

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: March 4, 2025

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To: Honorable Mayor and City Councilmembers
From: Mark Rincon, Public Works Director/City Engineer
Subject: Approve Agreement with GHD Inc. for Professional Engineering Services for the Water Master Plan Update for \$97,358 with an Approved Budget of \$120,000 in the Water Capital Fund

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RECOMMENDATIONS:

Staff recommends the Sebastopol City Council approve Amendment #58 to Master Agreement #2010-01-36 with GHD Inc. for amount not to exceed \$97,358.00.

EXECUTIVE SUMMARY:

The City’s water master plan was prepared in 2005 and needs updating in order to provide a comprehensive list of improvements for the Capital Improvement Program (CIP). This master plan update is included in the City’s Fiscal Year 2024-25 Adopted CIP Budget with an approved budget of \$120,000. The updated master plan will reflect improvements that have occurred since the 2005 master plan was completed, while evaluating the existing water distribution and conveyance systems, domestic water sources, and aging infrastructure.

The project strategy is to take a cost-effective approach by leveraging the City’s existing water system GIS and the data it contains to identify aging infrastructure, noting the age and type of pipe material. This information will be used with input from Public Works staff, particularly regarding mains with higher-than-average frequency of leak repairs to develop CIP projects to replace aging water assets with more resilient materials. The same is true where compliance with US EPA lead compliance rule drive the replacement of the City’s older water mains and services where lead may have been used. The project strategy and approach will use fire flow test data to assess the condition of water mains and whether they exhibit flow restrictions. Water main condition can be determined using fire flow data to identify deficiencies in the system for fire protection purposes.

The master plan update will identify aging infrastructure and water system deficiencies and serve as the foundation for the City’s CIP, outlining necessary system improvements and upgrades over the next 5 to 10 years. This is an important step to improving the state of the water system, which we can do because of the recent rate increase. Having an updated master plan provides an implantation plan towards improving and increasing the reliable delivery of potable drinking water and fire suppression to the City’s customers.

BACKGROUND AND DISCUSSION:

Public Works staff released the Request for Proposals on November 20, 2024 with bid proposals due on December 16, 2024. The RFP was released to the eight (8) engineering firms on the City’s Pre-Qualified List in accordance with standard practice. Only one Proposal was received from GHD.

In January 2025, Public Works staff met with GHD to develop the final scope and fee proposal and has been reviewed and approved by the Public Works Director/City Engineer. The final scope includes a strategy and project approach that focuses on identifying water system deficiencies, aging infrastructure, and development of a list of improvements for the next 5 to 10 years.

STAFF ANALYSIS:

This project is included in the City’s Adopted Fiscal Year 2024-25 CIP and will serve as the City’s roadmap for making needed system improvements and upgrades to provide a resilient and reliable water system to better serve the City’s customers. The approach has been specifically developed to take advantage of the City’s robust water system GIS and to also take advantage of the Public Works operations staff who are well experienced in the City’s water system deficiencies. This is a cost-effective approach and will result in a usable document that can provide the needed list of system improvements and upgrades, with preliminary cost estimates.

COMMUNITY OUTREACH:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipate receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item. This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

This project is included in the Fiscal Year 2024-25 Capital Improvement Plan adopted by Council on July 2, 2024. The cost of the project is not to exceed \$97,358.00 and the approved available budget for this project (CIP #0821-23.09) is \$120,000 in the Water Capital Fund 501.

OPTIONS:

1. Approve Amendment #58 with GHD for the preparation of the Water Master Plan Update; or
2. Do not approve Amendment #58 with GHD and cancel the preparation of the master plan.

ATTACHMENTS:

Amendment #58 with GHD

APPROVALS:

Department Head Approval:	Approval Date: 2/18/25
CEQA Determination (Planning):	Approval Date: 2/19/25
<u>The proposed action is Exempt from CEQA pursuant to §15306.</u>	

Administrative Services (Financial)	Approval Date: <u>2/11/25</u>
Costs authorized in City Approved Budget: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Account Code (if applicable)	CIP Project #0821-23.09
City Attorney Approval:	Approval Date: N/A
City Manager Approval:	Approval Date: 2/19/25



AMENDMENT TO MASTER AGREEMENT 2010-01-36

ENGINEERING CONSULTING SERVICES

BETWEEN THE
CITY OF SEBASTOPOL AND

GHD, Inc.

Amendment No. 58
For
Water Master Plan Update

The parties hereto agree to amend the above-captioned agreement as described below and on the attached Proposal.

