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

Monday, September 8, 2025 at 1:00 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, September 8, 2025, at 1:00 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 12:00 p.m. on Monday, September 8, 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 Completion for the 2025 Community Gathering Space Improvement Project – Recommendation to Full Board (*Pages 2-3)*
   b. Review and Discuss Authorizing the General Manager to Execute a Purchase Order for the Procurement of a Vac-Con V312HE/1300 Twin Engine Combination Sewer Cleaner Truck and Authorize Sale of the District's Existing Vac-Con V311E/1300 Combination Sewer Cleaner Truck – Recommendation to Full Board(*Pages 4-10)*
   c. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for the Annex Vactor Bay Addition Project – Recommendation to Full Board (*Pages 11-18)*
   d. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for Phase 2 of the Corporation Yard Master Plan Project – Recommendation to Full Board (*Pages 19-30)*
   e. Review and Discuss Authorizing the General Manager to Execute a Professional Services Agreement for the National Avenue Water Treatment Plant Improvements Project – Recommendation to Full Board (*Pages 31-54)*

4. **ADJOURNMENT**

Agenda Posted on September 5, 2025 by Board Secretary, Misty Moga

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: September 9, 2025 **ITEM:** E-3

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to File a Notice of Completion for the 2025 Community Gathering Space Improvement Project

RECOMMENDATION:

Authorize the General Manager to file a Notice of Completion for the 2025 Community Gathering Space Improvement Project (Project #2486).

DISCUSSION:

At the May 2, 2025 meeting, the Board of Directors awarded a contract in the amount of $350,625 to Ruppert, Inc. for the 2025 Community Gathering Space Improvement Project. The project was completed on August 22, 2025. The following table is a summary of the Construction Phase Project finances.

Construction Project Budget:	
2025 Community Gathering Space Improvement Project (less design phase costs)	**$ 508,000**
Construction Project Expenses:	
Awarded Contract	$ 350,625
Contract Change Orders	$ 49,998
NTPUD Staff Time (Construction Phase)	$ 12,500
Professional Services during Construction	$ 2,500
Estimated Total Construction Expenses	**$ 415,623**
Estimated Construction Budget Summary	**$ 92,377**

The Construction phase expenses for this project came in under budget by $92,377. A total of $49,998 contingency was expended to provide an 8-ft path adjacent to the courts and further enhance the Community Gathering Spaces.

FISCAL ANALYSIS:

The Fiscal Year 2024/25 and FY 2025/26 project budget totaled $550,000. Design phase costs were $42,000, and the total construction project expenses were $415,623. The project overall is $92,377 under budget. The project is complete and will be closed with the final retention release and payment of any remaining consultant invoices.

The District received a $250,000 grant for this project. The budgetary impact to the District of the proposed project is summarized in the table below:

Item	Amount
Construction Phase Costs	$ 415,623
Placer County NTCA Grant	($ 250,000)
Total District Expense for Construction	$ 165,623

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-driven recreation opportunities and event facilities – Objective D: Utilize the North Tahoe Regional Park as a community asset for passive and active recreation – Tactic 1: Increase accessibility of the Park.

Objective E: Use the Active Recreation Needs Assessment to establish community priorities and set a roadmap for the future of District recreation facilities – Tactic 1: Engage the public and stakeholders to set priorities and direction for active recreation facility improvements and additions – Tactic 3: Find funding for the development of active recreation amenities.

Objective F: Uphold maintenance and capital investment of existing facilities to ensure their vitality for generations to come – Tactic 3: Prioritize capital project planning and delivery of Park and Facility enhancements and new infrastructure.

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: _____
Patrick Grimes
Chief Financial Officer

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: September 9, 2025 **ITEM:** E-4

FROM: Utility Operations Department

SUBJECT: Authorize the General Manager to Execute a Purchase Order for the Procurement of a Vac-Con V312HE/1300 Twin Engine Combination Sewer Cleaner Truck and Authorize Sale of the District's Existing Vac-Con V311E/1300 Combination Sewer Cleaner Truck

RECOMMENDATION:

1. Authorize the General Manager to execute a Purchase Order, in the amount of $750,357, with Municipal Maintenance Equipment for the procurement of a Vac-Con V312HE/1300 Twin Engine Combination Sewer Cleaner Truck.
2. Declare the District's 2016 Vac-Con V311E/1300 Combination Sewer Cleaner Truck as surplus and authorize it for sale.

DISCUSSION:

The District owns two Vac-Con Combination Sewer Cleaner Trucks, a 5-yard unit and an 11-yard unit, that were purchased in 2016. These two Vac-Cons are the most important and most used equipment in our inventory for the operation, repairs, and maintenance of the water and wastewater facilities. The primary functions of the Vac-Cons include hydro-flushing of wastewater mains to remove roots, grease, and debris to reduce the risk of sanitary sewer overflows, vacuum excavation to expose water and wastewater mains to conduct repairs and replacement, cleaning of stormwater culverts at Parks facilities, and exploratory digging to locate and identify buried assets.

The 11-yard Vac-Con is scheduled for replacement in 2026, and the 5-yard Vac-Con is scheduled for replacement in 2027. Both Vac-Cons have reached the end of their service life and breakdowns and repairs have been increasing in frequency and cost. This equipment is essential to operating the water and wastewater utility in compliance with Federal and State Regulations and 100% uptime is the expectation.

Over the past 12 months, the Operations Department has worked and evaluated Combination Sewer Cleaner Trucks from three manufacturers. Each truck was brought on-site for a full evaluation and demonstration of its operation, features, attachments and performance. Staff operated and drove the equipment and reviewed all options, such as chassis, engine performance, storage volumes, operating pressure, etc.

Staff then solicited proposals from all three manufacturers and selected the equipment that best meets the needs of the Operations Department with consideration for price. Price was not the only determinate for selection. The best overall proposal was from Municipal Maintenance Equipment (MME) for the Vac-Con V312HE/1300 Twin Engine Combination Sewer Cleaner Truck.

The District's Capital Improvement Budget includes the purchase of the proposed 11-yard Combination Sewer Cleaner Truck. District Staff have requested a quote from Municipal Maintenance Equipment (MME) for the Vac-Con Truck. The quote from Municipal Maintenance Equipment is through Sourcewell member pricing and is attached to this report.

Vendor	Item	Price
Municipal Maintenance Equipment (Sourcewell Contract 101221-VAC*)	New Vac-Con V312HE/1300 Twin Engine Combination Sewer Cleaner Truck	$750,357

*This quote utilizes Sourcewell pricing. Sourcewell, authorized under the Minnesota State Statute, is a Minnesota-based municipal contracting agency that provides nationally leveraged, competitively solicited, and cooperatively shared procurement contracts to its member agencies.

FISCAL ANALYSIS:

The purchase is included in the Fiscal Year (FY) 2025/26 and FY 2026/27 Capital Budget for the Fleet Fund as 11-Yard Vac-Con, Project # 2620 with a total available budget of $885,000 spread over two years. Fiscal Year 2025/26 is budgeted at $85,000 and FY 2026/27 is budgeted at $800,000. The $85,000 in FY 2025/26 was included in the Capital Plan if a deposit was required for purchase. A deposit is not required by MME and these funds will not be expended as part of the purchase of the Vac-Con. The Vac-Con is scheduled for delivery after July 1, 2026, and there is sufficient budget in FY 2026/27 for the purchase.

Staff is requesting that the Board declare the District's existing Vac-Con be declared as surplus and authorize it for sale. The District intends to sell the Vac-Con to MME who has expressed a strong interest in buying the Vac-Con. The negotiated price and sale will occur at the time of the delivery of the new Vac-Con in July 2026. The preliminary estimate we have received is $85,000 at time of trade-in, and this would be deducted from the purchase of the new Vac-Con. This same process was utilized in 2016 when we traded in our Vactor truck and purchase a Vac-Con.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective D: Ensure the District's fleet and equipment are safe and well maintained, and in alignment with industry standards and best practices – Tactic 2: Ensure timely

maintenance, service cycles, and replacement by leveraging the computerized maintenance management system.

ATTACHMENTS:

Purchase quote from Municipal Maintenance Equipment, Sourcewell Contract #101221-VAC

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

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

Submitted By: _____
Kenneth P. Fischer
Operations Manager

Reviewed By: _____
Patrick Grimes
Chief Financial Officer

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

MUNICIPAL MAINTENANCE EQUIPMENT

CSLB #980409
DIR 1000004282
www.source-mme.com
Toll Free 1-888-484-9968

August 1, 2025

North Tahoe Public Utilities District
875 National Avenue
Tahoe Vista, CA 96148

Tel: 530-546-4212
jdicey@ntpud.org

Attention: Jason Dicey

We are pleased to provide the enclosed contract pricing sheet off the Sourcewell Contract No. 101221-VAC, for the Vac-Con V312HE/1300 Twin Engine mounted on a new 2026 Freightliner 114SD Plus 6x4 truck chassis for your review.

Summary:	Complete Unit per attached Sourcewell price sheet	
	Price F.O.B. Tahoe Vista, CA	$699,617.00
	7.25% Estimated Sales Tax	50,722.23
	CA Tire Fee	17.50
	Total	$750,356.73
	32	

Vac-Con is the Sourcewell contract holder and all purchasing documents are to go directly to them.
District's Purchase Order to be prepared and sent directly to Vac-Con Inc.
969 Hall Park Road, Green Cove Springs, FL 32043
M.J. Dubois (410) 924-1004 mjdubois@ducollc.com

- Municipal Maintenance Equipment, Inc. is the local dealer and will provide warranty support and future service for the Vac-Con products.
- Pricing includes delivery and on-site training.
- CARB Disclosure: A vehicle operated in California may be subject to California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to the requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets
- Due to California emissions requirements, special permits may be required on engines. MME cannot provide these permits and we recommend you contact your local Air Resources Management District for the specific requirements
- Normal delivery 150-210 days A.R.O., depending on chassis availability.
- Sales tax applicable at time of delivery will be shown on invoice.
- Terms per Sourcewell Program.
- Quotation valid for 30 days.

Thank you for your interest in this fine product. Should you have any questions or need additional information, please let us know. We look forward to being of service.

