superior Court Case No. CIV 1501914	
Convene to Open Session at or after 9:30 a.m.	
Closed Session Report Out	
Public Comment <i>Members of the public may comment on any items not listed on the agenda during this time. Comments will be limited to three minutes per speaker, and time limits may be reduced by the Committee Chair to accommodate the number of speakers and ensure that the meeting is conducted in an efficient manner.</i>	
Calendar	
2. Minutes of the Operations Committee/Board of Directors (Operations) Special Meeting of August 30, 2021 <i>(Approximate time 1 minute)</i>	<i>Approve</i>
3. Seegar Dam Spillway Repair Update <i>(Approximate time 15 minutes)</i>	<i>Information</i>
4. Pine Mountain Tunnel Replacement Project Update <i>(Approximate time 15 minutes)</i>	<i>Information</i>
5. Emergency Drought Projects Update <i>(Approximate time 20 minutes)</i>	<i>Information</i>
6. Award of Contract No. 1956 for Furnishing and Delivery of Motor Fuels <i>(Approximate time 5 minutes)</i>	<i>Review and Refer for Board Approval</i>
7. Peacock Gap Recycled Water Pipeline Request for Proposals <i>(Approximate time 10 minutes)</i>	<i>Review and Refer for Board Approval</i>
8. Southern Marin Pipeline Replacement Project Phase II <i>(Approximate time 10 minutes)</i>	<i>Review and Refer for Board Approval</i>

AGENDA ITEMS**RECOMMENDATIONS**

Adjournment (Approximate time 10:46 a.m.)

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

In accordance with the Americans with Disabilities Act (ADA) and California Law, it is Marin Water's policy to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, an agenda, and/or agenda packet in an appropriate alternative format, or if you require other accommodations, please contact Board Secretary Terrie Gillen at 415.945.1448, at least two days in advance of the meeting. Advance notification will enable the Marin Water to make reasonable arrangements to ensure accessibility.

AGENDAS ARE AVAILABLE FOR REVIEW AT THE CIVIC CENTER LIBRARY, CORTE MADERA LIBRARY, FAIRFAX LIBRARY, MILL VALLEY LIBRARY, MARIN WATER OFFICE, AND ON THE MARIN WATER WEBSITE (MARINWATER.ORG)

FUTURE BOARD MEETINGS:

- ❖ Friday, September 17, 2021
Operations Committee/Board of Directors (Operations) Meeting
9:30 a.m.
- ❖ Tuesday, September 21, 2021
Board of Directors' Regular Bi-Monthly Meeting
7:30 p.m.¹
- ❖ Thursday, September 23, 2021
Finance & Administration Committee/Board of Directors (Finance & Administration)
Meeting
9:30 a.m.


Board Secretary

¹ On September 21, a closed session will take place at 6:30 p.m.



Item Number: 02
 Meeting Date: 09-17-2021
 Meeting: Operations
 Committee/Board of Directors
 (Operations)

Approval Item

TITLE

Minutes of the Operations Committee/Board of Directors (Operations) Special Meeting of August 30, 2021

RECOMMENDATION

Approve the adoption of the minutes.

SUMMARY

On August 30, 2021, the Operations Committee/Board of Directors (Operations) held a special meeting. The minutes of the meeting are attached.

DISCUSSION

None

FISCAL IMPACT

None

ATTACHMENT(S)

1. Minutes of August 30, 2021, Special Meeting of the Operations Committee/Board of Directors (Operations)

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs Department	 Terrie Gillen Board Secretary	 Ben Horenstein General Manager

**MARIN MUNICIPAL WATER DISTRICT
OPERATIONS COMMITTEE /BOARD OF DIRECTORS (OPERATIONS) SPECIAL MEETING**

MINUTES

Monday, August 30, 2021

Via teleconference

(In accordance with Governor Gavin Newsom’s Executive Order N-29-20)

DIRECTORS PRESENT: Larry Bragman, John C. Gibson, Larry L. Russell, Monty Schmitt, and Cynthia Koehler

DIRECTORS ABSENT: None

CALL TO ORDER: Chair Russell called the meeting to order at 9:34 a.m.

ADOPT AGENDA:
On motion made by Director Gibson and seconded by Director Bragman, the board approved the adoption of the agenda. The board took the following roll call vote:

Ayes: Directors Bragman, Gibson, Koehler, Schmitt, Schmitt, and Russell
Noes: None

PUBLIC COMMENT:
There were no public comments.

CALENDAR ITEMS:

ITEM 1. MINUTES OF THE OPERATIONS COMMITTEE /BOARD OF DIRECTORS (OPERATIONS) MEETING OF JULY 16, 2021

On motion made by Director Bragman and seconded by Director Gibson, the board approved the minutes by the following roll call vote:

Ayes: Directors Bragman, Gibson, Koehler, Schmitt, and Russell
Noes: None

There were no public comments.