Professional Engineering Services

Prepare a water master plan that updates the City's 2005 water master plan. The scope is summarized below and detailed in the attached Proposal.

Scope:

1. Project management and coordination
2. Conduct data collection and review
3. Develop 5-year and 10-year water system capital improvements
4. Prepare capital project planning level cost estimates
5. Prepare master plan report

Amount of Contract Amendment No. 58 is not to exceed \$97,358.00.

Prior to incurring any costs in excess of this "Not to Exceed" amount, consultant shall provide a written request for compensation for extra work, with an estimate of the additional anticipated cost. City assumes no responsibility for compensation of extra work performed by consultant without prior notification and written approval of the City.

Prior to commencement of work, Consultant shall provide the required insurance and endorsements as shown in Exhibit A.

All other terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this contract.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers on the dates indicated below.

APPROVED:

CITY OF SEBASTOPOL

GHD Inc.

Don Schwartz
City Manager



Matthew G. Kennedy, PE, TE
Principal Engineer

Date: _____

Date: February 18, 2025



2235 Mercury Way, Suite 150
Santa Rosa, California 95407
United States
ghd.com

Our ref: 12658893

January 28, 2025

Don Schwartz
City Manager
City of Sebastopol
714 Johnson Street
Sebastopol, CA 95472

RE: Request for Statement of Qualifications/Request for Proposals for Engineering Services for Water Master Plan Update, GHD Revised Proposal

Dear Mr. Schwartz:

GHD is please to submit this revised Scope of Work and cost proposal for the above referenced project. Following discussions with the City regarding the available budget and desired outcomes for the Water Master Plan Update, it was discussed and agreed to take an alternative approach that did not rely upon the City's water system hydraulic model, and still accomplishes the key goal of developing a 5-year and 10-year Capital Improvement Program (CIP) and making important updates to the Water Master Plan report.

The City's water system hydraulic model, which was developed as part of the 2005 Water Master Plan, is currently non-functional. It is 20 years old and was developed using a software package that is no longer available. An investigation of the model found that in addition to missing infrastructure that was constructed between 2005 and today, it lacks water demands and requires re-calibration. Because the effort to update and calibrate the model and complete the Water Master Plan update exceeds the City's budget, it was discussed that we rely on the City's water GIS and available historical water main leak repair data to identify water mains that need replacement due to age, size, condition, and history of leaks.

Enclose please find our proposed approach and scope of work (Attachment 1), and our revised cost proposal (Attachment 2). We propose a time-and-materials fee not to exceed \$97,358 without prior City authorization. We have included an optional time-and-materials task not to exceed \$14,738 to update the water system hydraulic model so it is functional. We thank you for the opportunity to submit this revised scope of work and cost proposal for the City of Sebastopol, and hope it meets your expectations and goals for this project. Should you have any questions or require additional information, please do not hesitate to contact me. We look forward to collaborating with the City on this exciting and important project.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Matthew G. Kennedy', is written over a blue horizontal line.

Matthew G. Kennedy, PE
Principal Engineer

+1 707-540-3376
matt.kennedy@ghd.com

Copy to: File

Attachments:

1. Approach and Scope of Work
2. Cost Proposal

→ The Power of Commitment

Attachment 1

Project Understanding

The City of Sebastopol owns, operates, and maintains approximately 36.7 miles of water mains and pipelines, 3 storage facilities, 1 booster pump station, 1 blending pump station, 4 active groundwater wells, and 2 arsenic treatment systems to produce, treat, and distribute water to the City’s water customers. **Figure 1** shows the City of Sebastopol, the study area.