Sincerely,

James Wheeler,
President

Enclosure

6/27/2025

COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 101221-VAC

Customer: NORTH TAHOE PUBLIC UTILITIES Shipping: CALIFORNIA

Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V312HE/1300	$336,086.00
Sourcewell Discount	($33,608.60)
2026 Freightliner 114SD Plus chassis, DD-13 450HP engine, Allison 4500RDS transmission, CA CARB *Special order chassis	$196,000.00
Body mounting on Chassis	$8,150.00
Hydrostatic drive	$0.00
10' Aluminum Telescoping boom with pendant control station	$21,434.00
Front Mounted Articulating to Driver side. 800' (1") Capacity (Std. Pivot) hose reel	$30,497.00
Upgrade to PRO Reel (Precision Reel Operation) Articulating to driver's and curb side (800 x 1" Capacity) Includes 12VDC Auxiliary hydraulic pump	$13,338.00
1300 Gallon polyethylene water tank capacity with 10 year warranty	$0.00
12 Cubic yard capacity debris tank 1/4" corten steel, (5 year warranty) with full opening rear door (minimum 50 degree debris tank dumping, power up and down)	$0.00
Automatic vacuum breaker (prevents operation when full and contains debris when moving unit) and overfill protection	$0.00
800' of 3/4" Jet rodder hose, non-continuous	$2,787.00
Water pump system: 50GPM @ 3,000 PSI - Driven by a GM 6.0 Gas 172 HP auxiliary engine	$0.00
6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve	$1,151.00
Rear splash guard - tank mounted	$4,137.00
50' Capacity retractable hand gun hose reel	$3,211.00
∞ Air purge system	$1,309.00
Flush Out connection for rear door valve	$816.00

Requirement Specification	
Hydro-excavation package	$10,068.00
Lateral Cleaning Kit with 400' x 1/2" Hose with Nozzle, permanently mounted, hydraulically controlled	$11,519.00
Winter re-circulation for high pressure circuit	$699.00
Winter re-circulation for low pressure circuit	$408.00
Winter re-circulation system for rodder hose	$1,619.00
Cone Storage Rack - best location driver side	$653.00
Long handle storage, PVC (2) - Mounted in Storage Box Under Shelf	$791.00
Remote boom grease assembly	$3,740.00
Remote debris tank grease assembly	$4,030.00
Centrifugal Compressor Quiet Silencer, Class 4, 304 Stainless Steel Construction, 14in x 40in with 8in discharge	$7,517.00
Auxiliary engine hydraulics package	$23,040.00
LED 4 strobes - (2) front bumper, (2) rear bumper	$2,994.00
LED Arrow Board, Rear Debris Tank Door Mounted	$5,836.00
LED Boom mounted flood lights with guards	$1,152.00
LED Flood light , level wind guide	$762.00
LED Rear mounted flood lights with limb guard	$1,152.00
Two LED strobes with limb guards, rear debris tank mounted	$2,904.00
Mid body mounted LED strobes frame mounted	$1,520.00
Mirror Mounted LED Beacon/Strobe Light with Limb Guard	$1,452.00
Curbside Camera Placement - Mirror Mounted Standard	$864.00
Driver's Side Camera Placement - Mirror Mounted Standard	$864.00
Wireless remote control	$7,273.00
Traffic camera system with color monitor	$1,968.00
3/4" x 25' Length Leader Hose	$650.00
Lazy Susan pipe rack (Holds 5 Pipes)	$4,020.00
Two 24x18x18 Aluminum tool box	$2,777.00

Requirement Specification	
Two Roll out shelves for storage box behind cab	$2,498.00
Paint Vac-Con module: Pepsi Blue (Sherwin Williams code: 946949)	$0.00
Optional Safety striping: white	$0.00
Two standard ENZ nozzles, one sanitary (egg) and one Chisel point penetrator	$0.00
ICC lighting	$0.00
Hose guide (tiger tail) for hose protection, hydrant wrench, 25' of fill hose	$0.00
20 gpm @ 600 PSI wash down system with hand gun and 25' of ½" hand gun hose	$0.00
Local dealer pre delivery and inspection	$839.60
On site customer training	$0.00
Consignee Delivery	$10,700.00
TOTAL CURRENT CONTRACT PRICE with ADDITIONAL DISCOUNT	$699,617.00
Sales Tax- 7.25%	$50,722.23
California tire tax	$17.50
TOTAL CURRENT CONTRACT PRICE AND TAX	$750,356.73

Delivery is _____ Days after receipt of order.

SOURCEWELL CONTRACT NO 101221-VAC

VENDOR/CONTRACT HOLDER: VAC-CON, INC. 969 HALL PARK RD GREEN COVE SPRINGS, FL 32043

CONTACT; MJ DUBOIS Phone: 410-924-1004 Email: mjdubois@ducollc.com

THIS QUOTE IS VALID FOR (30) DAYS FROM THE DATE OF QUOTATION

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NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: September 9, 2025 **ITEM:** E-5

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement for the Annex Vactor Bay Addition Project

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement in the amount of $87,300 with WY Architects for the Annex Vactor Bay Addition Project (Project #2602).

DISCUSSION:

At the Budget Workshop on May 2, 2025, Staff reviewed the draft Fiscal Year 2025/26 Capital Improvement Program and 5-year Plan. At this workshop, staff highlighted the Corporation Master Plan Project with a presentation and site tour at the Base Facility.

The Corporation Yard Master Plan was prepared to address facility needs in compliance with the District's Strategic Plan implementation strategies, focusing on employee recruitment & retention, safety & maintenance of the fleet, facilities, and equipment, as well as emergency preparedness & climate resilience. The District's facilities addressed in this plan are within the corporation yard and include the following assets.

- Administration Building
- Fleet Maintenance Building
- Equipment Annex
- Sprung Storage
- Parks & Recreation Building
- Fuel/ Covered Storage
- Site Storage

For each of these corporation yard facilities, the Facilities Master Plan provides the following components: Building Overview, Operational Needs Assessment, and Conceptual Plans.

This memo will focus on the Equipment Annex.

The Equipment Annex currently serves as a storage facility for rolling stock and emergency response gear. The district's two Vac-Con trucks are parked indoors, in retrofit bays on the lower level of the facility. The Equipment Annex building was built in 1980, of concrete masonry blocks, and was not designed or built to modern seismic standards. There are ongoing concerns regarding the seismic resilience of the existing Annex structure. Given the

building's current condition, it may not be sufficient to support critical emergency response functions in the event of a seismic event. This limitation underscores the urgency of planning for either a significant structural retrofit or full replacement. An alternative to replacement is to modify and extend the existing Annex structure, allowing it to continue serving emergency storage needs.

The District's Vac-Con Combination Sewer Cleaner Trucks (5-yard and 11-yard capacity) are approaching the end of their service life, and the new replacement vehicles are scheduled for acquisition over the next two fiscal years. These vehicles are approximately 40 feet long, several feet longer than the existing vehicles. To accommodate the new vehicles, the existing vactor bay garage requires expansion. District Staff have engaged WY Architects to provide architectural and engineering services, which include:

- Garage Bay Enlargement – Extend the vactor bay to fit new vehicles
- Garage Door Center Column Removal – Eliminate the central support column to transition from two garage doors to one large door to improve vehicle access and maneuverability
- Seismic Analysis – Complete a full structural review of the Annex to ensure compliance with current seismic safety standards

NTPUD Staff identified WY Architects as the most qualified firm to complete the project based on WY Architects' extensive resume of municipal work within the Tahoe-Truckee area and their work on NTPUD's Corporation Yard Master Plan. The detailed scope of services provided by WY Architects is included as an attachment to the Board Report. This document outlines the specific deliverables, timelines, and architectural/engineering assessments to be completed.

The design will be completed in the fall, bidding and award in winter 2026 and construction to be completed in summer 2026 to coincide with delivery of the new Vac-Con Combination Sewer Cleaner Truck (if approved by the Board).

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2025/26 Capital Budget for the Base Fund as Project # 2602 with an available budget of $450,000. There is a sufficient budget to allow the completion of the proposed Professional Services Agreement with WY Architects.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective F: Ensure the District's support facilities are well maintained and adequate for all operations – Tactic 3: Continue to adapt workspace needs with changing staff levels and functions.

ATTACHMENTS:

WY Architects, Vactor Bay Addition to the Annex Building – Proposed Scope of Services and Fee Proposal

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: _____
Patrick Grimes
Chief Financial Officer

W | Y ARCHITECTS

10343 HIGH ST SUITE 1, TRUCKEE, CA 96161
530 587 3859 www.wyarch.com

August 19, 2025

Mr. Brad Johnson, General Manager
North Tahoe Public Utility District
875 National Avenue
Tahoe Vista, CA 96148

DON FULDA, Architect, A.I.A.
Principal
TED BROBST, Architect
Principal
MIKE MUSSANO, Architect
Principal
RON LARKINS, Architect Principal

RE: Vactor Bay Addition to in the Annex Building
Proposed scope of services and Fee Proposal

Dear Brad,

Thank you for contacting W|Y Architects regarding the addition to the Annex Building in the NTPUD Corporation Yard located at 875 National Avenue in Tahoe Vista, California. At your request we are pleased to submit this proposal for architectural services for this project.

INTRODUCTION

Based on our recent correspondence and phone calls with Nathan Chorey, we understand that NTPUD would like to expand the current Vactor Bays in the Annex Building to support the operation and storage of larger Vactor Trucks that are being procured by the District. The project will include an 8'-10' extension for the new trucks.

SCOPE OF SERVICES

We propose to provide full architectural services from design of the project through completion of construction. Normal services are typically provided in five phases for the discreet steps of the design and construction process. These phases are:

- Schematic Design
- Design Development
- Construction Documents and Permitting
- Bidding/Negotiation
- Construction Administration

This proposal is for Schematic Design through bidding. Construction Phase services will be provided in a separate agreement.

While the project is relatively small in scale, it does involve new construction and/or modifications to existing structural, mechanical, electrical, and utility systems of the building. Consultants for civil, structural, mechanical, and electrical engineering will provide the appropriate designs, engineering, and construction documents necessary. We will coordinate the services of the consultant team in the preparation of the construction documents.

Schematic Design Phase

As this project is relatively small and straightforward from a design standpoint, the schematic design phase will identify existing conditions and utilities that will be addressed in the project. The schematic phase of services we recommend for this project are:

We will begin by preparing detailed as-built drawings of the existing building, based on original construction documents and verified with field measurements. These drawings, prepared in Revit and including basic 3D modeling, will serve as background drawings for the project.

We will prepare preliminary site plan, building floor plans, and exterior elevations of proposed addition and describe preliminary selections of major building systems and construction materials.
Civil, structural, mechanical, and electrical engineers will review the existing conditions and prepare schematic level drawings of those systems.

Design Development Phase
Following the District's approval of the Schematic Design documents, which may include adjustments in the project scope, the design will be developed in more detail. The Design Development drawings will include a site plan, floor plans, exterior elevations, preliminary building sections, and 3D digital model renderings depicting color and material choices.

The civil engineer will develop the site design including grading and drainage plans and assess the existing underground utilities in the area of the addition. Site utility relocation will be developed. Preliminary selection of exterior finish materials will occur, including review of roofing, siding, overhead door, man door, and window options. Structural systems, mechanical systems, electrical, lighting concepts, and overall project construction issues will be reviewed with you.

An opinion of probable construction cost will be developed using costs from similar projects in the area and discussions with local tradesmen on anticipated scope of work. Should the District require a detailed construction estimate, we can coordinate one with an estimating consultant for an additional fee.
We will meet with you to discuss your comments and ideas on the Design Development Phase documents, and to refine the project scope as necessary.

Construction Documents Phase
Following your approval of the Design Development documents and any adjustments in the project requirements, Construction Documents will be prepared. Documents will include a cover sheet with building code data, typical construction assemblies, site plan, floor plans, roof plan, exterior elevations, building sections, typical site details, typical roof details, typical window trim details, schematic civil drawings including grading and drainage plans, structural drawings and calculations, mechanical and electrical layouts, and outline material and product specifications in sufficient detail to obtain necessary permits for construction. Our consultant team will develop and coordinate the final construction documents for all major systems, ensuring alignment with the architectural scope and regulatory requirements.

We will prepare drawings for permit review and bidding. We will assist you with obtaining the necessary regulatory approvals. Responses to plan check comments, and any required corrections, will be provided during this phase. NTPUD will act as the Authority of Jurisdiction and be responsible for all permitting, utility provider approvals, and TRPA processing. The civil design scope assumes that there is no increase in net coverage and the project will be permitted through TRPA as a Qualified Exempt project.

Bidding/Negotiation Phase:
We assume that the project will be publicly bid by NTPUD. NTPUD will prepare various bidding documents, including Invitation to Bid, Bidding Instructions, Bid Form, Form of Agreement, and General Conditions. The architect will attend the Pre-Bid conference and the design team will respond to any questions that arise during bidding, issue addenda to bidders, and assist the District with the review of the Bids.

