

CRESTLINE SANITATION DISTRICT

MEMORANDUM

DATE: September 14, 2023

TO: BOARD OF DIRECTORS
Crestline Sanitation District

FROM: DAWN GRANTHAM
Assistant General Manager

SUBJECT: MASTER PLAN UPDATE

A. RECOMMENDATION

I recommend Dudek (Engineering Firm) be retained to perform the Master Plan Update, as it relates to all facets of effluent disposal.

B REASON FOR RECOMMENDATION

The current Master Plan was last updated in September 2018. Since the update the District has completed some projects in the Plan, made aware of new items, and detected some projects may not be as necessary as once perceived. This Plan will help with strategic planning and budgeting.

C. OTHER INFORMATION

Dudek prepared the 2018 master plan update and has developed a keen understanding of the district effluent disposal practices, with their “Effluent Management Plan” document. Dudek, along with key staff, will meet to discuss the necessary updates.

D. FISCAL INFORMATION

For fiscal year 2023-24, \$30,000.00 was set aside in the professional services budget for this update.

E. ATTACHMENTS

Proposal for Dudek

August 25, 2023

Dawn Grantham
Asst. General Manager
Crestline Sanitation District
24516 Lake Dr
Crestline, CA 92325

Subject: Proposal for Master Plan Update

Dear Ms. Grantham:

Dudek is pleased to submit this proposal to Crestline Sanitation District (CSD or District) for a Master Plan Update. The District previously contracted with Dudek to prepare a comprehensive Master Plan Update in 2018, which assessed District facilities, capacity, and provided recommendations for capital improvement projects, schedules, and costs estimates to guide the next 10-15 years of infrastructure improvement needs. Since 2018, The District has completed or is in the process of completing several projects, including an \$11M upgrade to the Huston Creek WWTP which will include a new primary clarifier, sludge handling and dewatering facilities, trickling filter recirculation pump replacement, and upgrades to the existing electrical service and provision of backup power for the facility.

These improvement needs were identified in the 2018 Master Plan as a top priority, and now that they are near completion, the District is in need of updating the CIP projects, schedules, and cost estimates to better reflect current engineering and construction costs, which have escalated due to inflation and supply chain constraints. The facilities assessment component of the previous master plan will not be updated, as much of the evaluation is still relevant and does not require update for another 5 to 10 years. Ultimately, the Master Plan Update is intended to inform and guide a rate study to evaluate the potential need and extent of rate increases that may be required for the District to support their Capital Improvement Program and continue to provide high quality.

Dudek's proposed approach to the Master Plan Update will consist of the following

Scope of Work

Task 1: CIP Review Workshop with Key District Staff

- Dudek will facilitate a half-day workshop with Key District staff including but not limited to the General Manager, Assistant General Manager, and key collection system and plant O&M staff. The workshop will review the 2018 Master Plan and CIP with the goal of confirming our understanding of projects that have been completed or otherwise addressed, projects that are still needed, projects that are no longer needed, and projects that need their scope adjusted to accommodate recent developments.
- Dudek will provide agenda and minutes for the workshop

Task 2: Update CIP Project List, Descriptions, Priority, Schedules, and Costs

- Following confirmation of updates and changes to the CIP required from Task 1, Dudek will update the CIP project list, descriptions, priorities, schedules, and costs for each project, add new projects to the list, remove completed projects or other projects no longer needed from the list.

- After an initial draft of the updated CIP is completed, Dudek will facilitate a second review workshop with key District staff to go over the updated CIP. The workshop will allow for discussion and modifications to the project schedules and priorities to suit District needs, schedule, and budget constraints.

Task 3: Develop Master Plan Update / CIP Addendum Deliverable

- Following completion and District approval of the updated CIP project list, schedules, and costs, Dudek will prepare a brief memorandum summarizing the objective of the project and presenting the updated CIP project list in a formal project deliverable, signed and stamped by the Dudek project manager.

Task 4: Project Management

The Dudek project manager will be responsible for completing the following project management tasks:

- Preparation of monthly invoices and progress reports.
- Monthly budget and schedule tracking.
- Regular communication between the Dudek project manager, District, and project team.
- Facilitate quality control reviews of deliverables.

Project Team

Dudek proposes the following team for the proposed project. Resumes for all proposed staff are available upon request.

- Project Manager: Phil Giori, PE
- Senior Engineer: Brian Robertson, PE
- Project Engineer: Agata Bugala
- QA/QC: Mike Metts, PE

Schedule

Dudek proposes the following project schedule, however, the schedule can be adjusted depending on the notice to proceed and District budget cycle and/or rate study schedule needs.

- Notice to Proceed: October 16, 2023
- Task 1 Completion: October 31, 2023
- Task 2 Completion: November 30, 2023
- Task 3/Project Completion: December 22, 2023

Fee

Dudek anticipates the following staff hours and fee for the proposed scope of work.

Task	Hours	Fee
Task 1: CIP Review Workshop with Key District Staff	24	\$6,000
Task 2: Update CIP List, Schedules, and Costs	56	\$12,320
Task 3: Develop Master Plan Update/CIP Deliverable	32	\$7,040
Task 4: Project Management	8	\$2,000
Subtotal	120	\$27,360
Budget contingency for additional work (approx. 10%)		\$2,640
Total		\$30,000

Closing

We appreciate the District's consideration of the above proposal. Should you have any questions please reach out to Phil Giori at 760.479.4173 or pgiori@dudek.com. We look forward to continuing our work with the District.

Sincerely,



Phil Giori, P.E.

Project Manager

Dudek