

Hornbrook Community Services District

Special Meeting of February 13, 2018

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- b. Approve amendment No. 1 and No. 2 to agreement with Kennedy Jenks Consulting for the preparation of a State Water Resources Control Board Planning Grant Application

Recommended Motion

Staff recommends the following motion:

I move to approve amendment No. 1 and No. 2 to agreement with Kennedy Jenks Consulting for the preparation of a State Water Resources Control Board Planning Grant Application

Background

The District entered into agreement with Kennedy Jenks Consultants to prepare a planning grant application to the state. KJ is to perform the application preparation with the understanding that they would be reimbursed for their application expenses once the planning grant is funded. The two attached agreement amendments reflect additional work required in the preparation of the application for which KJ is to be reimbursed if and when the planning grant is funded. The agreement amendments are necessary for KJ to complete the servicing of the planning grant application which is in the process of being reviewed by the state.

Kennedy/Jenks Consultants

Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
916-858-2700

5 June 2018

Peter Kampa
General Manager
Hornbrook Community Services District
P.O. Box 29
Hornbrook, CA 96044

Subject: Hornbrook Community Services District (HCSD)
2018 DWSRF Planning Application Funding Services
Amendment #1 to Agreement for Additional Work
KJ Project No. 1870002*00

Dear Mr. Kampa:

As you know, Kennedy/Jenks Consultants is currently providing professional services to HCSD to support preparation and submittal of a planning grant application through the Drinking Water State Revolving Fund (DWSRF) Program. The services are being provided in accordance with our letter proposal of 19 February 2018 and as authorized by HCSD on March 1, 2018.

During preparation of the planning grant application Financial Package, we were advised by DWSRF staff that HCSD's available financial statements for the last three years were not in a format acceptable to the State. Accordingly, we have expended additional effort beyond our scope and fee to develop the statements into a format that would be acceptable. We were unfortunately unable to complete this work within our existing fee, so are requesting a budget increase of \$1,580. This increase and the impact on the overall budget are detailed below:

Task Name	Team Member	Additional Hours	Additional Fee	Revised Budget
Task 1: DWSRF Funding Application	Jake Hanson, Staff Engineer	5 hours @ \$160 / hr.	\$800	\$13,315
Task 2: Project Management	Project Manager	3 hours @ \$260 / hr.	\$780	\$4,865
Total		8 hours	\$1,580	\$18,180

We do not anticipate any further requests for additional fees. All the terms and conditions in our original proposal are unchanged excepting this proposed change in the basis of compensation.

Mr. Peter Kampa
Hornbrook CSD
5 June 2018
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Please execute this letter amendment #1 if it meets your approval.

If you should have any questions, please contact me at 916-858-2700.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Tim Williams, P.E.
Project Manager/Principal

AUTHORIZATION:

HORN BROOK CSD

By: _____

Title: _____

Date: _____

cc: 1870002*00/2.01

Kennedy/Jenks Consultants

Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
916-858-2700

21 December 2018

Peter Kampa
General Manager
Hornbrook Community Services District
P.O. Box 29
Hornbrook, CA 96044

Subject: Agreement Amendment No. 2 - Hornbrook Community Services District (HCSD)
2018 DWSRF Construction Grant Application Funding Services
KJ Project No. 1870002*00

Dear Mr. Kampa:

Kennedy/Jenks Consultants (Kennedy/Jenks) has been requested by the HCSD to add the preparation and submittal of a planning grant application through the Drinking Water State Revolving Fund (DWSRF) Program to secure a construction grant as matching funds for emergency water system repairs due to the fire in summer of 2018. This Agreement Amendment No. 2 will include Kennedy/Jenks providing professional services to HCSD to support the preparation and submittal of a construction grant application through the DWSRF Program. This Construction grant would provide the 25% matching funds required for HCSD to secure and utilize the California Office of Emergency Services (CalOES) grant submitted by PACE Engineering for HCSD. Below is a breakdown of the hours for this funding application:

Scope of Work

The scope of work will include :

- Prepare and Submit a Draft of the Construction Grant Funding Application elements to the HCSD. (General Package, Technical Package, Environmental Package, Financial Package). The Environmental Package assumes this will be a Categorical Exemption as it is repair work to an existing water system damaged by the fire.