ITEM 2. EMERGENCY INTERTIE PROJECT

Operations Manager Paul Sellier presented this item. Joining Mr. Sellier was Xavier Irias with Woodard and Curran. The Directors asked staff questions and made individual comments during the presentation.

Afterwards, Director Koehler made a comment, which Chair Russell concurred, regarding how we need to let our customers know that Marin Water was working hard on finding viable solutions to extend our water supply.

There were ten public comments.

This was an informational item; therefore, the board took no formal action.

ITEM 3. THREE (3) AMENDMENTS TO ENGINEERING CONSULTANT AGREEMENTS FOR THE EMERGENCY INTERTIE PROJECT AND AUTHORIZE THE GENERAL MANAGER TO NEGOTIATE AND EXECUTE AMENDMENTS

Mr. Sellier also brought forth this item. Discussion followed among the board as to whether or not they needed to take action on this item now.

There were three public comments.

On motion made by Director Koehler and seconded by Director Gibson, the board approved the three amendments to the engineering consultant agreements and authorized the General Manager to negotiate and execute the amendments. The board took the following roll call vote:

Ayes: Directors Gibson, Koehler, Schmitt, and Russell

Noes: Director Bragman

Chair Russell, with a seconded by Director Koehler, directed staff to bring this item back with an update so that this discussion would occur at both this Operations Committee meeting and the upcoming regular Board meeting.

ITEM 4. SUBMITTAL OF A TEMPORARY URGENCY CHANGE PETITION (TUCP) FOR LAGUNITAS CREEK STREAMFLOW RELEASES AND AUTHORIZE THE GENERAL MANAGER TO FILE THE FINAL PETITION WITH THE STATE WATER BOARD

Engineering Manager of the Planning Department Elysha Irish and Andy Collison, with Environmental Science Associates, presented this item. During the presentation, Chair Russell left at 11:30 a.m.; and, Vice Chair Schmitt facilitated the remainder of the meeting.

After staff's presentation, questions and comments between the board and staff ensued.

There were six (6) public comments. After the public comments, more board comments and questions and answers between the board and staff ensued.

Chair Russel returned to vote on this item.

On motion made by Director Bragman and seconded by Director Gibson, the board approved the TUCP and authorized the General Manager to file the final petition with the State Water Board. The board took the following roll call vote:

Ayes:	Directors Bragman, Gibson, Koehler, Russell, and Schmitt
Noes:	None
Abstain:	Director Koehler

ITEM 5. BERRY LANE PIPE REPLACEMENT PROJECT

Both Chair Russell and Director Koehler left at 12:12 p.m.

Engineering Manager Crystal Yezman introduced and Assistant Engineer Matt Steiner brought forth this item. There were no public comments. There were few questions asked by the board.

On motion made by Director Gibson and seconded by Director Bragman, they referred this item to a future board meeting.

ITEM 6. CONSTRUCTION INSPECTION SUPPORT SERVICES

Design Engineering Manager Alex Anaya brought forth this item. There were no questions from the board confirming this was a short-term contract to fill a drought-related need.

On motion made by Director Gibson and seconded by Director Bragman, they referred the item to a future board meeting.

ADJOURNMENT

There being no further business, the Operations Committee/Board of Directors (Operations) special meeting adjourned at 12:18 p.m.

Board Secretary



Item Number: 03
Meeting Date: 09-17-2021
Meeting: Operations
Committee/Board of Directors
(Operations)

Informational Item

TO: Operations Committee/Board of Directors (Operations)

FROM: Crystal Yezman, Director of Engineering *CY*

THROUGH: Ben Horenstein, General Manager *BH*

DIVISION NAME: Engineering

ITEM: Seeger Dam Spillway Repair Update (D21012)

SUMMARY

District staff will provide an update on the repairs of the voids found on the Seeger Dam Spillway during the course of the Non-Structural Spillway Project.

DISCUSSION

On July 19th, during the course of replacing the joint sealant at Seeger Dam Spillway (Nicasio), two voids that measured approximately 5 inches wide by 3 feet and 6 feet long respectively were discovered at the bottom of the spillway chute. District staff conducted an inspection with Miller Pacific Engineering to determine the extent of the voids. Inspection by Miller Pacific found that voids were contained within the concrete section of the spillway and recommended that the District have the areas around both voids inspected via ground penetrating radar (GPR) to determine if any further voids could be identified beneath the spillway at these locations.

District staff contracted with Norcal Geophysical Consultants Inc. to conduct a ground penetrating radar survey of the spillway at both locations of the voids on August 13th. The GPR survey found no voids beneath the concrete on the spillway chute or wing walls where the surface voids were identified.

District staff contacted the Division of Safety of Dams (DSOD) and conducted a field visit with Russell Bowlus, DSOD Regional Engineer on August 24th. After DSOD inspected the voids, DSOD considered the repairs routine maintenance and directed the District to repair the voids. The repairs recommended by DSOD involved chipping away the existing concrete around the voids and splicing in new epoxy coated reinforcement bars and then placing high strength, low shrink concrete to repair the voids.