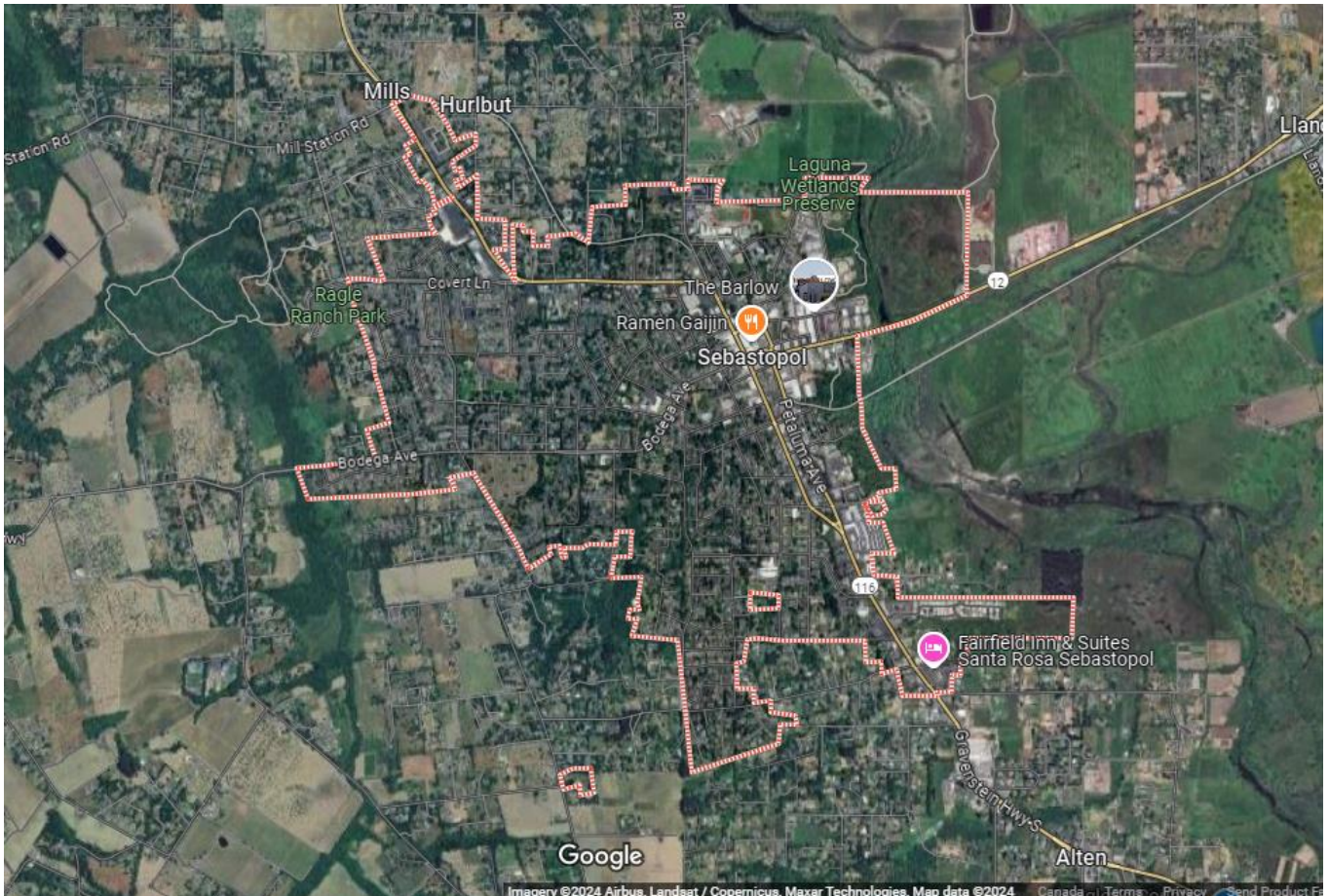


Figure 1 *The City of Sebastopol, Project Location*

The City has identified the need to update its Water Master Plan, initially developed in 2005. Since that time, most system improvements have been focused on serving limited new developments within the City limits, and replacing aging infrastructure that requires the most frequent repair. The City of Sebastopol is mostly developed and there is little new development potential remaining that will draw new demands. This is an important consideration in this update and enables efficiency and a focused effort to develop the 5-year and 10-year Capital Improvement Program (CIP) projects. The City’s water infrastructure, particularly pipelines and services, are aging and in need of renewal. Because Sebastopol is mostly developed, meeting new and growing demands is less of a concern. Providing the hydraulic capacity to meet demands and fire flows should be checked and improvements to meet them identified. Leveraging the recently completed water GIS enables a focused effort on capital projects that address aging infrastructure.

Project Approach

The updated master plan will reflect improvements that have occurred since the 2005 Water Master Plan was completed, while evaluating the existing water distribution and conveyance systems, domestic water sources, and aging infrastructure. The hydraulic model was developed using KYPIPE, and through our previous work with the City we have converted the model to Bentley WaterCAD in order to extract information in the model for use in developing the water GIS. Bentley WaterCAD is also preferable because of the software's greater capabilities and ease of use.