Construction Administration Phase:
This phase will be provided under a future agreement once the project is bid.

Information to be provided by the Owner
The following information is necessary for the design of the project and will be provided by the Owner. If subsequent information is necessary for the design team to properly design the improvements, or for regulatory agency approvals, we will advise you of these requirements, as they become known.

- Topographic survey of the existing conditions and development including topography, utilities, easements, setbacks, trees, boulders, rock outcroppings, walls, fences, sidewalks, pavement, water courses, drainage, 100-yr flood plain, areas with slopes greater than 20% and 30%, and buildings and their uses within 150 ft. in AutoCAD .dwg format. Note that the second phase of the Corporation Yard Master Plan has this survey work being provided under the civil engineering proposal.

- Geotechnical Investigation and Report identifying existing soil conditions and recommendations for design, if required.

Preliminary Schedule
The design and permitting process is expected to take approximately 4–6 months, depending on factors such as response times, regulatory agency reviews, and site access. We anticipate initiating services within 4 weeks of authorization. We understand that the project is intended to be constructed during the summer of 2026, and dried-in by October 2026.

Compensation
The services described above shall be provided on a time and expense basis in accordance with the attached Fee Schedule and General Conditions. We recommend a budget of $87,300 for the services described and we will not exceed the budget without written notice and authorization. The proposed budget covers architectural and consultant services from Schematic Design through Construction Documents and Bidding. This includes coordination with civil, structural, mechanical, and electrical consultants, but excludes any reimbursable expenses or services outside the defined scope.

Our Fee Schedule and General Conditions accompany this proposal and are part of the agreement for services. This document describes our hourly billing rates and charges for reimbursable expenses, as well as terms and conditions of our agreement. If this proposal and agreement are acceptable, please sign and return one copy to us.

Thank you for considering W | Y Architects for your Project. We look forward to the opportunity of assisting the North Tahoe Public Utility District in creating a successful project. If you have any questions about this proposal, don't hesitate to contact us. If the above is acceptable, please sign below.

Sincerely,

W | Y ARCHITECTS

Ronald A. Larkins, Architect
Principal C-24333

I hereby authorize W | Y Architects to proceed with the consulting services described above for the o Vactor Bay Addition to in the Annex Building in accordance with the terms and conditions described herein and in the attached Fee Schedule.

Brad Johnson
General Manager
North Tahoe Public Utility District

Date

W | Y ARCHITECTS

FEE SCHEDULE and GENERAL CONDITIONS (2024)

Owner/Client: North Tahoe Public Utility District

Project: Vactor Bay Addition

FEE SCHEDULE:

All services performed on a Time and Expense ("hourly") basis will be charged as indicated below. These hourly rates are subject to adjustment in accordance with W | Y Architects' annual review of salaries, wages, and overhead costs.

Services by:	**Charge to Owner/Client:**
Principal	$255
Associate	$215
Project Architect	$190
Project Manager/Staff Architect	$165
Job Captain	$155
Designer 3	$145
Designer 2	$140
Designer 1	$130
Clerical	$100

EXPENSES CHARGED TO OWNER/CLIENT:

Reimbursable Expenses will be charged at direct cost times a 1.1 multiplier, including services performed and expenses incurred in the interest of the project by professional consultants. These expenses include the following:

1) Secretarial tasks, such as typing of Specifications and reports.
2) Expense of transportation and living expenses beyond a 30-mile radius of the office in connection with out-of-town travel authorized by the Owner.
3) Fees paid for securing approval of authorities having jurisdiction over the Project.
4) Reproductions.
5) Postage and handling of Drawings, Specifications, and other materials related to the Project.
6) Expense of overtime work requiring higher than regular rates, if authorized by the Owner.
7) Renderings and models requested by the Owner.
8) Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and Architect's consultants.

PAYMENTS:

Invoices will be presented monthly and are due and payable upon receipt, unless other payment arrangements have been agreed upon in writing. Amounts not received 30 days from the invoice date will be subject to a charge of 1.5% per month (annual percentage rate of 18%) from the invoice date. Necessary costs and expenses of collection, including reasonable attorney's fees, shall be borne by the Client.

No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the work other than those for which the Architect has been found to be liable.

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: September 9, 2025 **ITEM:** E-6

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute Professional Services Agreements for Phase 2 of the Corporation Yard Master Plan Project

RECOMMENDATION:

1. Authorize the General Manager to execute a Contract Amendment in the amount of $157,054 with WY Architects for Phase 2 of the Corporation Yard Master Plan Project

2. Authorize the General Manager to execute a Professional Services Agreement in the amount of $54,000 with PR Design and Engineering for the Land Use Planning and Survey associated with the Corporation Yard Master Plan Project

DISCUSSION:

NTPUD's existing corporation yard, built over several decades, was not designed to meet the current needs of staff, operations, services, and the regulatory environment. As such, operational inefficiencies and potential safety hazards exist within the corporation's yard. The goal of the Corporation Yard Master Plan (CYMP) is to strategically plan future facility improvements to be identified and constructed through the multi-year Capital Plan.

On May 14, 2024, the North Tahoe Public Utility District (NTPUD) Board authorized WY Architects to complete the first phase of the CYMP. The first phase reviewed NTPUD service and Organizational Structure, as well as the State of California's Fleet Electrification impacts. It completed a Facility Needs Analysis, identified Land Use and Site Planning Considerations, and evaluated site power and technology. Through this process, the need for a new Utility Operations and Fleet Maintenance Facility was identified. Conceptual site plans were developed that overlaid on the existing zoning designations of the District's parcels at the Base Facility, exposing the challenges of historical property lines and residential zoning designations.

At the Budget Workshop on May 2, 2025, Staff reviewed the draft Fiscal Year 2025/26 Capital Improvement Program and 5-year Plan. At this workshop, staff highlighted the Corporation Master Plan Project with a presentation and site tour at the Base Facility. Staff reviewed the results of Phase 1 of the CYMP and the proposed facility improvements and phasing. The presentation also highlighted the land use challenges at Base that need to be resolved in front of the multi-year phasing of site and building improvements.

Phase 2 of the CYMP will further develop the conceptual design for a new Utility Operations and Fleet Maintenance Facility. Included in the effort is a fleet maintenance consultant who

will provide architectural advisory planning services for the development of the fleet maintenance program and conceptual shop layout. Separately and concurrently, we will proceed with boundary identification, a topographic survey, and initial land use planning efforts with TRPA and Placer County, which also include the properties adjacent to the base that are zoned for single-family residential and recreational use.

FISCAL ANALYSIS:

The Fiscal Year (FY) 2025/26 Capital Budget for the Geneal & Administrative and Base Fund includes the Master Plan: Corporation Yard Layout (Project #2151), with an available budget of $159,000.

The FY 2025/26 Capital Budget also includes the 11-Yard Vac-Con (Project #2620), with an available budget of $85,000 in the Fleet Fund. These funds are unencumbered as they are not necessary for the purchase of the new 11-Yard Vac-Con in 2026.

Utilization of the available $85,000 from the Fleet Fund to support completion of Phase 2 of the CYMP is appropriate as the proposed scope of work with WY Architects includes a comprehensive fleet services shop facility needs & conceptual planning effort.

The combined budgets from the two available projects in the FY 2025/26 Capital Budget totals $243,000.

The total cost of the two proposed professional agreements are summarized in the table below.

Item	Amount
Corporation Yard Master Plan – Phase 2	$157,054
Land Use Planning and Survey	$54,000
Total	$211,054

There is a sufficient budget to allow the completion of the proposed Professional Services Agreements with WY Architects and PR Design and Engineering.

STRATEGIC PLAN ALIGNMENT:

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective F: Ensure the District's support facilities are well maintained and adequate for all operations – Tactic 1: Develop a Base Facilities master plan for operations support services and future on-call residences.

ATTACHMENTS:

- WY Architects, Corporation Yard Master Plan – Proposed Scope of Services and Fee Estimate
- PR Design Land Use Consulting and Survey – Proposed Scope of Services and Fee Estimate

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: _____
Patrick Grimes
Chief Financial Officer

CONTRACT AMENDMENT #1 – PHASE 2 MASTER PLAN DESIGN SERVICES

DESCRIPTION

The first phase of the Corporation Yard Master Plan has been completed and prioritized a new Utility Operations and Fleet Maintenance Facility. This facility is planned to be located across the staff parking lot from the existing Administration Building. The proposed building site presents some property line and zoning considerations that will require coordination and planning effort with the County (under a separate agreement). Because the future building footprint will be a determining factor in the planning process, Phase 2 of the Master Plan will include a targeted conceptual design effort for that building, more focused that a traditional master plan effort with the county.

To advance this work, the Master Plan Team has identified the following consultants to support the conceptual design of the Utility Operations and Fleet Maintenance Facility and to complete Phase 2 of the Master Plan:

- Architect: Responsible for conceptual building design and coordination of the overall master plan process.
- Civil Engineer: Will provide conceptual civil design services, including grading, drainage, vehicle circulation, and site utility planning.
- Fleet Maintenance Consulting Architect: Will lead the facility needs assessment and provide guidance on conceptual planning specific to fleet maintenance operations.
- Electrical Engineer: Quantify power requirements for the new facility, Identify low voltage/data/IT systems, assist with electrical system design for electric vehicles, and plan electrical room in the new facility.

Compensation:

The services described above shall be provided on a Time and Expense basis in accordance design teams current Fee Schedules. Based on the anticipated scope of services described above, we will not exceed fee of One hundred and fifty seven thousand and fifty four dollars:

Detailed Conditions Assessment	$ 30,000
Needs Assessment	$ 35,000
Conceptual Design	$ 50,000
Master Plan	$ 22,776
Project Management and Mark up	$ 15,278
Reimbursable Expenses	$ 4,000
Total	$157,054

P•R DESIGN & ENGINEERING INC.
Sustainable • Civil • Landscape
www.prdei.com

Scope of Services

NTPUD
Nathan Chorey

NTPUD Land Use Consulting and Survey
APN: 112-010-015, 018
875 National Avenue
Tahoe Vista, CA

August 22, 2025

PR Design & Engineering Inc (CONSULTANT) is pleased to present the following proposal for Land Use Consulting and Surveying as described by Nathan Chorey, North Tahoe Public Utilities District (CLIENT). The project is located at 875 National Avenue in Tahoe Vista, CA.

Task 1: Survey (SUBCONSULTANT)

Fee Estimate: $12,000 (Lump sum to be billed by percent complete)

Please see attached scope of services for boundary identification and topographic survey. Title reports will be reimbursable expense.

Task 2: Land Use Consulting

Fee Estimate: $42,000 (Not-to-exceed billed on a time and materials basis)

TRPA and Placer County Land Use Consulting

- TRPA Code of Ordinance Review

CONSULTANT will prepare an analysis of the TRPA existing Codes and their applicability to desired outcomes on NTPUD lands. This will include pending code updates Phase 2 and Phase 3 Housing Amendments. Forward looking statements will be included that describe the arc and intent of the Tahoe Living Group efforts and how best to advocate for NTPUD interests.

- Placer County Tahoe Basin Area Plan Review

CONSULTANT will prepare an analysis of Placer County process and how best to advocate for NTPUD interests in Placer County's Phase 2 Area Plan Amendments and Placer County's long range planning efforts.

- Creation of Strategic Plan for Rezoning and Utilization of existing NTPUD Lands

CONSULTANT will prepare 2-3 Strategies around an agreed upon project program. The intent of these strategies will be to highlight benefits and challenges of each approach to facilitate the selection of a strategy for implementation. The deliverable will be an executable plan with clear steps and expected timelines.