District staff issued a field directive to the Contractor on August 27th to repair voids and the Contractor mobilized on-site on August 30th and began working on the repairs. Repair work on the Seeger Dam spillway was completed on September 3, 2021.

District staff is in the process of finalizing a report of the repairs to submit to DSOD.

FISCAL IMPACT

None

ATTACHMENT(S)

None



Item Number: 04
Meeting Date: 09-17-2021
Meeting: Operations
Committee/Board of Directors
(Operations)

Informational Item

TO: Operations Committee/Board of Directors (Operations)

FROM: Crystal Yezman, Director of Engineering

THROUGH: Ben Horenstein, General Manager

DIVISION NAME: Engineering

ITEM: Pine Mountain Tunnel Replacement Project Update (D21043)

SUMMARY

District staff will provide and update on the design and environmental review of the Pine Mountain Tunnel Replacement Project.

DISCUSSION

On July 6, 2021, the Board awarded a Professional Services Agreement MA-5963 to Woodard & Curran to provide engineering support services of the preliminary design of the Pine Mountain Tunnel Replacement Project. To date, Woodard & Curran has conducted site geotechnical exploration including multiple borings and soil classification within the area of the tanks and detailed site survey to identify area topography for construction excavation quantities and to identify the tank footprint. The project team has been working to identify the tank site and pipeline alignment as well as review tank accessibility and various tank appurtenant features that are important to the District for operations. As a result of this preliminary work, a tank layout has been identified to include two pre-stressed concrete tanks of 2-million gallon capacity that are to be located at the Concrete Pipe Road CP-5 site.

District staff have also been closely working with Environmental Science Associates (ESA) in preparing the environmental review and documentation concurrently with this first phase of 30% design with Woodard & Curran. It is anticipated that ESA will be filing an Initial Study Mitigated Negative Declaration (IS/MND) during the week of September 20, 2021 to start the public review period.

FISCAL IMPACT

None

ATTACHMENT(S)

None



Item Number: 05
Meeting Date: 09-17-2021
Meeting: Operations
Committee/Board of Directors
(Operations)

Informational Item

TO: Operations Committee/Board of Directors (Operations)

FROM: Paul Sellier, Operations Director

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THROUGH: Ben Horenstein, General Manager

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DIVISION NAME: Operations

ITEM: Emergency Drought Projects

SUMMARY

Staff will provide an update on the Emergency Drought Projects under development including progress on the Kastania Pump Station upgrade, desalination, water availability from Sonoma, and the Emergency Intertie Project.

DISCUSSION

Due to continued dry conditions and historically low reservoir storage levels, the Board declared a water shortage emergency and adopted mandatory water use restrictions at the April 20th, 2021 Board meeting, with further measures adopted at subsequent Board meetings. Given the severity of the drought, the District has evaluated a number of opportunities to augment our water supply. Staff will provide an update to the Board on Emergency Drought Projects focusing on water supply planning, project technical feasibility, schedule and costs.

FISCAL IMPACT

None

ATTACHMENT(S)

None



Item Number: 06
Meeting Date: 09-17-2021
Meeting: Operations
Committee/ Board of Directors
(Operations)

Review and Refer for Board Approval

TO: Operations Committee/Board of Directors (Operations)

FROM: Darren Machado, Acting Operations Director *DM*

THROUGH: Ben Horenstein, General Manager *BH*

DIVISION NAME: Operations

ITEM: Award of Contract No. 1956 for Furnishing and Delivery of Motor Fuels

SUMMARY

On August 11, 2021, the District released a notice inviting bids for a four-year contract for the furnishing and delivery of motor fuels with the option to extend the contract in one-year increments for an additional two years. Sealed bids were opened by the District and Western States Oil was identified as the lowest responsible bidder from the three bidders who submitted bids. Staff is requesting that the Operations Committee review and refer this item to a future regular meeting of the Board of Directors to award Contract No. 1956 to Western States Oil in the amount of \$2,105,440.90. This amount includes the bid of \$1,684,352.72 and all applicable taxes and fees. Staff is also requesting that the Board authorize the General Manager to execute any necessary amendments to this contract in an amount not to exceed 15% of the total contract amount.

DISCUSSION

This contract is for the furnishing and delivery of approximately 574,400 gallons of gasoline and diesel fuels to five District locations over a four-year period. The District has two fuel dispensing sites that require frequent fuel deliveries. Of the frequent fuel deliveries, approximately 84% of the fuel used for the District's fleet is dispensed at the Corporation Yard in Corte Madera and the other 16% is dispensed at the Sky Oaks Watershed Headquarters located in Fairfax. The three other locations require significantly fewer fuel deliveries. These deliveries are for the emergency generators at the Ignacio Booster Pump Station and the Bon Tempe Treatment Plant as well as the new emergency generator planned for installation at the San Geronimo Treatment Plant.