In this revised approach, the study will omit hydraulic modeling and system capacity analysis to focus on leveraging the water system GIS and the data it contains to identify aging infrastructure, such as cast iron, steel and asbestos-cement pipes (ACP), and related appurtenances that should be replaced. This information will be used with input from City engineering, operation and maintenance staff regarding mains with higher-than-average frequency of leak repairs to develop CIP projects to replace aging water assets with more resilient materials such as PVC and ductile iron. The same is true for water services where compliance with US EPA lead compliance rule drive the replacement of the City's older water mains and services where lead may have been used. We will meet with City staff to discuss historical system leaks and review available historical water main leak repair data to assist in identifying water mains that need replacement due to age, size and history of leaks.

We also propose to use fire flow test data to assess the condition of water mains and whether they exhibit high headloss and create flow restrictions. Water main condition can be inferred using fire flow test data by analyzing the pressure drop between the static pressure (before flow) and the residual pressure (during flow) at a designated "residual hydrant" while flowing water from another hydrant in the same area.

This analysis will identify deficiencies and serve as the foundation for a CIP, outlining necessary system upgrades over the next 5 to 10 years.

Scope of Work

1. Project Management and Coordination

1.1 Project Management

GHD will provide overall project management, team coordination and coordination with the City. We will manage the budget and develop and track a schedule that completes the project in a timeframe that is acceptable to the City and aligned with the City's budget. This task also includes monthly project reporting, project and contract oversight, QA/QC and senior technical advice over the duration of the project. GHD will provide effective project management throughout the project resulting in a high-quality update of the master plan on time and within budget.

1.2 Kick-off Meeting

The first step in our delivery process is to conduct a kick-off meeting with the City. This will be an opportunity to establish an agreed framework for the completion of the project and to discuss any key issues and explore areas of improvement that need to be included in the updated water master plan. This initial meeting will allow us to confirm our understanding of the scope of work and discuss any specific system constraints as well as:

- Meet the project team.

- Request background studies, previous development plans not already included in the GIS, engineering reports, and discuss and agree with the proposed schedule.
- Develop an understanding of the specific site constraints and opportunities.

We will prepare an agenda for the meeting and distribute minutes following completion of the meeting.

Deliverables:

- Kick-off Meeting Agenda Action Items and Minutes (pdf)

1.3 Other Project Meetings

During the kick-off meeting we will establish a timeline for monthly progress meetings with the City. These are intended to keep the City informed of the team's progress in updating the master plan document and developing CIP projects. We envision these meetings will be a combination of virtual and in-person given our close proximity to the City's office and will last for 30 minutes each. Minutes with action items and key decisions will be distributed for each meeting.

Following submittal of the draft updated Water Master Plan we propose a review meeting to receive comments from the City and discuss the document, analysis and CIP. This meeting is proposed for up to 2-hours.

We will prepare for and attend one (1) Planning Commission meeting, either virtually or in-person to present the updated Water Master Plan and answer questions from the commissioners.

We will prepare for and attend one (1) in-person City Council meeting to present the updated Water Master Plan and answer questions from council members, including support of City staff in a resolution to adopt the updated water master plan.

Deliverables:

- Meeting Agenda and Minutes (pdf)
- Meeting Presentations and Handouts (pdf)

2. Data Collection and Review

2.1 Review Existing Information

GHD will request and review City provided information including previous studies, cut sheets for existing pumps, leak repair locations and frequencies, and available documents associated with the 2005 Water Master Plan and notify the City of any data gaps that are required to complete the Scope of Work. Most of the data on the City's water system resides in the current water master plan and in the water GIS GHD created for the City several years ago. The water GIS development included field efforts to verify water system assets and incorporates information on year of construction and pipe material, as well as all fire hydrant locations. We are also in possession of many of the City's older water system maps, development plans, and comprehensive water system CAD file. The City's General Plan will inform the project of remaining future development plans that could impact water demands. Over the last three years we have designed and assisted in the construction of two water system improvement projects, both of which have been incorporated into the GIS. In our role as contract City Engineer, we are aware of more recent development projects that may affect water demands and have resulted in water system improvements and we plan on using this knowledge in the process of updating the Water Master Plan.

GHD will also visit the City's water tanks, pump stations and wells to perform a general condition assessment of existing equipment, including pumps, motor starters, PLCs, chlorination systems, and other items. This information will be used later during the development of CIP projects.