- TRPA Land Coverage Summary & Lot Line Adjustment

CONSULTANT will prepare land coverage tables consistent with TRPA pre-development application requirements. Existing land coverage will be based on previously approved, tabulated land coverage provided by the North Tahoe Public Utility District. Proposed land coverage will be tabulated in a format consistent with current land coverage accounting by the NTPUD and familiar to TRPA. Land coverage will be adjusted to account for new and/or proposed property lines, easements, etc.

Assumptions:

- Topographic survey will be provided by SUBCONSULTANT (see attached scope of services)
- The project program will be developed in with CLIENT and CONSULTANT. It should be quantifiable (e.g. number of units, types of land use, etc.)
- Additional studies or pre-development work will be recommended as appropriate. It is assumed that completion of studies or applications would be additions to scope as directed by CLIENT.
- Existing Land Coverage summary and/or verification will be provided by the CLIENT and/or NTPUD.
- Land Use Consulting is policy interpretation and process guidance not to be construed as CEQA analysis or environmental review.
- Schedule is September 2025 to February of 2026. There is time of the essence consideration regarding Placer County's adoption of Phase 2 amendments.

Exclusions:

- Geotechnical Reports/Site Investigation
- Title Reports/Grant Deeds

Deliverables:

Electronic and hard copies of any exhibits, plans, details, calculations, design reports, etc. Draft copies will be provided to the CLIENT prior to preparation of submittal documents.

Total Project Cost Estimate Tasks 1 and 2 = $54,000

Rate Schedule

The following rates are effective January 1, 2025

PR Design & Engineering Inc.

Principal Engineer	$265.00/hr
Senior Engineer	$165.00/hr
Staff Engineer	$155.00/hr
Landscape Architect	$155.00/hr
Water Quality Technician	$141.00/hr
Engineering Technician	$135.00/hr
Design Associate	$135.00/hr
Clerical	$85.00/hr
Materials	at cost + 15%
Travel	Federal mileage rate + hourly/rate

Reimbursable Expenses

In addition, PR Design & Engineering Inc. will be reimbursed all out-of-pocket expenses, such as postage, blueprint and photocopy reproduction of drawings, photography, models, travel, long distance telephone, notary, courier and express delivery services, etc. at 1.15 times the cost for administrative purposes. Local travel will be billed in accordance with published IRS reimbursement rate. Out of town travel and related expenses shall be approved by client and shall be billed at cost. Reimbursable costs are exclusive of the fee quoted above. Support documentation for reimbursable expenses is available upon specific request of client.

Meeting Rates and Fees

All meetings to discuss aspects of this project including telephone conferencing, meetings on a project site, in agency or in professional offices, in residences of project participants, and similar meetings purposed to discuss and/or convey information regarding this project, unless otherwise included in the scope of work, are to be billed on a time and materials basis. Associated preparations, materials and travel to and from these meetings (unless required under an approved Task) is to be billed as a reimbursable expense per the Reimbursable Expenses clause above.

DDGEO
DUNDAS GEOMATICS
GEOMATIC AND CIVIL ENGINEERS

Owned and operated by:

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PLANNING ENGINEERING SURVEYING
(530) 446-6765 www.millenniumpe.com

WORK ORDER AGREEMENT

Name of Client	PR Design & Engineering Inc.		☒ ~~Individual~~
Billing Address	PO Box 1847, Kings Beach, CA 96143		☐ Partnership
Phone	530-546-4500	Email jlynn@prdei.com & andrew@prdei.com	☐ Joint Venture
			☒ Corporation

ORDERED BY:

Name	Jason Lynn	Title or Position	Engineer
Site Address	6600 Donner Rd, Tahoe Vista, CA 96148	Phone	530-448-4132

SUPPLEMENTAL INSTRUCTIONS MAY BE ACCEPTED FROM THE FOLLOWING:

Name	Position	Phone

Owner of Record	North Tahoe PUD	Assessor's Parcel No.	112-010-015 & 018
Approximate Date of Completion			

Description of Work Ordered Topography Map

Scope of Services:
Provide surveying services to create a base map to use for planning and design purposes. Base map will include boundary survey, topography using low altitude photogrammetry and conventional survey equipment, and existing site improvements. The area of topography survey to be Southeast of Shelter Road, North of Donner Road and West of the East property line. Mapping will include all visible utilities and markings, if provided, all trees 8" and larger.

This project assumes that Prevailing Wage is not required.

Deliverables:

- Base map with topographic map w/ orthomosaic imagery.

Exclusions to Scope of Services:

1) This scope of services does not include setting property corners. If Client desires final property corners to be set, DDGEO can provide this service for a cost to be agreed upon before starting work. Setting corners includes additional field work and a Record of Survey to be drafted and recorded with the County Surveyor.
2) In the event a "Material Discrepancy" in the property boundary is encountered as defined by section 8762 b(2) of the California Business and Professions Code "Professional Land Surveyors Act," then all work necessary to remediate or correct such discrepancy shall be reimbursed on a time and materials basis, at the units rates attached hereto as Attachment A.

Terms of Payment:

☒ Payments are to be made for work in progress within 30 days of monthly statement date. If payment is not made after 30 days, a late charge of 1.5% of the total invoice amount will be added to the invoice on a monthly basis.

☒ For non-lump sum contracts, payment will be made for actual cost per the hourly service rates outlined below. An estimated cost is provided below, which may be modified as needed and only with client approval.
☒ Client will be responsible for the full cost of the service as outlined in the Scope of Services above.
☐ Client will pay a retainer fee as a good-faith deposit to the actual costs of the work. This retainer fee will be counted toward the actual cost.
☒ Additional payment terms are shown in the attached Terms and Conditions of Work Order Agreement.

ESTIMATED COST: $9,000.00 RETAINER FEE: $0.00

NOTICE TO PROPERTY OWNER

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.

This Work Order Agreement to perform the described services becomes a contract subject to the attached Terms and Conditions of Work Order Agreement when signed by the Client and DDGEO.

ACCEPTED AND AGREED TO:

BY: _____ Date: 08/27/2025
Robert J. Lawless, PE 65820, PLS 8928
Principle Surveyor

Client: _____ Date: 9/2/25
Signature

Andrew T. Ryan President
Client Name

TERMS AND CONDITIONS OF WORK ORDER AGREEMENT

Compensation – Unless stated to the contrary, Millennium Planning & Engineering doing business as Dundas Geomatics ("DDGEO") shall provide the Basic Services outlined in the attached Proposal/ Agreement (the "Agreement") on an hourly basis at rates set forth below:

Principal…….....	195.00/hour
QSD SWPPP Monitoring……	160.00/hour
Project Manager/Senior Engineer…….....	155.00/hour
Survey Party Chief (1-man survey crew)……	200.00/hour
Field Technician……..…….…….	110.00/hour
Aerial Mapping (Drone Pilot)…….…..	135.00/hour
QSP Monitoring……..	135.00/hour
Senior Designer/Civil Engineer…….....	135.00/hour
Staff Engineer / Planner…….....	120.00/hour
Assistant Planner/ CAD Drafter….....	110.00/hour
Clerical/Office Manager....….....	85.00/hour

If a substantial deviation from the Scope of Basic Services outlined in the Agreement is anticipated, DDGEO will advise the Client to obtain further authorization. Fee schedule is subject to change on a yearly basis.

Proposal Validity – Proposals not signed (accepted) by the client and returned to DDGEO within 60 calendar days from date of issuance are deemed expired.

Retainer – Unless stated to the contrary, the Client shall make an initial payment (retainer) upon execution of this Agreement. This retainer shall be applied against project invoice(s).

Reimbursable Expenses – All reimbursable expenses, including the cost of prints, copies, overnight/expedited shipping, and other non-labor related expenses paid by DDGEO to others on behalf of the Client, shall be billed at the cost of the charge or fee plus fifteen percent (15%) overhead. Mileage will be billed at the current Federal Standard Mileage Rate. Costs under this paragraph are excluded from the Agreement unless otherwise stated.

Extra Services – Additional costs and services may be deemed necessary and/or required as the project proceeds. Extra Services will be billed on a time and materials basis in addition to the Basic Services described in the Agreement.

Invoicing – Unless stated to the contrary, DDGEO's services will be billed monthly with the full amount due and payable ten (10) days from the date of invoicing and accounts are subject to finance charges on each outstanding invoice after that for any late payment. This charge is computed at an annual percentage rate of eighteen percent (18%) (a periodic monthly rate of 1.5%) on the total past due balance. Payments received thereafter shall first be applied to accrued interest and then to the unpaid principal. NOTE: Payment shall not be contingent or conditioned upon the Client's ability to secure/obtain financing or reimbursement from any third party. In the event that DDGEO is required to seek collections, Client shall be responsible for any collection costs.

Suspension of Services – If the Client fails to make payments when due or otherwise is in breach of this Agreement; DDGEO may suspend performance of services upon written notice to the Client. DDGEO shall have no liability whatsoever to the Client for any costs or damages because of such suspension of services.

Changes and Termination. This Agreement shall not be modified except by written agreement signed by both parties. Client shall also have the right to terminate this Agreement prior to completion of the services, after reasonable notice to DDGEO in writing, in which event Client shall pay DDGEO all amounts due hereunder up to the effective date of termination, plus DDGEO's reasonable costs incurred after such date in terminating the services. In the event that Client alleges breach on behalf of DDGEO, Client shall afford DDGEO 30 days' written notice to cure any alleged deficiency prior to termination. In the event Client suspends services for any reason, Client must tender all amounts due and owing to DDGEO.

Set-Offs, Back-charges, Discounts – Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party.

Sub-consultants – Unless stated to the contrary, the Agreement excludes any sub-consultant services. The agencies having jurisdiction over the project may require a biological inventory, a cultural resources (archaeological) study, soils engineering, economic analyses, noise analyses, percolation and mantle tests, sewage disposal design and a well driller's report. Sub-consultant charges incurred in the research and development of proposals shall be charged upon authorization to proceed by the Client. All materials and information generated shall be immediately incorporated into the file.

Public Hearing – Due to the potential for controversy in many land use projects, the costs of attending staff meeting and public/administrative hearings of the agency or agencies having jurisdiction over the project are excluded from the Agreement (unless stated to the contrary in the Proposal). Attendance at such staff meetings and/or hearings and any additional information required by agencies as a result of controversy or public opposition will be billed on a time and materials basis.

Opinions of Probable Cost and Time – In providing opinions of duration or probable construction cost, the Client understands that DDGEO has no control over costs or the price of labor, equipment, or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs or duration provided herein are to be made on the basis of DDGEO's qualifications and experience. DDGEO makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bids, actual costs, and project duration.

Limit of Liability – To the fullest extent permitted by law, the total liability in the aggregate of DDGEO and its engineers, officers, directors, employees, agents, independent professional associates, and consultants and any of them to the Client and anyone claiming by, through or under the Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to services provided by DDGEO or its engineers, officers, directors, employees, agents, independent professional associates or consultants, the project or the Agreement from any cause or causes whatsoever, including, but not limited to, the negligence, errors, omissions, strict liability, or breach of contract shall not exceed the total compensation received by DDGEO under the Agreement. DDGEO shall not be liable for consequential damages. It is understood that all professional liabilities incurred by DDGEO throughout the course of rendering professional services on this project shall be limited to a maximum of the net fee received by DDGEO, not including reimbursable expenses and sub-consultant fees, for all services rendered on the project. It is understood and agreed that the liability of DDGEO is limited to the accuracy of survey elements and to the validity of the interpretations of survey data.