While the bidder's fixed differential cost will remain firm during the contract period to the five District locations, the daily price of gasoline and diesel fuels will fluctuate based on the Oil Price Information Service (OPIS). In the event that the fuel prices increase significantly or an emergency event results in a substantial increase in consumption, staff will rely on an amendment not to exceed 15% of the total contract amount.

FISCAL IMPACT

Funding for this contract is budgeted in FY 2022 and FY 2023, \$400,000 each fiscal year, as an operating expenditure under the Automotive Services Department (ASD) (10-6130-5120). Staff will identify additional funds for these fiscal years as needed. For FY 2024 and FY 2025, staff will budget funds for this contract as an operating expenditure under the ASD. Not including a 15% contingency, staff estimates the contract amount, including all applicable taxes and fees, over the four-year contract to be \$2,105,440.90.

ATTACHMENT(S)

None



Item Number: 07
Meeting Date: 09-17-2021
Meeting: Operations
Committee/Board of Directors
(Operations)

Review and Refer for Board Approval

TO: Operations Committee/Board of Directors (Operations)

FROM: Crystal Yezman, Director of Engineering *CY*

THROUGH: Ben Horenstein, General Manager *BH*

DIVISION NAME: Engineering

ITEM: Peacock Gap Recycled Water Pipeline Request for Proposals (D22014)

SUMMARY

The Peacock Gap Recycled Water Transmission Pipeline Project (Project) is in the planning phase and staff have advertised a Request for Proposals to hire a qualified consultant to conduct an evaluation of three recycled water transmission pipeline expansion alternatives to the Peacock Gap Area with the option for full design.

District staff will make a recommendation for contract award at a future regularly scheduled Board meeting.

DISCUSSION

The District owns and operates approximately 24 miles of recycled water transmission and distribution pipeline in the cities and communities of San Rafael, Terra Linda, Santa Venetia, Los Ranchitos and Marinwood. The system provides one million gallons of recycled water per day to customers in the northern area of the distribution system for a range of uses including: irrigation, industrial cooling, and toilet flushing. The District currently has over 300 recycled water service connections within this recycled water distribution area.

The District receives recycled water from our longstanding partner, Las Gallinas Valley Sanitary District (LGVSD) and recently helped fund an expansion of their recycled water facility to increase recycled water output from 3 million gallon per day to 5 million gallons per day.

The District is seeking to expand its recycled water distribution system to the Peacock Gap area of San Rafael to capitalize on the treatment plant's increased potential output. Supplying large consumers, such as the Peacock Gap Golf Club, with recycled water will not only reduce the demand on the District's potable water supply but serve a reliable, renewable resource for the future.

Phase I of the Project will evaluate three recycled water transmission pipeline expansion alternatives to the Peacock Gap Area and provide the applicable environmental documentation. The findings of the evaluations shall be detailed in a final report with a recommendation of a preferred design route deliverable to the District. The details of this evaluation report, along with an environmental review and analysis of the proposed project, will position the District to be competitive for grants and is necessary to proceed to Phase II – Design.

The District will reserve the option to continue working with the selected consultant for Phase II work associated with the final design phase of the proposed project to provide services required to develop final plans, specifications, and construction estimate.

See Attachment 1 for the Request for Proposal and Attachment 2 for a map of the identified routes.

ENVIRONMENTAL REVIEW

The Project Phase I Scope includes environmental review and analysis of the proposed project based on a preferred design alternative and filing for any necessary permits with the regulatory agencies.

FISCAL IMPACT

The total cost to complete the Phase I under this proposal is to be identified upon receipt of proposals from the various consulting firms.

ATTACHMENT(S)

1. Peacock Gap Recycled Water Transmission Pipeline Project Request for Proposal
2. Peacock Gap Recycled Water Transmission Pipeline Alternatives Map

**MARIN MUNICIPAL WATER DISTRICT
REQUEST FOR PROPOSALS
FOR
PEACOCK GAP RECYCLED WATER TRANSMISSION PIPELINE PROJECT - PHASE I**

SUBMITTAL DEADLINE: October 1, 2021

I. INTRODUCTION

The Marin Municipal Water District (District) is seeking a qualified professional engineering consultant firm for Phase I of the Peacock Gap Recycled Water Transmission Pipeline Project located within the City of San Rafael, Communities of Santa Venetia and Los Ranchitos and California State Parks, all in Marin County, California. The project will involve evaluating the expansion of the Districts recycled water transmission pipeline system across three different routes identified by the District. The project will be broken up into two phases. The Phase 1 Scope of Work is provided in Attachment A and will involve evaluating the identified routes for design, environmental, benefit of use, estimated construction cost, schedule and provide a preferred alternative to the District. During Phase 1 work, the selected Consultant shall provide a 30 % design level report of the preferred alternative along with environmental documentation of the preferred alternative option. Following the completion of Phase 1, the District intends to enter into Phase 2 with the Consultant to provide complete contract plans, specifications and engineering estimate along with engineering services during construction.