Mr. Peter Kampa
Hornbrook CSD
21 December 2018
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- Complete edits to the Draft Application elements with the HCSD based on feedback from SWRCB SRF.
- Finalize the Construction Grant Funding Application and Submit the final package onto FFAST with the goal of achieving funding approval during the first quarter of 2019.
- Communicate with HCSD, Pace Engineering, and SWRCB SRF staff through the process of completing this application.
- Provide project management including additional project setup, periodic communication with HCSD General Manager, and submitting invoices once the grant has been received.

Compensation

The level of effort to complete this additional work is estimated at \$21,430.00 as shown in attached Table 1. This would increase our current contract amount from \$18,180.00 to \$39,610.00 (which includes the original contract amount of \$16,600.00 and Agreement Amendment #1 dated June 5, 2018 amount of \$1,580.00).

The Exhibit 2 Custom Rate Schedule dated 1 January 2018 authorized under the Agreement dated March 1, 2018 will be used for this additional work.

Schedule

The draft application is estimated to be completed within 45 calendar days after HCSD issues notice to proceed. We assume an additional 7 calendar days to finalize the application based on comments received from HCSD and another 14 calendar days to address comments received from SWRCB.

Terms and Conditions

All other terms of the agreement dated March 1, 2018 will remain in force, except as follows:

Payment shall be made for the full amount (up to \$21,430.00) to be included in the HCSD's first project reimbursement request upon funding application approval by SWRCB SRF.

Mr. Peter Kampa
Hornbrook CSD
21 December 2018
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If this Agreement Amendment #2 is acceptable, please sign below and return a scanned original for our records and authorization to proceed.

If you should have any questions, please contact me at 916-858-2722 or timwilliams@kennedyjenks.com.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Tim Williams, P.E.
Project Manager/Principal

AUTHORIZATION:

HORNBROOK CSD

By: _____

Title: _____

Date: _____

Enclosure (Table 1 – Proposal Fee)

cc: 1870002*00/2.01

Table 1 - Proposal Fee Estimate - Agreement Amendment #2

Kennedy/Jenks Consultants

CLIENT Name: Hornbrook CSD
 PROJECT Description: HCSD DWSRF Construction Appl. - Funding Prop.
 Proposal/Job Number: _____ Date: 12/21/2018

January 1, 2018 Rates

Classification:	Eng-Sci-9, T Williams, PM & QA/QC	Eng-Sci-2, J Hanson, Staff Engr	Sr CAD Tech	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$295	\$160	\$125	\$125	\$105	\$75	Hours	Fees	Fees	10%				Fees
Task 1: DWSRF Construction Grant Application Preparation														
1.1 General Package	2	4		2			8	\$1,480	\$50	\$5	\$1,480	\$0	\$55	\$1,535
1.2 Technical Package	14	16	4	2			36	\$7,440	\$50	\$5	\$7,440	\$0	\$55	\$7,495
1.3 Environmental Package	4	16		3			23	\$4,115	\$50	\$5	\$4,115	\$0	\$55	\$4,170
1.4 Financial Package	2	6		3			11	\$1,925	\$50	\$5	\$1,925	\$0	\$55	\$1,980
Task 1 - Subtotal	22	42	4	10	0	0	78	\$14,960	\$200	\$20	\$14,960	\$0	\$220	\$15,180
Task 2 - Project Management														
2.1 Project Set-up	2	2		2			6	\$1,160	\$0	\$0	\$1,160	\$0	\$0	\$1,160
2.2 Project Administration/Periodic Check-ins	4						4	\$1,180	\$0	\$0	\$1,180	\$0	\$0	\$1,180
2.3 Quality Control	4						4	\$1,180	\$0	\$0	\$1,180			\$1,180
2.4 Coordination and Communication with HCSD, SWRCB, and Pace Engr	6	6					12	\$2,730	\$0	\$0	\$2,730	\$0	\$0	\$2,730
Task 2 - Subtotal	16	8	0	2	0	0	26	\$6,250	\$0	\$0	\$6,250	\$0	\$0	\$6,250
All Tasks Total	38	50	4	12	0	0	104	\$21,210	\$200	\$20	\$21,210	\$0	\$220	\$21,430