Timing – Because of substantial costs incurred to stop and restart a project once it is under way, any project halted for thirty (30) or more days by the Client, for any reason, a project restart fee of ten percent (10%) of the total Agreement price may be required prior to restart.

Ownership of Drawings and Specifications/No Third-Party Beneficiaries – Ownership of drawings and specifications, as instruments of service, is that of DDGEO, whether the work for which they are made is executed or not. Client is granted a revocable license for use of drawings and specification in connection with project associated use. This Agreement and the services and work product produced hereunder are solely for the benefit of Client and are not for the benefit, or to be construed as creating rights in favor, of any third party. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement without prior written consent of the other.

Severability – If any provision in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceability provision had never been contained in this Agreement.

Disputed Matters – Except as otherwise provided in this Agreement, any controversy or dispute arising out of this Agreement shall be first submitted to mediation in Grass Valley, California prior to initiating any litigation or arbitration. The venue for any litigation shall be the Superior Court of the County of Nevada in the State of California. The prevailing party in any controversy or dispute arising out of this agreement shall be entitled to reasonable attorney's fees and costs.

Indemnification – Client shall defend, indemnify, and hold DDGEO harmless for all claims, damages, costs, expenses, or loss resulting from the omissions of information or the negligent, reckless, or intentional acts of Client.

Miscellaneous – The Client acknowledges that it has secured legal rights for DDGEO to the property upon which the project will be built. The Client further acknowledges that non-payment of fees owed under this Agreement could result in a mechanics' lien being placed on the property upon which the project is/will be located.

NORTH TAHOE
PUBLIC UTILITY DISTRICT

DATE: September 9, 2025 **ITEM:** E-7

FROM: Planning and Engineering Department

SUBJECT: Authorize the General Manager to Execute a Professional Services Agreement for the National Avenue Water Treatment Plant Improvement Project

RECOMMENDATION:

Authorize the General Manager to execute a Professional Services Agreement in the amount of $492,649 with Jacobs for the National Avenue Water Treatment Plant Improvements Project.

DISCUSSION:

The National Avenue Water Treatment Plant (NAWTP) provides the primary source of potable water to the District's Tahoe Main water system. The NAWTP meets Federal and California drinking water regulations and operates under the Surface Water Treatment Rule Filtration Avoidance Criteria and operates under Water Supply Permit No. 01-09-05-PER-014. Filtration avoidance permits are only provided to water systems where the source water is of exceptional quality and traditional filtration would not improve the water quality. There are 54,000 public water systems in the United States and there are only 60 filtration avoidance permits that have been issued and six of those are at Lake Tahoe.

The NAWTP, in its current configuration, was constructed and placed into service in November 2002. The NAWTP meets the filtration avoidance criteria by addressing pathogens that may be present in the water, but are not physically filtered from the raw water, by inactivation via multiple disinfectant barriers. At the NAWTP, the primary disinfection barrier is chlorine, and the second disinfection barrier is Ultraviolet (UV) disinfection. Combined, these two processes ensure inactivation of viruses, Giardia, and Cryptosporidium in conformance with Federal and California drinking water regulations.

In June 2024, the Board awarded a professional services agreement with Jacobs, a national engineering firm, to complete an assessment and provide recommendations to modernize and extend the life of the NAWTP. Specific tasks included data collection and background review, regulatory review and permitting support, treatment performance evaluation, operability and safety review, I&C and SCADA assessment, electrical assessment, security assessment, seismic assessment, and improvement recommendations. Jacobs completed this assessment and provided recommendations that were compiled in a preliminary design report in the summer of 2025.

District staff have now solicited a scope of work for design services from Jacobs to prepare bid level project drawings and specifications to implement recommendations made in the

2025 Jacobs National Avenue Water Treatment Plant Equipment Assessment and Recommendations Study (NAWTP Study).

The proposed NAWTP design scope includes the complete replacement of UV disinfection equipment, which is at the end of its useful life, the relocation of the sodium hypochlorite disinfection equipment, full replacement of the end-of-life control system, electrical equipment, and motor control centers. The detailed tasks include soliciting a quote from the selected UV technology vendor for the procurement of UV equipment, reviewing the vendor documentation, coordinating network and control integration, updating control diagrams and I/O lists, and defining data exchange and cybersecurity measures for seamless UV system incorporation. The improvements also include relocation of the sodium hypochlorite treatment into the NAWTP Building from the National Main Sewer Pump Station Building, physical security improvements, minor seismic and structural improvements, design to replace the existing motor control center including five motor starters, two VFDs, and other associated mechanical and electrical work. The attached scope of work provides additional detail on the improvements.

The District selected Jacobs, a leading firm in the United States for water and wastewater system engineering, to provide engineering consulting services for the NAWTP Improvements Project during evaluation of consultants to complete the NAWTP Study. Jacobs has extensive experience in the Tahoe Basin and has completed two successful Filtration Avoidance Surface Water Treatment Plant planning, design, and construction projects at Lake Tahoe.

FISCAL ANALYSIS:

This project is included in the Fiscal Year 2025/26 and FY 2026/27 Capital Budget for the Water Fund as National Ave Water Treatment Plant Equipment Assessment and Recommendations Study, Project # 2464 with a total available budget of $550,000 spread over two years. Fiscal Year 2025/26 is budgeted at $300,000 and FY 2026/27 is budgeted at $250,000. There is a sufficient budget to allow the completion of the proposed Professional Services Agreement with Jacobs that is expected to be carried out over the next 18 months.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services focusing on industry best practices and continuous improvement – Objective B: Optimize preventative maintenance of District utility system assets – Tactic 1: Continue corrective maintenance to improve system reliability – Activity a: Inspect and repair water systems asset deficiencies.

ATTACHMENTS:

Jacobs, National Ave Water Treatment Plant Equipment Assessment and Recommendations Study – Proposed Scope of Services and Fee Estimate

MOTION:

Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: _____ Approved By: _____

Joseph J. Pomroy, P.E.
Engineering & Operations Manager

Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: _____

Patrick Grimes
Chief Financial Officer

Exhibit A – Scope of Services

North Tahoe Public Utility District
Preliminary and Final Design for the National Avenue Water Treatment Plant Project

Exhibit A to the AGREEMENT between Jacobs Engineering Group Inc. (ENGINEER), and the North Tahoe Public Utility District (DISTRICT) for the National Avenue Water Treatment Plant Project.

Objectives

The Preliminary and Final Design for the National Avenue Water Treatment Plant Project (Project) will include the following:

- Field investigations
- Preliminary and final engineering design services
- SOP development and Process Operations Manual Outline

The National Avenue Water Treatment Facility (NAWTP) located in Tahoe Vista, California, must meet federal and state drinking water regulations, and meet DISTRICT standards and goals. The Project will serve the improvements needed at the NAWTP.

Design Narrative

The purpose of this project is to implement recommendations made in the 2025 Jacobs National Avenue Water Treatment Plant Equipment Assessment and Recommendations Study (NAWTP Study). This NAWTP Study primarily recommends, and this project includes the replacement of, disinfection equipment which is at the end of its useful life. Additionally, this replacement will necessitate some electrical, SCADA/I&C, security, and minor site civil upgrades. A seismic analysis performed for the UV Treatment building indicated that minor roof retrofits are required as well. The scope of this design includes the following items:

- **Process**
    - Removal and replacement of the existing UV system with a new UV water treatment system.
    - Relocation of the sodium hypochlorite treatment into the NAWTP Building from the National Main Sewer Pump Station Building.
    - Technical permitting support on Amiad strainers removal.
    - Solicit quote from Trojan for UV equipment and procurement assistance.
- **SCADA/ I&C**
    - **Sodium Hypochlorite System Migration**: Update P&ID, specify and document new instruments, coordinate with electrical and mechanical teams, and revise I/O lists and wiring diagrams to support system upgrades and integration.
    - **UV Skid Controls Integration:** Review vendor documentation, coordinate network and control integration, update control diagrams and I/O lists, and define data exchange and cybersecurity measures for seamless UV system incorporation.

- **Security**
    - Physical security improvements including new exterior doors and electronic access control card readers and locks for the NWS Pump Station and the NAWTP building.
    - Addition of two cameras multi-imager cameras on opposite corners (NW and SE) of the NWS Pump Station and one multi-imager camera on the SW corner of the NAWTP building.
    - Upgrades to local networking equipment, access control hardware, video recording hardware for system monitoring including the following:
        - Install a Power Over Ethernet switch in the NWS Pump Station and NAWTP building networked via multimode fiber.
        - Install card access control boards in each building, connecting all card access doors.
        - Terminate cameras to PoE switches in each building
        - Install local video recording and access control server unit in NWS Pump Station building connected to network switch for local monitoring and control.
- **Site Civil**
    - Curb-cut and sidewalk design to connect to side concrete pad on west side of the NAWTP Building for sodium hypochlorite loading.
- **Structural**
    - Minor seismic and structural improvements to the existing wood roof and access door at the west side of the NAWTP building.
- **Electrical**
    - Replace existing MCC including five motor starters, two VFDs, four contactors and 120/240V panelboard and associated transformer.
    - Replace existing 480/277-volt panelboard
    - Replace primary feeder conductors, utilizing existing conduits, from the Sewage Station building to the Water Station Building MCC.
    - Solicit quote for MCC and early procurement assistance.

Approach

The Project will begin with a kick-off meeting for the preliminary design and final design, including 30%, 70%, and 100% review deliverables to be developed. Following the design, a high-level outline for Standard Operating Procedure (SOP) and a Process Operations Manual will be developed.

The services to be provided are categorized into the following tasks:

Phase 0 – Common Services

- Task 1 – Project Management During Design
- Task 2 – Engineer's Cost Opinion
- Task 3 – Coordination with Agencies

Phase 1 – Kickoff and Investigations

- Task 4 – Kickoff and Investigations

Phase 2 – Preliminary Design

- Task 5 – 30% Design Development Submittal

Phase 3 – Final Design

- Task 6 – 70% Design Development Submittal
- Task 7 – 100% Final Construction Documents Submittal

Phase 4 – SOP Development and Process Operations Manual Outline

- Task 8 – SOP Development and Process Operations Manual

Phase 0 – Common Services

The following tasks describe the ENGINEER's services that are common during Phase 0 of the Project.

Task 1 – Project Management During Design

The purpose of this task is to provide for the initiation and overall management of project activities. A schedule and work plan will be prepared and implemented so that work activities are completed in a properly integrated and timely manner. This task includes those elements necessary to manage, lead, and control execution of the project.

Subtask 1.1 – Project Planning

Develop the project management plan (PMP) describing level-of-effort, schedule, deliverables, and quality reviewers for each activity and the project. Execute the PMP, proactively identify potential deviations, and implement corrective actions as needed. Included in this Subtask are the following activities to be completed by the ENGINEER:

- Staff Management: Identify and utilize the appropriate staff for each project activity. Supervise the project team and identify actions needed to maintain the project cost and schedule.
- Change Management: Plan for project changes as the work is executed. Changes in scope will be communicated to the DISTRICT. ENGINEER will provide monthly progress reports to the DISTRICT's project manager.
- Monitor progress, identify changes, and provide the DISTRICT with proactive communications regarding changes.
- Develop, maintain, and update a decision log for documenting decisions made during the project.
- Develop, maintain, and update an action item log with deadlines.