II. PROPOSAL REQUIREMENTS

General

Prospective consultant firm shall review and address in their proposal all elements of the work described in Attachment A (Scope of Work) and other pertinent and related topics based on the experience of the project team and the project area. Proposals should identify any inconsistencies in the Scope of Work and propose ways to reduce costs and expedite project completion. Proposals shall be organized into the following sections.

A. Project Understanding (15%)

Describe the primary basis or rationale for undertaking the Project. The discussion should identify the project goals and any anticipated challenges (technical or otherwise) associated with the Scope of Work. The project team (Section B) and Project Approach (Section C) should be developed to meet any anticipated challenges throughout the scope of this project.

B. Project Team – Organization Chart (10%)

Describe the consultant firms and the project team and identify their respective area of expertise and role in this Project. Provide a chart identifying the project team's structure and define roles and responsibilities of key project team members and their primary assigned tasks. Provide a one

page resume of each project team member identified in the organization chart for this project which shall be included in this section.

C. Project Approach (35%)

Describe your technical approach for completing the scope of services for each proposed task. Please see Attachment A. Prospective consultant firms are encouraged to expand the scope of services, to identify any supplemental/optional tasks necessary, and to recommend any alternatives which may enhance the project or reduce costs. Please include other information you think is required for completeness. The scope of work shall relate to the proposed schedule and estimated task resources included in the consultant firm's proposal

D. Schedule (5%)

Present a task-based schedule of work assuming a notice to proceed date of October 5, 2021, indicating how the schedule will be met. It is important that the consultant firm indicate the ability of the project team to perform the project tasks within the timeframe of the project. Please assume rational review periods for District staff where identified in Attachment A. The project team will not be penalized for assuming review periods that put them past the project deadlines but will be expected to adjust their project schedule if selected.

E. Qualifications and Experience – Project Examples (25%)

Describe the proposed project team's qualifications for conducting the proposed work and familiarity with water pipe distribution systems and environmental regulations for installing new transmission pipe. Include a list of project experience for each individual for projects of a similar nature -- include descriptions of recent projects with dates and construction costs.

Identify the key personnel for your team. For each proposed key person, provide a brief description of three recent projects where that person provided similar services. For each of the three projects referenced, provide a description of the project and the budget, the dates when the service was provided, the client name, contact name, address and contact telephone number. The District will contact the listed references so please ensure current information is provided.

F. Budget (10%)

Provide a task-based budget that includes a line item for each deliverable. Line items should include the required labor time for each staff member, hourly rates, and an overall labor cost associated with the deliverable. Subcontractor costs may be identified as a single lump sum amount under each task, however, the District reserves the right to request a subcontractor labor breakdown at a later date. Identify all required direct costs and any proposed markups (markup shall be set at 5%). Line items for each task should be "rolled up" to clarify the overall cost for completing the task.

The proposal must provide a complete budget for each task deliverable described in the Scope of Work (Attachment A).

Provide a fee schedule including: staff rates, materials & supplies, equipment, travel, and other non-labor costs that will be associated with this project.

The District will review the consultant's budget to evaluate the consultant's understanding of this project's scope of work and to determine value associated with the consultant's proposed work plan. Proposals that do not present the budget information as requested in this RFP will be rejected.

III. PROPOSAL REVIEW

Proposals submitted by the deadline will be evaluated and scored by a panel of District staff. Each section of the proposal will be assessed a score based on a 10-point scale where 0 indicates the section fails to respond to the requirements of the RFP and 10 indicates the proposal meets or exceeds the requirements of the RFP. Final weighted scores will be computed based on the following scoring matrix.

<u>Proposal Section</u>	<u>Maximum Points</u>	<u>Weight</u>
A. Project Understanding	10	15%
B. Project Team	10	10%
C. Project Approach	10	35%
D. Schedule	10	5%
E. Qualifications & Experience	10	25%
F. Budget	10	10%

Factors that will be considered in evaluating proposals include the following:

- Responsiveness to requirements of the RFP.
- Demonstrated understanding of the project scope
- Details and completeness of the proposal -- appropriateness of approach to work.
- Competence, experience and ability of proposed personnel compatible with the range of requirements of the project.
- Quality of proposed key personnel's related work experience: technical expertise, qualifications, experience and capability of performing the work.
- Demonstrated ability to produce professional quality work in a timely and cost-effective manner.
- Ability to commence work immediately after execution of the contract and complete the required work within the contract time -- appropriateness of schedule.