2.2 Investigate Historical Main Breaks

GHD will meet with City staff to discuss historical water main breaks and leak repairs and review available historical water main leak repair data to assist in identifying and prioritizing water mains that may need replacement due to age and history of leaks. Locations of past main breaks will be identified on water system maps. This information will be used with the data in the water GIS and fire hydrant flow testing to prioritize mains for replacement and develop 5-year and 10-year CIP projects.

2.3 Fire Hydrant Flow Testing

GHD will coordinate with the Sebastopol Fire Department to perform fire flow testing. The fire flow test data will be used to assess the condition of water mains by collecting information on whether segments of water mains exhibit high headloss and create flow restrictions. A significant pressure drop between a test hydrant and residual hydrant indicates potential issues like pipe corrosion, leaks, or undersized mains. Using the flow and pressure drop, the pipe roughness can be estimated and compared with literature values. The comparison provides an indication of pipe roughness and condition, leaks or other factors that may reduce flow below what is expected for the main size and material. GHD will provide a form that the Fire Department staff can use to collect the flow test data, as well as a map identifying the locations of the recommended test hydrants and residual hydrants. GHD proposes to attend a half day of initial hydrant flow tests to observe the test and check that data is collected correctly. It's assumed the Fire Department has hydrant flow test equipment available, but if not GHD may be able to make equipment available.

Deliverables:

- Test hydrant map and data collection form (pdf and hard copies).

2.4 Evaluation of Domestic Water Sources

GHD will evaluate the City's existing domestic well water sources to verify they have the adequate capacity to meet both current and projected future demands. This evaluation will involve assessing the source's reliability, pump capacity, sustainability, and ability to support projected growth over the 20-year planning horizon.

3. 5-Year and 10-Year Water System Capital Improvements

Development of CIP projects will rely on the water GIS, information from site assessments, historical repairs and breaks and fire hydrant flow test data to identify pipelines and other infrastructure in need of repair or replacement, beyond the useful service life, or undersized to identify improvements and develop CIP projects. Solutions to address any deficiencies identified may include: upsizing of watermains to improve hydraulic capacity or replacing pipelines beyond their useful service life; replacing pumps and improving pump stations and wells, and additional watermains for system reinforcement and redundancy. Water services that are old and outdated will be identified for replacement. We will also review existing fire hydrant spacing to determine whether any additional fire hydrants are needed.

CIP projects will be developed that include pipelines, valves, services, pumps, fire hydrants and other improvements. System maps displaying constraints and proposed upgrades will be included as part of the infrastructure upgrade and implementation plan, which will identify and summarize required system upgrades in 5- or 10-year time frames. The plan will detail future model upgrades and enhancements. The draft version of the plan will be provided to the City for review, comment, and approval before it is finalized.

Deliverables:

- Draft and Final CIP projects (pdf).

4. Capital Project Planning Level Cost Estimates

GHD will prepare a planning level cost estimate for each CIP project. Project costs will include engineering, construction, services during construction and inspection, and City management. Appropriate contingencies will be included. The recommended CIP projects will be prioritized based on factors such as age of infrastructure, condition issues, system redundancy, and the overall benefit to the long-term performance and resiliency of the water system. We will propose and prioritize upgrades that align with the City's objectives for reliable, efficient, and resilient water service, while also considering the financial feasibility and delivering the greatest value to the community.

Deliverables:

- Planning Level CIP projects cost estimates (pdf)

5. Master Plan Report

GHD will base the updated master plan report on the 2005 Water Master Plan Report. We will update the report to reflect the current state of the system, improvements that have been completed since 2005, including updates to the GIS, and to include the proposed CIP projects with cost estimates. The report will include an evaluation of domestic well water sources and other potential sources, the City's water treatment systems for arsenic and TCE, emerging contaminants, including PFAS, and summarize possible future drinking water regulations. The report will also include a brief discussion of the Santa Rosa Groundwater Sustainability Agency (GSA) groundwater supplies and how it relates to and can align with the sustainability and reliability of Sebastopol's groundwater supply. We will submit the draft updated Water Master Plan report to the City for review. The Water Master Plan report will discuss the updates, objectives, methodology, assumptions, results of water modeling and proposed infrastructure improvements.

Following the City's review, GHD will meet with the City to discuss comments and requested revisions (if any). GHD will address the comments provided by the City following the review meeting and provide responses where necessary. The report will be finalized and delivered.

In a separate brief technical memorandum we will provide a bullet point list of items and analysis that would be needed to update the Water Master Plan to also serve as the City's Urban Water Management Plan based on the 2020 UWMP Guidebook or the 2025 UWMP if available, along with a budgetary cost.