- Maintain a SharePoint site for use by ENGINEER's project team, including an area for key DISTRICT personnel. Implement document controls for management of deliverables.
- Develop Field Safety Instructions (FSIs) for any field work conducted by ENGINEER's team.
- Schedule: Prepare and provide periodic updates to the Project Schedule (in a bulleted Milestone list format) showing preliminary dates for deliverables and anticipated dates for workshops, quality control (QC) reviews, key milestone meetings, and submittals.

Subtask 1.2 – Overall Project Coordination

Monitor and direct the work and track progress against project goals and requirements. Adjudicate approaches, goals, or constraints identified or faced by ENGINEER's team. Monitor progress, identify changes, and provide the DISTRICT with proactive communications regarding changes. Coordinate with the DISTRICT to assess overall satisfaction in meeting project goals.

Subtask 1.3 – Progress Reports and Invoicing

Prepare monthly progress reports and invoices identifying work completed versus planned schedule and budget milestones.

Subtask 1.4 – Quality Control Review, Coordination, and Response

Implement and develop a quality assurance/quality control (QA/QC) program. QA/QC procedures will be developed and documented in a quality management plan (QMP) prior to beginning work on the project. ENGINEER will coordinate the participation of senior reviewers and perform internal QC review of work products at appropriate points in the project. Formal internal QC review of work products will be performed prior to sending deliverables to the DISTRICT for review.

Subtask 1.5 – Project Coordination Meetings

Preparation for and attendance at regular monthly project meetings with DISTRICT staff to review progress of the work and discuss technical decisions or issues that could affect the project scope, cost, or schedule. ENGINEER's Project Manager and up to six (6) other team members will attend this meeting remotely. It is assumed that Phases 0-4 of the project will take approximately 18 months to complete, and ENGINEER has budgeted 18 monthly meetings for this task. Meetings are assumed to be 1 hour in duration. When possible, these meetings will be replaced with design workshops when those workshops occur at the same time.

Task 1 Deliverables

- Monthly or periodic milestone schedule.
- Action item and decision log updates.
- Monthly progress reports and invoices.
- Monthly, or as needed, project coordination meeting minutes.

Task 2 – Engineer's Cost Opinion

ENGINEER will prepare construction cost opinions for the design phases as outlined in the following subtask.

Subtask 2.1 – Engineer's Cost Opinion

Cost estimates will be prepared by ENGINEER for this project at the 70, and 100 percent design levels and will be provided to the DISTRICT within two (2) weeks after each design submittal. The estimate of costs will include a detailed summary of work items including mobilization and demobilization, unit and/or lump sum costs for each major item, and contingencies.

The construction cost estimates developed for each of the 70 and 100 percent design phases will be consistent with the cost estimate classifications as defined by the Estimate Classification system of the American Association of the Advancement of Cost Engineering International (AACE International). The cost estimate classification will be appropriate for the level of design being estimated. The cost estimate range for each classification implies that there is a high probability that the final project cost will fall within the range; however, the cost for the project will depend on actual labor and material costs, competitive market conditions, and other variables. As a result, the final project cost will vary from the estimate.

Task 2 Deliverables

- Construction opinion of probable cost for the 70, and 100 percent design phases.
- Provide a narrative describing the basis for developing the cost estimates.
- Backup data when requested.

Task 3 – Coordination with Agencies

ENGINEER will provide support to DISTRICT in coordinating with regulatory and permitting agencies as outlined in the following subtasks.

Subtask 3.1 – Regulatory Permitting Support

ENGINEER will provide support to DISTRICT in coordinating with regulatory agencies to obtain the necessary permits and approvals in preparation for construction of the Project.

ENGINEER and DISTRICT will coordinate to contact the jurisdictional agencies located in the project area and determine the necessary permits that will be required for construction. Once these necessary permits have been identified, ENGINEER will work with the DISTRICT to identify the required information to obtain these permits and secure approval prior to proceeding with construction. ENGINEER will prepare drawings and exhibits to assist the DISTRICT with obtaining these permits once the requirements have been identified. This Subtask includes the following:

- Submitting 70 percent plans and specifications to regulatory agencies for preliminary review and signed and sealed bid set drawings for Plan Review.
- Providing written responses to review comments received from regulatory agencies.
- Preparing/submitting revised documents that incorporate changes made to address review comments.

Subtask 3.2 – Placer County Permitting Support

ENGINEER will provide support to DISTRICT in coordinating with Placer County to obtain the necessary permits and approvals for design of the Project.

ENGINEER and DISTRICT will coordinate to contact Placer County and determine the necessary permits that will be required for construction. Once these necessary permits have been identified, ENGINEER will work with the

DISTRICT to identify the required information to obtain these permits and secure approval prior to proceeding with construction. ENGINEER will prepare drawings and exhibits to assist the DISTRICT with obtaining these permits once the requirements have been identified. This Subtask includes the following:

- Submitting 70 percent plans and specifications to Placer County for preliminary review and signed and sealed bid set drawings for Plan Review.
- Providing written responses to review comments received from Placer County.
- Preparing/submitting revised documents that incorporate changes made to address review comments

Task 3 Deliverables

- Written responses to review comments received from regulatory agencies.

Phase 1 – Project Kickoff and Investigations

The following tasks describe the ENGINEER's services during Phase 1 of the Project.

Task 4 – Project Kickoff and Investigations

ENGINEER will conduct a project kickoff workshop and investigations necessary for design of the Project as outlined in the following subtasks.

Subtask 4.1 – Project Kickoff Workshop

ENGINEER will prepare for and lead a 1-hour workshop with the DISTRICT to kickoff the project, discuss existing information, and charter the project team. At the workshop, the team will identify roles, responsibilities, and communication pathways, review the scope of the project, review background information, discuss goals and objectives, and present and discuss the project schedule and systematic approach for the project. ENGINEER's Project Manager and up to four (4) other team members will attend this meeting in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshop, develop presentation materials, and prepare and distribute a draft and final workshop summary.

Task 4.1 Deliverables

- Meeting presentation materials.
- Meeting agendas and summaries (minutes) (electronic copy in Adobe PDF).

Subtask 4.2 – Survey and Mapping Review

The purpose of this Subtask is to review and utilize NTPUD's 2019 survey of the NAWTP to support the design of the Project.

Subtask 4.2 Assumptions

- DISTRICT will provide the 2019 NAWTP Survey files including any linework for drawing files.

Phase 2 – Preliminary Design

The following tasks describe the ENGINEER's services during Phase 2 of the Project.

Task 5 – 30% Design Development Submittal

The primary purpose of the 30% design development phase is to define the project and develop preliminary calculations and concepts. The 30% design development phase will achieve a defined scope of facilities for the conclusion of this phase. Structural, electrical, equipment, process systems, site plans, and utilities are all advanced to a 30% level of design during this phase. The work approach will be to prepare, assemble, and furnish drawings within the intended design CAD environment for the 30% review by the DISTRICT. ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT.

Subtask 5.1 – 30% Design Development Submittal

The design development will advance the project facilities, as listed below, to the approximate 30% level of completion. It is anticipated that the full package of construction drawings for the project will consist of up to 30 sheets, as presented in Exhibit C. The 30% design development submittal will include approximately 20 sheets.

The specific items that will be completed during the 30% design development phase of the work are listed in the following sections.

Process 30% Design Development

- P&ID's will be developed to approximately 50% complete.

Hydraulics Modeling

- Draft hydraulic profile.

Process Mechanical 30% Design Development

- Draft equipment sizing and data sheets.
- Draft plans and sections.
- Draft equipment specifications list.
- Preliminary plumbing requirements for process and mechanical.

Structural 30% Design Development

- Draft requirements for governing codes, agency, and local requirements.
- Preliminary structural calculations to size members and attachments for seismic retrofit repairs based on conceptual recommendations in the Preliminary Study Task 4 Seismic Condition Assessment TM.
- Coordinate with other disciplines, including I&C, electrical, and process, to verify plan dimensions, elevations, any minor incidental anchorage and bracing requirements.
- Develop Typical Details.
- Develop drawings to include plans and sections for the NAWTP facility. Drawings will indicate member sizes, dimensions, and elevations.

Instrumentation and Controls 30% Design Development

- Preliminary P&ID's.
- Preliminary block diagrams.

Security and Remote Monitoring 30% Design Development

- Door access control.
  - Panel Layouts
  - Door Hardware
- Security cameras.
  - Mounting types
- Riser/Network Block Diagrams

Electrical 30% Design Development

- Draft one-line diagrams.
- Equipment layout plan
- Preliminary load calculations.

Site Civil 30% Design Development

- Preliminary site plan and survey control for curb ramp improvement.site plan and survey control for curb ramp improvement.
- Preliminary grading and drainage plan.

Subtask 5.2 – 30% Design Development Workshop

ENGINEER will convene a Design Development Workshop during 30% Design. It is envisioned that the workshop will represent the forum for ENGINEER to summarize updates to the work-in-progress design, allow detailed information exchange, and facilitate receiving input on the DISTRICT's preferences.

ENGINEER will conduct one (1) 1-hour workshop for the Design Development leading up to 30% Design. ENGINEER's Project Manager and up to four (4) other team members will attend these workshops in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshops, develop presentation materials, and prepare and distribute draft and final workshop summaries.

Subtask 5.3 – 30% Design Development Quality Control Review

ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT. The review will be conducted by senior reviewers.

Subtask 5.4 – 30% Design Development Review Workshop

Upon submittal of the Design Development package, ENGINEER will hold one (1) 1-hour meeting to provide an initial submittal overview prior to detailed review by the DISTRICT. The purpose of this meeting will be to orient the DISTRICT with the submittal package. ENGINEER's Project Manager and up to four (4) other team members will attend this meeting in person, with all other remote team members attending remotely if needed.

At the end of the DISTRICT's 2-week review period, ENGINEER will receive DISTRICT's consolidated review comments in electronic format. Major action items and decisions will be documented by ENGINEER in workshop summary notes. Based on input from the DISTRICT, the workshop agenda can be organized to allow team

members to attend for the most relevant agenda topics. ENGINEER's Project Manager and up to four (4) other team members will attend this meeting in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshops, develop presentation materials, and prepare and distribute a draft and final workshop summary.

Task 5 Deliverables

- Meeting presentation materials.
- Meeting agendas and summaries (minutes) (electronic copy in Adobe PDF).
- 30% Design Development submittal package (Drawings will be prepared in half-size 11 inch by 17 inch PDF format).
- Decision log for decisions made during project meetings.
- Quality Review Form for documentation of the reviews, capturing comments from the DISTRICT and ENGINEER's response.

Phase 3 – Final Design

The following tasks describe the ENGINEER's services during Phase 3 of the Project.

Task 6 – 70% Design Development Submittal

The primary purpose of the 70% design development phase is to advance the project definition, finalizing preliminary calculations and concepts prepared in the 30% design development phase. The 70% design development phase will advance the project design to achieve a well-defined scope of facilities for the conclusion of this phase. Structural, electrical, equipment, process systems, site plans, and utilities are all advanced to a 70% level of design during this phase. The work approach will be to prepare, assemble, and furnish drawings and technical specifications for the 70% review by the DISTRICT. ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT.

To address the design development requirements, the ENGINEER's work effort will include the following services:

- Treatment process design
- Electrical engineering
- Mechanical engineering
- Structural engineering
- Site civil engineering, drainage, and yard piping
- Communications and networking systems engineering
- Instrumentation and controls engineering
- Corrosion engineering
- Security and remote monitoring engineering

Subtask 6.1 – 70% Design Development Submittal

The design development will advance the project facilities, as listed below, to the approximate 70% level of completion. It is anticipated that the full package of construction drawings for the project will consist of up to 30 sheets, as presented in Exhibit C.

