



**AGENDA AND MEETING NOTICE
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
DEVELOPMENT AND PLANNING COMMITTEE**

Monday, January 13, 2025 at 2:00 p.m.

**North Tahoe Public Utility District
Administrative Offices
875 National Avenue
Tahoe Vista, CA 96148**

Welcome to a meeting of the North Tahoe Public Utility District
Development & Planning Committee

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, January 13, 2025, at 2:00 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

All written public comments received by 1:00 p.m. on Monday, January 13, 2025 will be distributed to the District Board Committee Members for their consideration at the meeting. Written comments may be emailed to mmoga@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

1. CALL TO ORDER

- 2. PUBLIC COMMENT** – *Any person wishing to address the Development & Planning on Items on the agenda or matters of interest to the District not listed elsewhere on the agenda may do so at this time. Please limit comments and questions to three (3) minutes since no action can be taken on items presented under Public Comment.*

3. TOPICS OF DISCUSSION

- a. [Review and Discuss Authorizing the General Manager to File a Notice of Substantial Completion for the Brockway Fire Protection Water Infrastructure 2024 Project and Release Retention Held to Date – Recommendation to Full Board \(Pages 2-4\)](#)
- b. [Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Engineering Design Services for the Satellite Pump Station Improvement Project – 3 Stations Phase 1 – Recommendation to Full Board \(Pages 5-12\)](#)

4. ADJOURNMENT



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

Committee Agenda Item 3.a.

DATE: January 14, 2025

ITEM: E-4

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to File a Notice of Substantial Completion for the Brockway Fire Protection Water Infrastructure 2024 Project and Release Retention Held to Date

RECOMMENDATION:

Authorize the General Manager to file a Notice of Substantial Completion for the Brockway Fire Protection Water Infrastructure 2024 Project (Project #2560) and release retention held to date.

DISCUSSION:

At the April 9, 2024 meeting, the Board of Directors awarded a contract in the amount of \$2,134,850 to Vinciguerra Construction, Inc. for the Brockway Fire Protection Water Infrastructure 2024 Project. The watermain in State Route 28 and Lake Vista Drive, four (4) fire hydrants, and associated water services have been constructed, and placed into service and are being operated by the District. That portion of the project was substantially completed on December 1, 2024. The Contractor has requested the District accept the work completed to date, file a notice of substantial completion, and pay the currently held 5% retention. These actions are all consistent with the Contract documents. The General Conditions contain the following provision:

Article 46.Final Acceptance and Payment

A. The acceptance of the Work on behalf of the District will be made by the Engineer. Such acceptance by the District shall not constitute a waiver of defects. When the Work has been accepted there shall be paid to Contractor a sum equal to the contract price less any amounts previously paid Contractor and less any amounts withheld by the District from Contractor under the terms of the contract. The final five percent (5%), or the percentage specified in the notice inviting bids where the District has adopted a finding of substantially complete, shall not become due and payable until five (5) calendar days shall have elapsed after the expiration of the period within which all claims may be filed under the provisions of Civil Code section 9356. If the Contractor has placed securities with the District as described herein, the Contractor shall be paid a sum equal to one hundred percent (100%) of the contract price less any amounts due the District under the terms of the Contract of the contract.

The only work that remains is the Dollar Cove SR28 Watermain Crossing. This work was not completed in 2024 because Caltrans' permitted other construction projects in the

vicinity of this crossing that conflicted with the proposed work. The District is confident Caltrans will provide a construction window to complete the work during the 2025 season.

The following table is a preliminary summary of the Construction Contract Project expenses.

Awarded Construction Budget including 10% Construction Reserve:	
Brockway Fire Protection Water Infrastructure 2024 Project	\$ 2,347,850
Construction Project Expenses:	
Contract Work Completed	\$ 1,958,400
Authorized Contract Change Orders	\$ 76,185
Total Construction Expenses (includes retention)	\$ 2,034,585
Retention to be released (pending authorization)	\$101,729.25
Remaining work to be completed	\$ 176,450

NTPUD staff has authorized change orders in the amount of \$76,185 or 3.6% of the original construction contract. The Board has authorized 10% in contingency funds for the construction contract.

FISCAL ANALYSIS:


The Fiscal Year (FY) 2024-2025 Capital Budget includes \$2,792,426 for the Brockway Drinking Water and Fire Protection Infrastructure Project in the Water Fund. The project is anticipated to come in under budget. A complete project budget and expense summary will be presented when the project is complete and a Final Notice of Completion is prepared. This will be a future Board action. This project has also received grant funding in the amount of \$743,568.


STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services with a focus on industry best practices and continuous improvement – Objective B: Optimize preventative maintenance of District utility system assets; and Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resilience and emergency preparedness.

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 
Joseph J. Pomroy, P.E.
Engineering & Operations Manager

Approved By: 
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: 
Lori Pommerenck
Interim Chief Financial Officer



NORTH TAHOE PUBLIC UTILITY DISTRICT

Committee Agenda Item 3.b.

