



Agenda Date: 7/15/2020

Agenda Placement: 8B

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer

REPORT BY: Matthew Lemmon, Senior Civil Engineer - 707-258-6004

SUBJECT: Award Task Order to Prepare a Wastewater Treatment Plant Master Plan (CIP 20706)

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 9 with Hazen and Sawyer to prepare a Wastewater Treatment Plant Master Plan (CIP 20706) in the amount of \$1,513,605.

EXECUTIVE SUMMARY

NapaSan last completed a wastewater treatment plant master plan in 2011. The 2011 master plan successfully defined many projects that NapaSan implemented during the following years; however, master plans are typically only valid for 5-10 years due to changing factors such as flow and loading projections, available technologies, regulatory requirements, and infrastructure improvements that are necessary to maintain an adequate level of service.

Staff anticipates that environmental and community-related changes experienced throughout the last decade such as drought, water conservation, and modified development projections could modify the scope and timing of capacity improvements that were originally recommended by the 2011 master plan. Hazen and Sawyer has been selected to prepare a new wastewater treatment plant master plan that will re-evaluate NapaSan's needs based on new information and will provide updated recommendations for the new planning horizon. The primary goals of the master plan are as follows:

- | Facility Condition Assessment
- | Provide updated flow and loading projections; evaluate trigger points for capacity upgrades
- | Create a 10-Year CIP based on the condition assessment results and the need for capacity upgrades

Additional analysis will include:

- | Renewable Energy Production and Energy Management
- | Nutrient Management
- | Biosolids Management
- | Operational Vulnerabilities
- | Recycled Water and Potable Reuse
- | Capacity Analysis
- | Evaluation of Alternatives
- | Contaminants of Emerging Concern (CECs)

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in the approved FY2020/21 budget and the proposed FY 2021/22 budget. There are sufficient funds budgeted to cover this task order.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A wastewater treatment plant master plan is required to develop a prioritized ten-year Capital Improvement Program and to guide NapaSan investments for the future.
Is the general fund affected?	Yes
Future fiscal impact:	The current ten-year Capital Improvement Program includes funding in FY2021/22 that will be required to complete the master plan.
Consequences if not approved:	The Wastewater Treatment Plant Master Plan will not be updated. NapaSan staff will continue to use the 2011 master plan as a guide for the capital improvement program.
Additional Information:	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On March 12, 2020, NapaSan sent a formal Request For Proposals to 14 consultants, including local engineering firms. Staff received proposals from three teams and interviewed all three teams during the week of June 1, 2020. Hazen and Sawyer (with Carollo as a subconsultant) was selected as the most qualified team.

SUPPORTING DOCUMENTS

A . Task Order 9

B . Presentation Slides

Napa Sanitation District: Approve

Reviewed By: Timothy Healy