The specific items that will be completed during the 70% design development phase of the work are listed in the following sections.

Process 70% Design Development

- P&ID's will be developed to approximately 85% complete.
- First draft of specifications sections.

Hydraulics Modeling

- Update hydraulic profile.

Process Mechanical 70% Design Development

- Finalize equipment sizing and data sheets.
- Material selection.
- Develop preliminary line list and associated conditions of service.
- Begin the development of the process control narratives.
- Plans and sections.
- Preliminary standard details list.
- Equipment specifications list and development.

Structural 70% Design Development

- Finalize requirements for governing codes, agency, and local requirements.
- Complete structural calculations to size members and attachments for seismic retrofit repairs based on conceptual recommendations in TM.
- Coordinate with other disciplines, including I&C, electrical, and process, to verify plan dimensions, elevations, and any minor incidental anchorage and bracing requirements.
- Review structural systems for constructability.
- Develop drawings to include plans and sections for all applicable areas of the treatment facility. Drawings will indicate member sizes, dimensions, and elevations.
- Initiate development of note-type specifications, including initial edits.
- Develop and assemble draft standard details list.

Instrumentation and Controls 70% Design Development

- Develop/update control system block diagram.
- Update P&ID's.
- Fiber optic communications.

- Develop preliminary outline of process control narratives.
- Select control system configuration.
- Assign control system loops.
- Draft control system specifications, including instrument component specifications.
- Instrument sizing and selection with vendor information.
- Develop preliminary I/O list.
- Develop preliminary instrument list.
- Develop preliminary standard details list.
- Review packaged equipment requirements and update specifications.

Security and Remote Monitoring 70% Design Development

- Door access control.
  - Detail refinement
  - Cabling
- Security cameras.
  - Detail refinement
- Security Network
- Security Device Details

Electrical 70% Design Development

- Finalize one-line diagrams.
- Finalize electrical space layout and equipment sizing.
- Update load calculations.
- Develop electrical system analysis and calculations.
- Develop cable riser diagrams.
- Electrical code review for compliance.
- Locate major I/O termination locations and control panels.
- Prepare draft electrical equipment specifications.
- Preliminary standard details list.

Site Civil 70% Design Development

- Specifications list and development.
- Site, survey control, drainage, and grading plans.
- Preliminary standard details list.

Corrosion Engineering 70% Design Development

- Identify various environments in which equipment, structures, and components are being installed (i.e., immersion, atmospheric, chemicals, buried).

- Evaluate the environments and provide recommended corrosion control strategies for all materials, equipment, structures, and components, and provide guidance for cost effective corrosion mitigation techniques.
- Specifications will be identified and developed. Typical project specifications include paint and coating, chemical resistant coating, tank lining, cathodic protection, bonding, and test stations.
- Preliminary standard detail list.
- Preliminary cathodic protection calculations.

Subtask 6.2 – 70% Design Development Workshops

ENGINEER will convene a Design Development Workshop during 60% Design. It is envisioned that this workshop will represent the forum for ENGINEER to summarize updates to the work-in-progress design, allow detailed information exchange, and facilitate receiving input on the DISTRICT's preferences.

ENGINEER will conduct up to one (1) 1-hour workshop for the Design Development leading up to 60% Design. ENGINEER's Project Manager and up to four (4) other team members will attend these workshops in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshop, develop presentation materials, and prepare and distribute draft and a final workshop summary.

Subtask 6.3 – 70% Design Development Quality Control Review

ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT. The review will be conducted by senior reviewers.

Subtask 6.4 – 70% Design Development Review Workshop

Upon submittal of the Design Development package, ENGINEER will hold one (1) 1-hour meeting to provide an initial submittal overview prior to detailed review by the DISTRICT. The purpose of this meeting will be to orient the DISTRICT with the submittal package. ENGINEER's Project Manager and up to four (4) other team members will attend this meeting in person, with all other remote team members attending remotely if needed.

At the end of the DISTRICT's 2-week review period, ENGINEER will receive DISTRICT's consolidated review comments in electronic format prior to the workshop. Major action items and decisions will be documented by ENGINEER in workshop summary notes. Based on input from the DISTRICT, the workshop agenda can be organized to allow team members to attend for the most relevant agenda topics. ENGINEER's Project Manager and up to four (4) other team members will attend this meeting in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshop, develop presentation materials, and prepare and distribute a draft and final workshop summary.

Task 6 Deliverables

- Meeting presentation materials.
- Meeting agendas and summaries (minutes) (electronic copy in Adobe PDF).
- 70% Design Development submittal package including drawings and technical specifications (Drawings will be prepared in half-size 11-inch by 17-inch PDF format).

- Decision log for decisions made during project meetings.
- Quality Review Form for documentation of the reviews, capturing comments from the DISTRICT and ENGINEER's response.

Task 7 – 100% Final Design Documents Submittal

The primary purpose of the 100% final construction documents phase is to finalize the detailed design from the previous 70% detailed design submittal. The work will update the design per the DISTRICT's review inputs and address the ENGINEER's quality review comments. ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT.

Subtask 7.1 – 100% Final Design Documents Submittal

ENGINEER will prepare final design Documents to reflect the responses agreed to upon final review comments from the DISTRICT, applicable regulatory agencies, and ENGINEER's quality control review team. It is anticipated that the full package of 100% design drawings for the project will consist of up to 30 sheets, as presented in Exhibit C.

Subtask 7.2 – 100% Final Design Workshop

ENGINEER will convene a Final Design Workshop during 100% Design. It is envisioned that this workshop will represent the forum for ENGINEER to summarize updates to the work-in-progress design, allow detailed information exchange, and facilitate receiving input on the DISTRICT's preferences.

ENGINEER will conduct one (1), 1-hour workshops for the Detailed Design leading up to 100% Design. ENGINEER's Project Manager and up to four (4) other team members will attend these workshops in person, with all other remote team members attending remotely if needed.

ENGINEER will prepare an agenda for the workshop, develop presentation materials, and prepare and distribute draft and final workshop summaries.

Subtask 7.3 – 100% Final Design Documents Quality Control Review

ENGINEER will perform and adjudicate its internal QA/QC review of the full submittal prior to delivery to the DISTRICT. The review will be conducted by senior reviewers.

Task 7 Deliverables

- 100% Contract Documents submittal package including drawings and technical specifications (Drawings will be prepared in half-size 11 inch by 17 inch PDF format and 22 inch by 34 inch PDF format).

Phase 4 – SOP Development and Process Operations Manual Outline

The following tasks describe the ENGINEER's services during Phase 4 of the Project.

Task 8 – SOP Development and Process Operations Manual Outline

The purpose of this task is to develop a Standard Operating Procedure (SOP) and Process Operations Manual as outlined in the following subtasks.

Subtask 8.1 – SOP Development and Documentation

ENGINEER will support DISTRICT's staff in developing and documenting a high-level outline for Standard Operating Procedure (SOP) documents. The DISTRICT will share existing SOPs from other facilities that are pertinent to the NAWTP as well as a template for SOP formatting.

The fee for this effort assumes ENGINEER will develop a total of up to 4 SOPs.

Subtask 8.2 – Process Operations Manual Outline

ENGINEER will prepare a high-level outline for the Process Operations Manual Outline for the updated NAWTP. This document will focus on the operation of the treatment processes.

The manual will be a high-level document that does not repeat information in the O&M manuals provided by equipment manufacturers for individual equipment items. This manual is not intended to contain detailed instructions on operating the facility or maintaining its equipment. Discussions of safety will refer to Material Data Sheets, manufacturer O&M manuals, and the DISTRICT's safety program.

Task 8 Deliverables

- Draft and Final high-level Standard Operating Procedure outline (electronic copy in Adobe PDF and Microsoft Word).
- Draft and Final high-level Process Operations Manual outline (electronic copy in Adobe PDF and Microsoft Word).

Additional Services

Additional services are not included in this Scope of Services, but can be performed if requested and approved by DISTRICT and ENGINEER. Time, scope, and fee, have not been budgeted for additional services. Authorization to proceed shall be in the form of an amendment to this Scope of Services or a separate Task Order specifying the work to be performed and the additional payment for such services rendered. The amendment or Task Order, after execution by both parties, shall become a supplement to and a part of the Agreement.

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding Scope of Services.

DISTRICT-Provided Services

The DISTRICT will provide the following information, if existing and available, or procure support services through separate agreements with separate consultants:

Survey and Mapping. The DISTRICT will provide existing and available survey and mapping investigations prior to ENGINEER commencing detailed design work. The ENGINEER's design team will review the survey and mapping information available and integrate its recommendations/suggestions into the overall design of the affected systems, while notifying the DISTRICT of required supplemental design information.

Additional Assumptions

- It is understood by both the DISTRICT and the ENGINEER that the corresponding cost for this Agreement represents an approach based on a number of assumptions regarding anticipated level of effort for specific

tasks. As part of project management, the DISTRICT's Project Manager and ENGINEER's Project Manager will track the scope and budget. Both Project Managers will identify any necessary adjustments, and if the cost to deliver the work is projected to exceed the available budget, ENGINEER's Project Manager will inform the DISTRICT's Project Manager. It is anticipated that some tasks will come in under budget and some will end up over budget. ENGINEER will request DISTRICT Project Manager approval for tasks that are going over budget. If, as a whole, additional costs are necessary by the DISTRICT to complete the work, ENGINEER and DISTRICT may develop an amendment, as deemed necessary, which may be subject to DISTRICT's Board approval, depending on the cost.

- The DISTRICT and/or ENGINEER will give prompt notice whenever it is observed or becomes apparent that a development may affect the scope, cost, or timing of the Project. Notwithstanding anything to the foregoing, to the extent ENGINEER's provision of services for the Project are modified by the DISTRICT, ENGINEER's cost and schedule shall be reasonably adjusted to account for such modifications. The DISTRICT and ENGINEER must mutually agree on adjustments to ENGINEER's cost and schedule based on changes to the Scope of Services or the provision of additional services.
- To the extent available, as-built drawings of existing facilities will be provided by the DISTRICT.
- ENGINEER will rely upon the accuracy, timeliness, and completeness of the as-built information provided by the DISTRICT and will not be responsible for conducting field surveys to identify conflicts between field conditions and as-built records. It is assumed that as-built information accurately represents field conditions. ENGINEER will notify DISTRICT of any differing site conditions identified and they will coordinate to resolve those differing conditions.
- Motor schematics and wiring diagrams are not included in the as-built drawings and thus will not be included in the design package. Production of these drawings will be required by the contractor to as-build and provide enough detail to procure internal components of the MCC and replicate the existing functionality.
- DISTRICT to provide other additional information as needed, such as historical water quality data and testing results.
- The following ancillary elements of the Project shall be outside of the Scope of Services for this Project and completed separately by or with the DISTRICT:
- SCADA integration: NAWTP Study, Task 2.5, Appendix C SCADA work regarding PLC upgrades, Network upgrades, Communication improvements to be scoped separately.
- DISTRICT staff to provide other additional design related information as needed.
- Soil improvements will not be required as part of the Project.
- The Project will not include the following facilities and systems:
  - Intake pumping system
- The interface between off-site utilities and on-site utilities is expected to be at the property boundary of the NAWTP. The Project will not include infrastructure improvements outside the NAWTP boundary such as:
  - Improvements to off-site utilities (e.g., water, sewer, stormwater, natural gas, power/electrical)
  - Roads, streets, and landscaping
- The Project does not include off-site conveyance elements such as raw water supply and finished water conveyance. The interface between off-site conveyance elements and the yard piping is expected to be at the property boundary of the NAWTP.
- The Project does not include hydraulic modeling associated with off-site conveyance elements.
- Workshops will be conducted with the DISTRICT's key personnel at the DISTRICT's office when appropriate.