Proposals will be ranked according to their final weighted scores. The District reserves the right to interview the highest ranking proposals. If the District determines to conduct interviews, the

interviews will consist of a short (10 minutes or less) project team introduction and presentation and follow-up questions generated by District staff. Interviews will be conducted using remote technology (video conferencing). **It is anticipated the District will select the most qualified Consultant team by October 10, 2021.**

IV. CONTRACT REQUIREMENTS

The contract between the selected Consultant firm and Marin Municipal Water District shall conform to the conditions set forth in the District's standard "Agreement for Consulting Services". A sample of the agreement (Attachment B), which is subject to change, accompanies this request. The selected Consultant should review the terms of the agreement and identify any proposed edits to the language in their proposal.

Please note, the insurance requirements for this contract (see Attachment B) will be:

- General Liability/Auto Insurance - \$1 million minimum coverage;
- Professional Liability Insurance - \$1 million minimum coverage;
- Worker's Compensation - In accordance with the "Workers' Compensation and Safety Act";
- Certificate of Insurance; and
- Additional Insured Endorsement.

The insurance provider(s) must have a minimum financial strength rating (A.M. Best rating) of at least "A", and a financial size of VII (\$50-\$100 million).

VII. PROPOSAL SUBMITTAL

Please note: Due to public health officials' concerns regarding the spread of COVID-19, Marin Municipal Water District offices, including our Customer Service and Watershed offices, will be closed to the public until further notice.

Proposals shall ONLY be submitted via email to ztalbott@marinwater.org or via courier service as long as they are received before the deadline.

Please submit your proposal by: **5:00 p.m., Friday, October 1, 2021. Proposals received after 5:00 p.m., Friday, October 1, 2021 shall not be considered.**

Any proposal cover letters may be addressed to:
Zak Talbott, Associate Engineer

Marin Municipal Water District
220 Nellen Avenue
Corte Madera, CA 94925

Proposal Questions

The District understands that prospective consultant teams may have questions about the content and requirements of this RFP. Questions pertaining to the RFP may be submitted to ztalbott@marinwater.org with a subject line of Peacock Gap Recycled Water Transmission Project until 5:00 p.m. on September 27, 2021. At that time, all questions will be compiled, provided a response, and recirculated to all prospective teams. The compiled responses will also be available on the district's bid website.

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ATTACHMENT A

PHASE I – SCOPE OF WORK

PEACOCK GAP RECYCED WATER TRANSMISSION PIPELINE PROJECT – PHASE I

The Marin Municipal Water District (District) is requesting proposals from consultants to conduct an evaluation of three recycled water transmission pipeline expansion alternatives to the Peacock Gap Area with the option for design and engineering services during construction. The study should review available maps, drawings, previous studies and reports prior to performing the evaluation – see Attachment C for link. The evaluation shall be conducted by qualified experienced engineering consultant firm, including a licensed civil engineer. The findings of the evaluations shall be detailed in a final report deliverable to the District. The details of this evaluation report along with Environmental Documentation will be essential to the success of Phase II – Design and Engineering Services During Construction.

The overall approach is to select a preferred design route (through Task 4) under an initial task order, and then proceed to final design only upon direction from the District, considering all information available including environmental studies.

The District owns and operates approximately 24 miles of recycled water transmission and distribution pipeline in the cities and Communities of San Rafael, Terra Linda, Santa Venetia, Los Ranchitos and Marinwood. The system provides one million gallons of recycled water per day to customers in the northern area of the distribution system for a range of uses including: irrigation, industrial cooling, and toilet flushing. The District currently has over 300 recycled water services in the recycled water distribution area.

The District receives recycled water from longstanding partner, Las Gallinas Valley Sanitary District (LGVSD) and recently helped fund an expansion of their recycled water facility to increase recycled water output from 3 million gallon per day to 5 million gallons per day.

The District is seeking to expand their recycled water program to the Peacock Gap area of San Rafael to capitalize on the treatment plant's increased potential output. Supplying large consumers, such as the Peacock Gap Golf Club, with recycled water will not only reduce the demand on the District's potable water supply but serve a reliable, renewable resource for the future.

It is recognized that the services described below may be expanded or reduced as the Consultant deems necessary to comply with standard engineering practice and other requirements. The

range of services are expected to include:

PHASE I

Task 1 – Project Management

The Consultant should be available to the District to discuss the project throughout the contract period and shall coordinate internally to assign suitable staff to complete deliverables in accordance with the project schedule. Project management shall also include:

- Progress meetings, (biweekly)
- Board presentations and assistance with public outreach, up to two meetings. Each of those meetings will be preceded by internal meetings, dry runs, and preparation of material totaling 12 hours, each.
- Internal technical reviews (initial assessment in this task, QA for deliverables is in those task budgets)
- Invoicing and monthly reporting of progress
- Develop baseline schedule and prepare monthly updates
- Other project management tasks

The Consultant shall organize a kickoff meeting with the District to introduce key project team members, discuss project schedule, review scope of work, and request available data, reports, documents, and plans from the District that are relevant to the project.