DATE: January 14, 2025

ITEM: E-5

FROM: Engineering and Operations Manager

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement with DOWL, LLC for Engineering Design Services for the Satellite Pump Station Project Improvement Project – 3 Stations Phase 1

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement, in the amount of \$115,019.50, with DOWL LLC for Engineering Design Services for Satellite Pump Station Project Improvement Project – 3 Stations Phase 1.

DISCUSSION:

In 2024, the District completed the replacement of five packaged satellite sewer stations manufactured by Smith and Loveless that had been in service since 1970. The District also has an additional nine medium-sized satellite stations that were manufactured by Smith and Loveless and installed in 1970 as well. The Fiscal Year 2023/24 Wastewater Capital Plan included funds to begin the design phase of the Model 16 Satellite Sewer Pump Station Rehabilitation Design Project. These sewer pump stations have a separate wet well for the influent wastewater and a dry well that contains the duplex pumping equipment. One of these satellite stations (N-1) has already been replaced. The remaining eight satellite sewer pumping stations have been in continuous operation for 54 years and are reaching the end of their service life.

In 2019, as part of the N-1 Sewer Station Improvements Project, District staff reached out and communicated with six engineering firms qualified to perform pump station design services. The District selected Farr West Engineering to complete that design. Subsequently, in 2021, Farr West Engineering successfully completed the replacement design of the five Model 15 pump stations, and construction is complete. In 2022, DOWL, LLC and Farr West Engineering merged, and the two companies assumed the DOWL name. In 2023 DOWL, LLC was retained by the District to investigate the District's eight Model 16 satellite sewer pumping stations and prepare a preliminary design report. In 2024 DOWL, LLC was retained by the District to prepare 75% Design documents for the eight (8) Model 16 Satellite Sewer Pump Stations. This work is complete with all eight (8) stations now ready to proceed towards final design and construction in a phased approach that prioritizes the highest risk stations first.

Staff solicited a proposal from DOWL, LLC for design services and is recommending engaging their engineering services to prepare construction documents for bidding for the first three (3) remaining stations.

The design services include the final design and bid document preparation for C-2, D-4, and D-6 Model 16 Smith and Loveless (S&L) duplex wet-pit/dry-pit sewage pump stations. The scope of work includes electrical, civil, mechanical, and structural elements. DOWL's full proposal follows this memorandum.

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2024/25 Capital Budget in the Wastewater Fund as Project #2547, Satellite PS Improvements Project - 3 Stations Phase 1 with an available budget of \$100,000.

While the proposed contract exceeds the project budget, staff anticipates there are available funds coming from savings from other projects within the FY 2024/25 Wastewater Capital Budget to accommodate the contract value. Staff will continue to monitor the Wastewater Capital Budget and will agendize a formal budget augmentation at a future meeting, should doing so become necessary.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective D: Prioritize Capital Project planning and delivery toward uniform service using industry standards, asset condition data, and a focus on climate resilience and emergency preparedness – Tactic 2: Improve sewer system reliability – Activity a: Complete improvements to the eight mid-size sewer pumping stations installed in the early 1970s.


ATTACHMENTS:


DOWL, LLC Scope of Work for final design of the Satellite Pump Station Project Improvement Project – 3 Stations Phase 1

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: 
Joseph J. Pomroy, P.E.
Engineering and Ops Manager

Approved By: 
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: 
Lori Pommerenck
Interim Chief Financial Officer

Exhibit A Scope of Work

PART 1 – INTRODUCTION

North Tahoe Public Utilities District (District) has requested DOWL LLC (DOWL) to submit an engineering scope of work and fee proposal for developing 100% design drawings, specifications, and cost estimates for the rehabilitation of three Smith and Loveless Model 16 Sewage Pump Stations designated as C-2, D-4, and D-6.

The details of the Project are understood to include the following Project Parameters:

- Rehabilitation of the three Model 16 Smith and Loveless (S&L) duplex wet well – dry well sewage pump stations to include coating, corrosion mitigation, electrical, civil, mechanical, and structural elements.
- Replacement of all electrical conductors reusing existing conduits, when possible, new electrical meter, power panels, removal and replacement of original S&L control panels with new equipment.
- Replace pumps, motors, check valves, gate valves, sump pump, and ventilation blowers with the addition of air supply blowers.
- The District intends to Replace, Repair, or Upgrade the following prior to this project and these items are excluded from the DOWL scope.
 - SCADA/RTU Panels, including radio, wire, and antenna.
 - Ventilation Pipes and Ducts
 - Isolation Valves at connections to existing export main
 - Conversion of electrical supply to 208Y.

Phase 1 – Project Management

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this SOW within the approved budget and schedule.

Approach

This task will include the following activities:

- Project administration, including schedule development and maintenance, cost control, monthly invoicing, filing, resource allocation, and routine communications.
- Project coordination with manufacturer, operators, constructability, and QC reviews.
- Attend Project kick-off meeting with NTPUD.
- Monitor changes to the scope, budget, and schedule and develop change management strategies with the Client.



Assumptions

The following assumptions apply:

- Monthly reports will be provided with timely invoices for the period of service from design to bidding.
- Project-related issues will be identified, communicated, and resolved.

Phase 2 – Survey and Mapping

Objective

To map existing topography, existing utility locations and accessible characteristics, and applicable surface features within the Project area.