- The DISTRICT will make its facilities accessible to ENGINEER, as required for ENGINEER's performance of its services.
- The DISTRICT acknowledges and agrees that in the performance of the Services, ENGINEER may utilize its proprietary data, concepts, methods, techniques, processes, protocols, ideas, inventions, know-how, trade secrets, algorithms, software, works of authorship, databases, tools, other background technologies and standards of judgment that ENGINEER developed or licensed from third parties prior to the Effective Date (the "Pre-Existing Technology"). Subject to the terms and conditions of the Agreement, ENGINEER hereby grants to the DISTRICT a non-exclusive, non-transferable, royalty-free license under ENGINEER's Intellectual Property Rights to utilize the Pre-Existing Technology for the purpose of the DISTRICT's Project. The DISTRICT shall not, and shall not allow any third party to: (i) modify or otherwise create derivative works of the Pre-Existing Technology; (ii) use the Pre-Existing Technology for any other purpose, other than the DISTRICT Project; (iii) make, have made, use, reproduce, license, display, perform, distribute, sell, offer for sale, service, support, or import any product that incorporates, embodies and/or is based upon the Pre-Existing Technology; (iv) sublicense, distribute or otherwise transfer to a third party any of the Pre-Existing Technology by itself or as incorporated into software or hardware; or (v) reverse engineer, disassemble, decompile or attempt to derive the source code or underlying ideas or algorithms of the Pre-Existing Technology. Any additional use of the Pre-Existing Technology shall require a separate written license agreement.
- The design will be based on the federal, state, and local codes and standards in effect at the start of the Project. Any unforeseen changes in these codes may necessitate a change in scope.
- The design documents will be prepared for a single construction contract.
- Permit applications and supporting documentation will be prepared by the DISTRICT. The DISTRICT will pay all permit processing fees.
- The DISTRICT's master specifications will be used as the basis for all specifications. ENGINEER will supplement DISTRICT specifications with additional specifications where needed.
- The drawings will follow the ENGINEER's CAE/CAD standards. Revit 2025 and AutoCAD 2025/Civil 3D will be used to develop the drawings. At the conclusion of the construction phase of the project, the Revit drawing files will be translated to AutoCAD 2025 and the entire drawing package will be delivered in AutoCAD format for the DISTRICT's records.
- Any investigation and remediation of possible hazardous waste, asbestos, lead paint or other types of contamination, will be conducted as a separate contract.
- The opinions of probable cost produced as part of this Scope of Services, and any resulting conclusions on project financial requirements, are prepared for guidance in project evaluation and implementation and use of the information available at the time of the estimate. The final costs of a project and resulting feasibility will depend on actual labor and material costs, competitive market conditions, actual site conditions, final project scope, implementation schedule, continuity of personnel and engineering, and other variable factors. Therefore, the final project costs will vary from the estimate developed. Because of these factors, project feasibility, benefit/cost ratios, risks, and funding needs must be carefully reviewed, prior to making specific financial decisions or establishing project budgets, to help ensure proper project evaluation and adequate funding.
- The opinions of probable cost produced as part of this Scope of Services will align with an estimate classification as defined by the Estimate Classification system of the American Association of the Advancement of Cost Engineering International (AACE International). The accuracy of the estimates will be as defined by the Estimate Classification system of the AACE International. The accuracy ranges imply that there is a high probability that the final project cost will fall within the range; however, the cost for the project will depend on actual labor and material costs, competitive market conditions, and other variables. As a result, the final project cost will vary from the cost opinions.

- ENGINEER's Health, Safety, and Environment Manager and Field Project Manager(s) will manage the health, safety, and environmental activities of ENGINEER's staff and the staff of ENGINEER's subcontractors (if any) to achieve compliance with applicable health and safety laws and regulations.
- ENGINEER will notify affected personnel and DISTRICT of any site conditions posing an imminent danger to them which ENGINEER observes.
- Delays or extensions to the project schedule will require evaluating corresponding fee and/or schedule adjustments.
- Information and data provided by the DISTRICT is accurate and reliable.
- The ENGINEER is responsible for providing all necessary personal protective equipment (PPE) including hard hats, boots, lights, and other safety equipment to its team suitable for the location and nature of work.
- Photocopying, postal charges, telephone, and obtaining internet access performed on the Project site is of no charge to the ENGINEER.
- In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the Project, ENGINEER has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate Project cost or schedule. Given the uncertainty with market conditions and other factors that affect cost, ENGINEER makes no warranty as to the DISTRICT's actual costs due to market conditions.
- All Peripheral Interface Controller (PICS) software configuration services are by others.
- ENGINEER will not be held responsible for the PIC SI (APCO) delivery.

Schedule

The activities and deliverables associated with this Scope of Services will be completed in accordance with the following approximate schedule assuming the Notice to Proceed authorizing the work described above is signed and delivered to ENGINEER no later than October 31, 2025:

- 30% Design Development Submittal – 6 months from NTP
- 70% Design Development Submittal – 6 months from 30% submittal
- 100% Final Design Submittal – 4 months from 70% submittal
- All other tasks described herein – 18 months from NTP

Compensation

Compensation by the DISTRICT to ENGINEER will be as follows and as described in the Agreement and Table B-1, attached hereto and made a part hereof.

Cost Reimbursable Per Hour (Time and Materials)

All items specifically included in this Scope of Services shall be performed on a Time and Materials basis in the amount not to exceed Four Hundred Ninety-Two Thousand, Six Hundred Forty-Nine Dollars ($492,649). All Time and Materials work shall be paid at the Per Hour Rates referenced in Exhibit B, plus Direct Expenses. Direct Expenses will be based upon actual cost or ENGINEER standard billing rates, in accordance with the terms of the Consulting Agreement.

Per Hour Rates

Per Hour Rates are those hourly rates that will be charged as described above on the Project by ENGINEER's employees. The Per Hour Rates for this Project are listed in Table B-2. These rates are subject to revision for other projects and annual calendar year adjustments; include all allowances for salary, overheads, and fees; but do not include allowances for Direct Expenses, subcontracts, and outside services.

Direct Expenses

Direct Expenses are those authorized in the Agreement and may include those necessary costs and charges incurred for the Project and consistent with the authorization in the Agreement including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, and equipment and supplies; (2) ENGINEER's current standard rate charges for direct use of ENGINEER's vehicles, printing and reproduction services, and certain field equipment; and (3) ENGINEER's standard project charges for special health and safety requirements of OSHA. All equipment purchased by ENGINEER in prosecution of the work and directly reimbursed by the DISTRICT will become property of the DISTRICT at the conclusion of the contract, including but not limited to vehicles and tools. Subconsultants will be passed through with no markup by ENGINEER.

Exhibit B – Fee Schedule

North Tahoe Public Utility District
Preliminary and Final Design for the National Avenue Water Treatment Plant Project

Exhibit B to the AGREEMENT between Jacobs Engineering Group Inc. (ENGINEER), and North Tahoe Public Utility District (DISTRICT) for the "Preliminary and Final Design for the National Avenue Water Treatment Plant Project." Table B-1. Summary of Project Fee [a]

Description	Fee
Phase 0 – Common Services	
Task 1 – Project Management During Design	$68,218
Task 2 – Engineer's Cost Opinion	$22,320
Task 3 – Coordination with Agencies	$6,929
Subtotal for Phase 0 – Common Services	*$97,467*
Phase 1 – Project Kickoff and Field Investigations	
Task 4 – Project Kickoff and Field Investigations	$9,245
Subtotal for Phase 1 – Project Kickoff and Field Investigations	*$9,245*
Phase 2 – Preliminary Design	
Task 5 – 30% Design Development Submittal	$138,996
Subtotal for Phase 2 – Preliminary Design	*$138,996*
Phase 3 – Final Design	
Task 6 – 70% Detailed Design Submittal	$147,142
Task 7 – 100% Final Design Submittal	$64,825
Subtotal for Phase 3 – Final Design	*$211,966*
Phase 4 – SOP Development and Process Operations Manual	
Task 8 – SOP Development and Process Operations Manual	$34,975
Subtotal for Phase 4 – SOP Development and Process Operations Manual	*$34,975*
TOTAL FEE	**$492,649**

[a] Time and Materials based on Table B-2.

Table B-2. Per Hour Rate Schedule

Functional Category	2025Hourly Rate
Fellow Technologist	$295
Senior Principal Technologist	$295
Principal Technologist/Principal Project Manager	$282
Senior Technologist/Senior Project Manager	$261
Engineer Specialist*/Project Manager	$251
Project Engineer*	$224
Associate Engineer*	$198
Staff Engineer 2*	$177
Staff Engineer 1/Global Design Center Engineer*	$156
Design Technician 5	$172
Design Technician 4	$161
Design Technician 3	$146
Design Technician 2	$128
Design Technician 1/Global Design Center CAD Technician	$109
Office/Clerical/Accounting	$104

Per Hour rates include allowances for salary, payroll taxes, fringe benefits, overhead, and profit, but do not include allowances for Direct Expenses.

These rates are effective through December 31, 2025, and are subject to annual calendar year adjustments of up to 4%, subject to DISTRICT approval.

Rate Schedule subject to annual revision to reflect current rates

*Includes engineering, architect, consulting, planner and scientist disciplines

Table B-3. Standard Expenses

Expense Type	Rate
Auto Mileage	Current IRS Rate
Auto Rental	Actual
Other Travel	Actual
Equipment Rental	Actual
Postage/Freight	Actual
Subcontractors and Outside Services	Actual

Exhibit C – Drawing List

North Tahoe Public Utility District
Preliminary and Final Design for the National Avenue Water Treatment Plant Project

Exhibit C to the AGREEMENT between Jacobs Engineering Group Inc. (ENGINEER), and North Tahoe Public Utility District (DISTRICT) for the "Preliminary and Final Design for the National Avenue Water Treatment Plant Project."

100% Design		
Discipline	**Sheet Number**	**Sheet Title**
General	G-001	Cover, Vicinity map, project area map and drawing index
	G-002	Abbreviations and general symbols
	G-003	Hydraulic profile and pipe schedule
Demolition	D-101	Demo plan and details
	D-102	Additional Demo Sheet(s) Demo One-Line Diagram
Civil	C-001	Notes, symbols and legends
	C-002	Plant site plan and survey control
	C-003	Plant site grading and drainage plan
	C-004	Details
Structural	S-001	Plant seismic retrofit plan
	S-002	Section, Details and Notes
Process Mechanical	M-001	Notes, symbols and legends
	M-002	Plant UV treatment system plan & section
	M-003	Plant Chlorine treatment system plan & section
	M-004	Sections & details
Electrical	E-001	Electrical notes, symbols and legends
	E-002	Plant Electrical Plan
	E-003	One-Line Diagram
	E-004	Panel Schedules
	E-005	Plant Riser Diagram
Instrumentation and Controls	I-001	Instrumentation and Control Legend
	I-002	Network Block Diagram
	I-003	P&ID - Filtration & Disinfection
	I-004	Instrument Loop Diagram
	I-005	Instrument Location Diagram
	I-006	Instrument Wiring Diagram
Security	SE-001	Security notes, symbols responsibility matrix and legends
	SE-002	Plant Security Plan
	SE-003	Plant Security Riser Diagram
	SE-004	Plant Security Panel Diagram
		Standard Detail Booklet