



PALMDALE WATER DISTRICT

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May 28, 2015

***Agenda for a Meeting
of the Facilities Committee of the Palmdale Water District
Committee Members: Gloria Dizmang-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale
Tuesday, June 2, 2015
10:00 a.m.***

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll Call.
- 2) Adoption of Agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)

- 4.1) Consideration and possible action on approval of minutes of regular meeting held May 7, 2015.
- 4.2) Consideration and possible action on Agreement with Carollo Engineers for electrical engineering assistance in the not-to-exceed amount of \$10,000.00. (\$10,000.00 – Budgeted – Assistant General Manager Knudson)
- 5) Information Items.
 - 5.1) Status report on all 2015 budgeted projects including timelines, milestones, project manager, and if the project is on schedule. (Chair Estes)
 - 5.2) Status on area-wide Wi-Fi system in conjunction with other local agencies. (Assistant General Manager Knudson)
 - 5.3) Other.
- 6) Board members' requests for future agenda items.
- 7) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/dd

**PALMDALE WATER DISTRICT
BOARD MEMORANDUM**

DATE: May 28, 2015 **June 2, 2015**
TO: FACILITIES COMMITTEE **Committee Meeting**
FROM: Mr. Matthew Knudson, Assistant General Manager
VIA: Mr. Dennis D. LaMoreaux, General Manager
RE: ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON AGREEMENT WITH CAROLLO ENGINEERS FOR ELECTRICAL ENGINEERING ASSISTANCE IN THE NOT-TO-EXCEED AMOUNT OF \$10,000.00.***

Recommendation:

Staff recommends that the Board approve the proposal received from Carollo Engineers for providing on-call professional electrical engineering services in the not-to-exceed amount of \$10,000.00 through January 1, 2016 and that a Professional Services Agreement be entered into for this work subject to General Counsel approval.

Alternative Options:

The alternative is to not accept the proposal.

Impact of Taking No Action:

The District would need to contract for electrical engineering services for specific projects on a case-by-case basis.

Background:

The attached proposal is for Carollo Engineers to provide professional electrical engineering services and consultation to the District on an on-call basis for matters related to energy management, electrical systems, and/or instrumentation and control systems at District facilities such as the water treatment plant, the distribution system, maintenance, and administration/office buildings.

To date, Carollo Engineers has been providing these services at no charge based on the District's past working relationship with Carollo Engineers. District staff recommends Carollo Engineers be paid for these services per the attached proposal.

Strategic Plan Initiative:

This work is part of Strategic Initiative No. 4 – Regional Leadership.

Budget:

This is under Budget Item No. 1-02-4110-000 – Consultants

Supporting Documents:

- May 7, 2015 Carollo Engineers Proposal to Provide On-Call Professional Electrical Engineering Services



May 7, 2015

Mr. Matt Knudson
Assistant General Manager
Palmdale Water District
2029 Avenue Q
Palmdale, CA 93550

Subject: Proposal to Provide On-Call Professional Electrical Engineering Services

Dear Mr. Knudson:

Thank you for the opportunity to continue Carollo's long-standing relationship with the Palmdale Water District ("District"). We are pleased to submit the following proposal to provide on-call professional electrical engineering services.

Our proposed scope of services, schedule, and compensation are as follows:

Scope of Services

Carollo will provide professional electrical engineering services and consultation to the District on an on-call basis. Specifically, Carollo will assist the District in matters related to energy management, electrical systems, and/or instrumentation & control systems at District facilities, including but not limited to: water treatment facilities, water distribution facilities, maintenance facilities, and administration/office buildings.

Schedule

It is anticipated that Carollo's proposed on-call professional electrical engineering services agreement will remain in effect until January 1, 2016.

As individual tasks are identified, Carollo and the District will agree on a completion schedule before Carollo begins work on the individual task(s).

Compensation

Carollo's services will be billed on a time and materials basis, based on the attached fee schedule, with a total fee not to exceed Ten Thousand dollars (\$10,000.00).

Mr. Matt Knudson, Palmdale Water District
May 7, 2015
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Please do not hesitate to contact me directly with questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'TH', with a long horizontal stroke extending to the right and a small loop at the end.

Troy Hedlund, P.E., MBA
Principal Electrical Engineer, Vice President
Carollo Engineers, Inc.

PALMDALE WATER DISTRICT

**Proposal to Provide On-Call
Professional Electrical Engineering Services
(May 2015)**

**CAROLLO ENGINEERS, INC.
FEE SCHEDULE**

	<u>Hourly Rate</u>
Engineers/Scientists	
Assistant Professional	\$145.00
Professional	175.00
Project Professional	220.00
Lead Project Professional	240.00
Senior Professional	260.00
Technicians	
Technicians	115.00
Senior Technicians	140.00
Support Staff	
Document Processing / Clerical	100.00
Project Equipment Communication Expense (PECE) Per DL Hour	11.70
Other Direct Expenses	
Travel and Subsistence	at cost
Mileage at IRS Reimbursement Rate Effective January 1, 2015	\$.575 per mile
Subconsultant	cost + 10%
Other Direct Cost	cost + 10%
Expert Witness	Rate x 2.0

This fee schedule is subject to annual revisions due to labor adjustments.