Deliverables:

- Draft and Final Updated Water Master Plan Report (pdf)
- Technical memorandum: Required studies to update Water Master Plan (pdf)

6. Water System Hydraulic Model Update (Optional)

As an optional task, GHD will use the City GIS to update the missing details in the City's existing water model including the infrastructure that was added to the City's water distribution system since the model was created in 2005 to reflect the existing conditions of the system. The purpose of this task is to provide a working hydraulic model that requires only the addition of water demands and calibration. This task is a first step in updating the hydraulic model so it can be used for analysis of various flow scenarios, identify hydraulic deficiencies and develop additional future CIP projects that may not be inferred from the information collected in the base scope of work Tasks 2. Bentley WaterCAD is the proposed software. This task involves adding any

existing infrastructure such as pipes, tanks, wells and pumps (with pump curves), adding existing infrastructure physical property such as age, material of the pipe, checking the elevation of the nodes, setting boundary conditions of wells, reservoirs, PRV's and pumps in the existing distribution system. GHD will delineate the existing model to reflect the existing two pressure zones of the water distribution system by discussing with City's Operations staff for the location of zone boundary, and pressure reducing and isolation valves (and their settings). GHD will then incorporate the relevant information gathered in Task 2 into the model.

Deliverables:

- Updated water system hydraulic model in Bentley WaterCAD format (native files)

7. Assumptions and Limitations

Assumptions:

- For optional Task 6, GHD will update the missing infrastructure details in the City's existing steady state model based on the input details provided by the City without any data review.
- For optional Task 6, the input data (such as infrastructure GIS) required by GHD to update the model will be provided by the City in one pass and can be used as is without re-evaluation or additional assessment. GHD is not responsible for checking accuracy and validity of the input data provided by the City.
- Field investigations and site visits beyond those described in the Scope of Work are excluded and assumed not necessary. Any additional scope item that is not mentioned in the proposal even if pertaining to any of the tasks, will be first discussed with the City and be considered additional scope.
- Hydrant spacing and sizing assessment will be based on the two land use types: residential (Type I) and ICI (Industrial, commercial, Institutional) (Type II), that is, depending on the land use type the new hydrants (since 2005 study) will be either Type I (residential) or Type II (non-residential)

Limitations:

- It is GHD's understanding that the City's water system is not proposed to be modified with exception of replacement of infrastructure to address undersized pipes, pipes with high repair frequency, and aging infrastructure. New pressure zones, changes in system architecture, and similar improvements are not proposed. GHD has prepared this proposal to undertake the work within the City's water system. Any locations outside the City limits are not included within the scope of this project.
- GHD will provide a maximum of 10 alternatives/ recommendations on the infrastructure improvement as part of the CIP. It is assumed 10 alternatives/ recommendations will be able to provide a comprehensive CIP to the City's water infrastructure.
- GHD will use the previous master plan report and update it to include the results of this subject master planning study.
- Water quality analysis (such as Chlorine decay testing) has not been considered as part of the scope.
- GHD has only considered finalizing the Water Master Plan report based on the comments received in one (1) review meeting, one (1) Planning Commission meeting and one (1) in-person City Council meeting as part of the scope.
- No constructability review for the proposed alternatives has been considered as part of the scope.

Implementation Schedule

GHD is estimating around 5 months to complete the proposed scope of work. This schedule will depend on the City inputs and actual duration to complete fire hydrant flow testing. Table 1 summarizes the initial proposed schedule. We will work with the City to confirm proposed dates and timelines for each task as well as meeting dates.