Approach

This task will include the following activities:

- Coordinate with the District to identify items and features that result in a detailed topographic site plan of the three sewage pump stations.

Assumptions

The following assumptions apply:

- Land entitlements are not anticipated to be required.
- Acquisition and dedication of easements are not anticipated to be required.
- Construction staking is not included.
- Access and escorts to the site shall be provided.
- District to provide Assessor Parcel Numbers for the final site map.

Phase 3 – Design

Objective

To develop the Project design drawings and technical specifications that are based data compiled in earlier phases and on review comments from the District at design review milestones. The design will be phased as Preliminary, Final, and Construction Document Package. Technical Specifications will be included with the Preliminary as well as Final and the Construction Document Package versions.

District Specified Electrical Design Requirements

- All Three Pump Stations
 - Remove abandoned conduits and pipes, seal all openings, improve conduit runs inside drywell, and ensure all wires are in conduits.
- Station D6
 - Convert station from 480 to 208Y. Work will include a new transformer at Dollar Main station, new conductors to D-6. Install disconnect, portable generator connection, and manual transfer switch. This will include multiple site visits to investigate the existing wiring and breaker configurations. An electrician shall be provided by the District to open equipment.



Approach

Prepare Preliminary Plans, Specifications, and Opinion of Probable Construction Costs. This task will include the following activities:

- Preliminary Contract Documents and design documents to include the following:
 - Two site visits by DOWL electrical engineer to investigate wiring at D-6.
 - Preliminary Drawings [Construction Documents]:
 - Civil Sheets, overall site plan, and detail sheets, includes civil, mechanical and structural.
 - Electrical Sheets
 - Demolition plan
 - Preliminary Technical Specifications
 - Preliminary Opinion of Probable Construction Costs
 - Quality assurance and quality control of deliverables.
 - Submittal of Preliminary Plans, Specifications, and Opinion of Probable Construction Costs to District. Complete one (1) Preliminary Submittal review meeting with District.
 - Incorporate District comments.

- Final Contract Documents and design documents to include the following:
 - Final Drawings [Construction Documents]:
 - Civil Sheets, overall site plan, and detail sheets, includes civil, mechanical and structural.
 - Electrical Sheets
 - Demolition plan
 - Final Technical Specifications
 - Final Opinion of Probable Construction Costs
 - Quality assurance and quality control of deliverables.
 - Submittal of Final Plans, Specifications, and Opinion of Probable Construction Costs to District. Complete one (1) Final Submittal review meeting with District.
 - Incorporate District comments and coordinate with staff.

- Bid Documents Package to include the following:
 - Construction Drawings [Construction Documents]:
 - Civil Sheets, overall site plan, and detail sheets, includes civil, mechanical and structural.
 - Electrical Sheets
 - Demolition plan



- Technical Specifications for Bidding, including Bid Item Descriptions and Bid Form. (Note: NTPUD to provide Contract and General Conditions. NTPUD to assemble into Final Specifications.)
- Opinion of Probable Construction Costs for Bidding.
- Quality assurance and quality control of deliverables.
- Submittal of Plans, Specifications, and Opinion of Probable Construction Costs to District for review.
- Finalize and submit Drawings, Specifications, and Opinion of Probable Construction Costs to District for the advertisement to bid.

Assumptions

The following assumptions apply:

- Information from the 75% Design Phase and Preliminary Design Report will be included in the Construction Documents design.
- District personnel will assist DOWL electrical engineers during D-6 site visit and provide an electrician who understands the equipment to open it.
- Bid document submittal will be provided to District. Solicitation support is included in this SOW.
- The Contractor shall be responsible for obtaining any required permits. DOWL will provide stamped drawings for any required permit submissions.
- The Contractor is responsible for application and permit fees.
- County encroachment, dust control, or any other permit not listed, will be provided by the Contractor.

Phase 4 – Bid Services

Objectives

To assist the Client and SPWD in Bidding the project to contractors.

Approach

- Upon completion of the Construction Document Phase, the Engineer shall:
 - Respond to Request for Information, provide clarifications and interpretations to bidding questions, and prepare addendums where required.
 - Produce Conformed Plans and Specifications incorporating Addenda during bid phase.

Assumptions

- The District will be responsible for soliciting bids and management of the bidding process.
- Assume four RFI's.



PART 2 – COMPENSATION

Client shall pay Engineer on a Time and Materials basis set forth in this part.:

Time and Materials not to exceed: \$115,019.50.

Construction Design, Cost Estimate and Technical Specifications (Task 1-4):

Phase Breakdown:

1. Project Management:	\$27,216.00
2. Survey and Mapping:	\$9,006.25
3. Design:	\$71,032.50
4. Bid Services:	<u>\$7,764.75</u>

Total **\$115,019.50**



PART 3 – SCHEDULE

Current Professional Services Agreement

- Notice to Proceed February 2025
- District Review April 2025
- Advertise for Bids July 2025
- Bid Opening September 2025

Future Professional Services Agreement

- Award October 2025
- Materials Procurement November 2025-May 2026
- Construction Period Opens June 2026
- Construction Complete November 2026