The Consultant firm may elect to provide all the environmental work necessary for both phases of this project if they have the internal capabilities to successfully meet the requirements of this request for proposals. If the Consultant firm chooses, they can elect to hire an environmental consulting firm as a sub-consultant to the Consultant to provide all the environmental work necessary for both phases of this project to successfully meet the requirements of this request for proposals. Costs for environmental sub-consulting firm shall be considered as included in the Consultants cost for this Project.

Task 2 – Review Existing Records

Study and analyze all available background information, maps, drawings, previous design route alternative data, and reports. A link to relevant reports and drawings are included in Attachment C.

Task 3 – Preliminary Design Report

This task will involve evaluating the identified routes for design (Attachment C), environmental documentation costs, benefit of use, estimated construction cost, schedule and provide a preferred alternative to the District. During Phase I work, the selected Consultant shall provide a 30 % design level report of the preferred alternative along with environmental documentation summary of the preferred alternative option.

The Preliminary Design Report shall include the following for **all three alternatives evaluated**:

- Detailed narrative of the design route alternative and its beneficial use to the District based on the 10-year average daily demand
- Estimated design, environmental and construction costs
- Estimated design, environmental and construction schedule
- Environmental narrative on likely permitting requirements
- Estimated pipe length summary
- Constructability Analysis including
 - Utility conflicts along alignment
 - Discussion of the likely schedule impact from Right of Way conflicts
 - Pipeline material selection(s)
 - Discussion of the likely schedule impact from required permits and regulatory approvals such as BCDC, USFW/CDFW, DDW

Deliverables:

- Draft Preliminary Design Report (PDR) containing the work product from all subtasks, in PDF format.
- A workshop during the review period for the draft PDR
- Written response to each comment received.
- Final submittal in PDF format, as well as native file formats (GIS, AutoCAD, Word, Excel, etc).

Task 4 – Environmental Documentation

Under this task the Consultant shall prepare final environmental documentation and permits for filing and submitting to the regulatory agencies for the preferred design alternative.

Phase II

Task 5 – 90% Design

Preparation of Bid Documents

In this task, the Consultant will complete the design to a 90% level. Comments from the District review of the PDR will be incorporated based on Consultant's response to PDR comments. The intent of the 90% submittal is to demonstrate that the design development is biddable and buildable, but requires District review and input prior to finalizing for bidding.

Drawings will be prepared in AutoCAD and using Civil3D to model the pipeline plan and profiles. Consultant shall use District CAD standards and title blocks in developing drawings.

Deliverables:

- 90% complete set of design drawings (.pdf via email link)
- 90% complete set of technical specifications, CSI 50-division organization (.pdf via email link)
- Engineer's Opinion of Probable Construction Cost (AACEI Level 2 cost estimate)
- Preliminary construction schedule update (.pdf via email)
- Preliminary environmental schedule update (.pdf via email)
- 90% design submittal transmittal memorandum summarizing design advancement and modifications from the PDR and identifying areas for District input needed to complete design. (.pdf via email)

In the course of preparing the 90% submittal, two workshops and one field review will be held to review work to date and gather feedback. Following the submittal, another workshop will be held with District staff to review the submittal, answer questions, and obtain feedback.

Assumptions:

- District will prepare final specification package using the District's standard front-end sections.

Response to review comments

Consultant will provide a written response to each review comment. This subtask also includes two meetings with staff to discuss the resolution of comments.

Assumptions:

- District will provide one consolidated and refereed (no conflicting comments) set of review comments on the 90% documents.

Task 5 – 100% Design

In this task, the Consultant will finalize the 90% bid documents based on review comments received from the District. Documents to be provided in PDF format as well as native formats, e.g., AutoCAD.

Assumptions:

- District will assemble final bid package using their own front-end specifications.

Task 6 – Bid Period Services

Services under this task include:

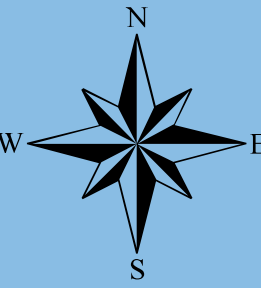
- Attending and participating in a pre-bid conference
- Responding to up to fifteen bidder questions via email
- Preparing up to two addenda. (MS Word, .pdf and AutoCAD deliverables via email)
- Preparing conformed drawings and specifications (.pdf via email link)

Task 7 – Engineering Services during Construction

Consultant will provide engineering services during construction to address requests for information regarding the project design.

(OPTIONAL) Task 8 – Special Construction Inspection

The District may request the Consultant provide specialty construction inspection support based on the final design and alignment. The Consultant should include a line item for Task 8 in their proposal for task.