Table 1 Project Implementation Schedule

Task/ Subtask No.	Task/Subtask Description	Start Date	End Date	Duration
Task 1	Project Management and Coordination	2025-02-24	2025-03-27	254 days
1.1	Project Management	2025-02-24	2025-03-27	254 days
1.2	Kick off Meeting	2025-03-05	2025-03-05	1 hr
1.3	Other Project Meetings			
	Monthly Progress Meetings (5 meetings)	TBD	TBD	30 min
	Draft Water Master Plan Review Meeting	2025-07-14	2025-07-14	2 hr
	Planning Commission Meeting	TBD	TBD	2 hr
	City Council Meeting	TBD	TBD	2 hr
Task 2	Data Collection and Review	2025-03-05	2025-04-09	35 days
2.1	Review Existing Information	2025-03-05	2025-03-26	21 days
2.2	Investigate Historical Main Breaks	2025-03-05	2025-03-26	21 days
2.3	Fire Hydrant Flow Testing	2025-03-17	2025-04-07	21 days
2.4	Evaluation of Domestic Water Sources	2025-03-26	2025-04-09	14 days
Task 3	5-Year and 10-Year Water System Capital Improvements	2025-04-07	2025-05-05	28 days
3.1	5-Year and 10-Year Capital Improvements	2025-04-07	2025-05-05	28 days
Task 4	Capital Project Planning Level Cost Estimates	2025-05-06	2025-06-03	28 days
4.1	Capital Project Planning Level Cost Estimates	2025-05-06	2025-06-03	28 days
Task 5	Master Plan Report	2025-04-10	2025-06-19	70 days
5.1	Draft Master Plan Report	2025-04-10	2025-06-19	70 days
5.1	City Review Draft Master Plan Report	2025-06-20	2025-07-11	21 days
5.1	Final Master Plan Report	2025-07-14	2025-07-28	14 days
Task 6	Water System Hydraulic Model Update (Optional)	TBD	TBD	40 days
6.1	Water System Hydraulic Model Update (Optional)	TBD	TBD	40 days

Attachment 2



Description	Matt Kennedy	Alex Culick	Abhishek Kumar	Zach Porteous	Anjali Peter/ Aldon Fung	Adam Fisher	Lisa Bowering	Adam Rausch	Zhiyong Xia	Elissa Overton	Total Hours	Labor Total	Disb. Fee	Total Disbursements	Estimated Project Total
	\$355	\$375	\$160	\$145	\$115	\$250	\$130	\$250	\$395	\$135					
Task1	21	2	49	3	3	0	3	0	0	4	85	\$17,755	\$510	\$510	\$18,265
Subtask 1.1 Project Management	16	0	40	0	0	0	0	0	0	4	60	\$12,620	\$360	\$360	\$12,980
Subtask 1.2 Kick-off Meeting	1	0	2	1	1	0	1	0	0	0	6	\$1,065	\$36	\$36	\$1,101
Subtask 1.3 Other Project Meetings	4	2	7	2	2	0	2	0	0	0	19	\$4,070	\$114	\$114	\$4,184
Task2	11	2	8	40	96	32	16	56	0	0	261	\$46,855	\$1,566	\$1,566	\$48,421
Subtask 2.1 Review Existing Information	4	0	2	24	32	0	8	8	0	0	78	\$11,940	\$468	\$468	\$12,408
Subtask 2.2 Investigate Historical Main Breaks	4	0	4	16	24	16	0	16	0	0	80	\$15,140	\$480	\$480	\$15,620
Subtask 2.3 Fire Hydrant Flow Testing	2	1	2	0	40	8	0	16	0	0	69	\$12,005	\$414	\$414	\$12,419
Subtask 2.4 Evaluation of Domestic Water Sources	1	1	0	0	0	8	8	16	0	0	34	\$7,770	\$204	\$204	\$7,974
Task3	0	0	1	0	40	0	0	0	0	0	41	\$4,760	\$246	\$246	\$5,006
Subtask 3.1 5-Year and 10-Year Capital Improvements	0	0	1	0	40	0	0	0	0	0	41	\$4,760	\$246	\$246	\$5,006
Task4	1	1	0	0	0	32	24	0	0	0	58	\$11,850	\$348	\$348	\$12,198
Subtask 4.1 Capital Project Planning Level Cost Estimates	1	1	0	0	0	32	24	0	0	0	58	\$11,850	\$348	\$348	\$12,198
Task5	2	2	12	0	24	0	40	0	2	6	88	\$12,940	\$528	\$528	\$13,468
Subtask 5.1 Master Plan Report	2	2	12	0	24	0	40	0	2	6	88	\$12,940	\$528	\$528	\$13,468
Task6	1	1	2	16	48	0	40	0	0	0	108	\$14,090	\$648	\$648	\$14,738
Subtask 6.1 Water System Hydraulic Model Update (Optional)	1	1	2	16	48	0	40	0	0	0	108	\$14,090	\$648	\$648	\$14,738
Total Labor Hours	36	8	72	59	211	64	123	56	2	10					
Estimated Project Total	\$12,780	\$3,000	\$11,520	\$8,555	\$24,265	\$16,000	\$15,990	\$14,000	\$790	\$1,350	641	\$108,250	\$3,846	\$3,846	\$112,096

Cost Proposal:

Tasks 1-5: \$97,358.00
 Task 6 (Optional): \$14,738.00



GHD Class	GHD Description	2025 CDN/US Rate
PROFESSIONAL		
A001	Senior Technical Director 1	\$ 440.00
A002	Senior Technical Director 2	\$ 410.00
A003	Senior Technical Director 3	\$ 380.00
A004	Technical Director 1	\$ 360.00
A005	Technical Director 2	\$ 340.00
A006	Senior Professional 1	\$ 310.00
A007	Senior Professional 2	\$ 290.00
A008	Professional 1	\$ 280.00
A009	Professional 2	\$ 240.00
A010	Professional 3	\$ 215.00
A011	Vacationer / Intern	\$ 200.00
CONSULTANT		
V001	Executive Consultant 1	\$ 565.00
V002	Executive Consultant 2	\$ 515.00
V003	Senior Consultant 1	\$ 425.00
V004	Senior Consultant 2	\$ 380.00
V005	Consultant 1	\$ 315.00
V006	Consultant 2	\$ 260.00
V007	Consultant 3	\$ 210.00
TECHNICAL		
B001	Lead Design Technician 1	\$ 395.00
B002	Lead Design Technician 2	\$ 365.00
B003	Lead Design Technician 3	\$ 330.00
B004	Senior Design Technician 1	\$ 325.00
B005	Senior Design Technician 2	\$ 305.00
B006	Design Technician 1	\$ 280.00
B007	Design Technician 2	\$ 260.00
B008	Drafting/Design 1	\$ 250.00
B009	Drafting/Design 2	\$ 215.00
B010	Drafting/Design 3	\$ 200.00
B011	Drafting/Design 4	\$ 190.00
B012	Intern Drafting/Design	\$ 170.00

GHD Class	GHD Description	2025 CDN/US Rate
ADMINISTRATION		
C001	Business Services Manager 1	\$ 350.00
C002	Business Services Manager 2	\$ 310.00
C003	Senior Business Services 1	\$ 240.00
C004	Senior Business Services 2	\$ 225.00
C005	Business Services 1	\$ 200.00
C006	Business Services 2	\$ 190.00
C007	Business Services 3	\$ 140.00
SITE BASED		
S001	Senior Construction Manager	\$ 385.00
S002	Construction Manager	\$ 335.00
S003	Lead Site Engineer/Supervisor	\$ 295.00
S004	Senior Site Engineer	\$ 265.00
S005	Site Engineer	\$ 250.00
S006	Lead Inspector	\$ 255.00
S007	Senior Inspector	\$ 205.00
S008	Inspector / Specialist 1	\$ 180.00
S009	Inspector / Specialist 2	\$ 165.00
S010	Clerk / Specialist 3	\$ 155.00
S011	Senior Site Manager 1	\$ 165.00
S012	Senior Site Manager 2	\$ 155.00
S013	Senior Site Manager 3	\$ 145.00
S014	Senior Site Manager 4	\$ 135.00
S015	Operator/Labourer 1	\$ 135.00
S016	Operator/Labourer 2	\$ 125.00
S017	Operator/Labourer 3	\$ 105.00
PROJECT SUPPORT		
D001	Project Support Manager 1	\$ 420.00
D002	Project Support Manager 2	\$ 395.00
D003	Senior Project Support 1	\$ 350.00
D004	Senior Project Support 2	\$ 300.00
D005	Project Support 1	\$ 285.00
D006	Project Support 2	\$ 265.00
D007	Project Support 3	\$ 245.00
D008	Project Support 4	\$ 220.00
D009	Project Support 5	\$ 190.00
D010	Project Support 6	\$ 135.00



2025 Rate Schedule Notes

- 1) Rates are for employees of GHD companies.
- 2) An administration fee will apply to all invoices to cover in-house disbursements (Associated Project Costs) on a project. This will be charged at a rate of either:
 - 6% of total professional fees
 - Hourly rate of CAD \$7.50 or USD \$6.50
- 3) All travel will be invoiced at economy class rates. Lodging and meal expenses will be at cost plus agreed markup unless a per diem rate is negotiated.
- 4) All other project related disbursements, expenses and subcontractor costs will be invoiced with a markup of 15%.
- 5) Fee schedule is subject to change annually.
- 6) Leased and personnel vehicles, field equipment and disposable field supplies will be invoiced at established rates. Personal vehicle mileage rates will be charged in accordance with government regulated standard rates.



City of Sebastopol

Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance, as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
(Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.
If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant’s insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.