**BAY ROUTE CONNECTION
LGVSD**

**PROPOSED BAY ROUTE
(HDPE PIPE)**

NORTH ROUTE

MARSH CAUSEWAY

**NORTH ROUTE CONNECTION
Schmidh Ln and N San Pedro Rd**

COMMON FOR BAY AND NORTH ROUTE

COMMON FOR ALL ROUTES

**PEACOCK GAP
TANK TK-159**

**SOUTH ROUTE CONNECTION
Merrydale Rd and N San Pedro Rd**

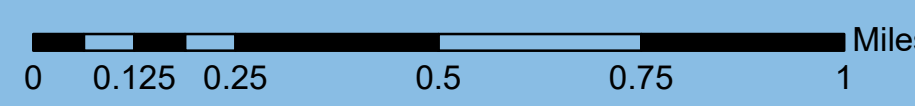
SOUTH ROUTE

Legend

- Proposed Recycled Pipe_Bay
- Proposed Recycled Pipe_North
- Proposed Recycled Pipe_South
- Proposed_Common_Pipes
- Recycled Pipes

MMWD Peacock Gap Recycled Water Project

1 inch = 1,250 feet





Item Number: 08
Meeting Date: 09-17-2021
Meeting: Operations
 Committee/Board of Directors
 (Operations)

Review and Refer for Board Approval

TO: Operations Committee/Board of Directors (Operations)

FROM: Crystal Yezman, Director of Engineering *CY*

THROUGH: Ben Horenstein, General Manager *BH*

DIVISION NAME: Engineering

ITEM: Southern Marin Pipeline Replacement Project Phase II (D20022)

SUMMARY

The second phase of the Southern Marin Pipeline Replacement Project will install approximately 530 feet of new pipe to replace old, undersized fire flow deficient pipe in the City of Belvedere and Town of Tiburon. This project will replace approximately 530 feet of old, leak prone and seismic deficient 8-inch cast iron pipe dating back to 1921.

District staff will make a recommendation for contract award at a future regularly scheduled Board meeting.

DISCUSSION

The Southern Marin Pipeline Replacement Project Phase II (Project) is a component of the District’s Capital Improvement Program. This Project will replace 530 feet of leak prone piping installed as early as 1921 in coordination with City of Belvedere’s earthquake resiliency program. The Project will take place in the locations described in Table 1 and shown on the map provided in Attachment 1.

**Table 1
 Pipeline Replacement Locations**

Street	Length	Installation Date	Existing Size & Type
Tiburon Blvd/Tom Price Park	530 ft	1921	8” CI

CI= cast iron

These street segments were evaluated for the installation of recycled water piping. There are no recycled water pipelines near the Project site and there is no plan for recycled water services

in the areas at this time, therefore installation of recycled water pipelines was not included in this Project.

Summaries of the estimated Project costs and schedule are provided below.

Budget:

Engineer's Estimate:	\$200,000
Contingency:	\$20,000
Materials and Professional Fees:	\$37,000
District Labor/Inspection:	\$71,000
Total Budget:	\$328,000
Budget Category:	A1A02A

Project Implementation:

Project Advertisement:	September 14, 2021
Bid Opening:	September 28, 2021
Project Award:	October 5, 2021
Estimated Completion Date:	January 13, 2022
Duration:	100 days

ENVIRONMENTAL REVIEW

The Director of Engineering has determined that the Project is Categorically Exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15302 (c), Replacement or Reconstruction. The Project qualifies for exemption pursuant to Section 15302(c) inasmuch as it is the replacement of existing water pipeline involving negligible or no expansion of capacity.

PUBLIC OUTREACH EFFORTS:

The District's multi-step process for notifying customers about this Project began in January 2020 when District staff initiated discussions with the Town of Tiburon and the cities of Belvedere and Sausalito. District staff has continually coordinated with the public works departments and has discussed the Project with other stakeholders. In August 2019, the District sent information letters and maps to customers located near the Project site. Public outreach steps to be taken are described in the table below.

Department	Action
Engineering	Issued letter with map to all customers along the Project route (issued August 2019).
Engineering	Upon approval of the contract by the Board, send Project information letter with a map to all customers along the Project route.
Public Information	Issue news release to local media (print and online outlets).
Public Information	Post on MMWD website.
Public Information	Post on MMWD Nextdoor page for affected neighborhoods.
Public Information	Send notice to the Tiburon, Belvedere and Sausalito for posting on their website.
Engineering	Provide signage at Project site throughout construction period.

FISCAL IMPACT

The total cost to complete the Southern Marin Pipeline Replacement Project Phase II is estimated at \$328,000.

ATTACHMENT(S)

1. Site Map

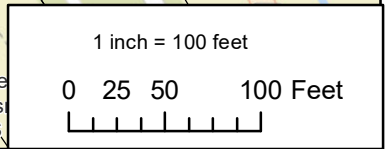
SOUTHERN MARIN PIPELINE REPLACEMENT PROJECT



PIPELINE
REPLACEMENT



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contactus@marinwater.org



Sources: Esri, HERE, Garmin, USGS, Intel Japan, METI, Esri China (Hong Kong), Esri OpenStreetMap contributors, and the GIS