

# Attachment A

---

## **SCOPE OF SERVICES**

### **METRO TAC/JPA/COMMISSION**

#### **AS-NEEDED ENGINEERING AND FINANCIAL SERVICES**

**April 17, 2012**

The purpose of the As-Needed Consulting Contract for the Metro Wastewater JPA/Commission is to provide technical and financial support to the PAs in meeting their objectives of fair rates, equitable cost sharing, and program validation. The intention of the As-Needed Contract is to provide review and oversight of the San Diego Metropolitan Sewer System (Metro System) Program with a minimum of duplication by the PAs. By combining the efforts of the PAs into a central focal point, our goal is to assist in increasing the responsiveness of the group to key issues of concern, ensure coverage at key meetings, centralize the data collection, minimize duplication of efforts by the PAs, and reduce the costs of both Metro TAC/ JPA/Commission efforts, as well as the overall costs of the Metro Program.

#### **I. Scope of Services**

The effort by ATKINS will be divided into five major categories, one for routine services, two for specific financial tasks, one for anticipated technical tasks, and one for general Metro TAC support.

##### **A. Routine Meetings**

The routine meetings will include the following tasks:

1. Attendance at the Metro TAC meetings, preparation of minutes and agendas.
2. Attendance and preparation of agendas for the Metro Commission/JPA meetings.
3. Prepare agendas, minutes, and technical support to the Metro Finance Committee.

##### **B. Routine Audit Review – Public Utilities Department (PUD), Wastewater Operations Branch Exhibit E Audit Review – FYEs 2010 and 2011**

1. Review and negotiate the auditors Scope of Work
2. Attend Entrance and Exit Conferences with the Auditors
3. Select audit sample
4. Attend Interim Bi-Weekly work meetings with the Auditors (maximum of 5 per audit)
5. Review the Draft and Final Audit numbers and test results



6. Review all audit samples for contract compliance and accounting accuracy
7. Review the annual general services cost allocation
8. Review output for any special projects (In the past this has included the reconciliation of the Shames and other municipal lawsuits, and the Clean Water Program management contract to insure that only Metro costs have/had been charged to the PAs)
9. Present the results to the Metro Finance Committee, Metro TAC, and Metro Wastewater JPA / Commission
10. Monitor closeout process to insure timely payment of refunds (if any) and the accuracy of any additional billings' (if any) to PAs

C. Routine Review of MWWWD Budget – FYE 2013

1. Line item review of the proposed CIP projects to verify that they are a part of the Wastewater Agreement. Provide a preliminary review of the O&M costs to identify areas of concern for the PAs
2. Identify budget items that show major deviation from previous years, and discuss these deviations with the City
3. Attend meetings with the City of San Diego Public Utilities staff to identify the nature and magnitude of the budget items
4. Provide updates on budget issues to the Metro TAC, the Finance Committee, and the Metro Wastewater JPA/Commission meetings

D. 2012 Wastewater Rate Case and Independent Auditor Finance Review and Analysis of Wastewater Fund -- The PUD will have two major financial projects under development during FYE 2013. The first is the preparation of the next four year rate for City of San Diego's municipal customers and projected rates for Metro TAC including CIP. Atkins in the past has participated in the development of this rate case to insure the proper sequencing of expenses (especially CIP). In addition, San Diego is in the process of hiring an outside auditor to review the sources and uses of funds from the last PUD wastewater rate case. We have formally requested from City staff the participation in these two important projects.

E. FYE 2013 Recycled Water Financial Projects

1. Review of Recycled Water Pricing Study – In December 2009 the City asked its consultant to address the difference between wholesale and retail customers and their recycled water rates. The City's original proposed unitary rate structure is of major concern to the PAs. A second draft of the pricing study was due out for review in July 2011 but to date has not been received. It is our understand that while recycled water is not in the scope of the PUD's

2012 rate case that it will be a companion report to it for possible adoption during the 2012 rate case 218 process.

The PAs goal for this study is to insure that the rates are fair and equitable to all parties, and set at appropriate levels that balance the facilitation of increased use of recycled water per the City's agreement with the environmental community, while providing additional monies to operate the system. Atkins will review the 2012 draft in-depth to insure that the PAs goals are reached. (Note: This is a carry-over from 2011)

2. Continued Support and Resolution of Recycled Water Contractual Issues – During 2011 the City's Public Utilities Director recognized the PAs right to the revenues from the sales of recycled water at the South Bay plant. The sales of recycled water will be included starting with the 2009 audit as an income credit. However several housekeeping issues remain to be resolved such as the completion of the repayment schedule for the North City Optimized System Debt and continued discussions over allocation of the capacity reservation leases paid by Otay Water District and Olivenhain Municipal Water District. Atkins will support the effort in resolving these issues in FYE 2013.
  3. Recycled Water Cost Allocations – With the completion of the Recycled Water Master Plan, the next phase will be the possible implementation of selected capital projects. Atkins will provide a white paper to the Metro TAC and the Metro JPA/Commission on cost allocations used by other regional agencies such as West Basin Municipal Water District, the City of Los Angeles, and Los Angeles Water & Power for funding recycled water projects (i.e. what is a wastewater versus water expense for a capital project). In addition, Atkins will work with the PUD and Metro TAC subcommittee to provide financial guidance regarding the value of secondary treated wastewater and cost sharing allocations.
- F. Metro TAC Staff Support – This task includes 6 hours per month for unforeseen financial analysis. Atkins will support, as-needed, the items contained in the Metro TAC 2012 Work plan. One key issue that will continue during FYE 2013 is the reallocation of Metro costs due to the overbilling of Padre Dam Municipal Water District for their sewage strengths. In addition, Atkins has been asked by the Metro JPA/Commission to support the records retention process and the consolidation of Atkins, Board Secretary, and Best, Best, & Krieger records. In addition, PUD staff will be updating the transportation rate and Atkins will review the calculations to insure that only appropriate costs are allocated to the rate.
- G. General Engineering Support – This task includes 6 hours per month for engineering technical support as requested by Metro TAC and the Metro JPA/Commission. This will include engineering support for such items as the next Waiver of Secondary Treatment at Point Loma, the San Diego Recycled Water capital projects, and IRWMP. This will also include review and participation in the PUD 2012 Master Plan Update and attendance at Metro TAC.



## **II. ADDITIONAL SERVICES AS REQUESTED**

- A. Participate in the MWWD Strategic Business Plan.
- B. Independent cost review of CIP.
- C. Review of ongoing background material not envisioned.
- D. Prepare for and attend additional meetings beyond what is included in Section I.
- E. Attendance at IROC in support of the Metro JPA/Commission representatives.
- F. Provide additional follow-up on the additional items identified.
- G. Provide additional technical support on specific projects as directed by the Metro TAC, Finance Committee, and Metro JPA/Commission Chairmen.
- H. Provide technical support, as requested, to fulfill other Metro JPA/Commission objectives.

**LABOR ESTIMATE**

Project Name: **As-Neede Financial & Engineering Services  
FYE2013**

Client/Owner: **Metro Wastewater JPA**

Project Manager: **Karyn Keese**

Prepared By: **Karyn Keese**

Proj/Prop No.:

Date: **April 11, 2013**

**ATKINS****FEE SUMMARY**

<u>ITEM</u>	<u>TOTAL</u>
Labor	\$128,480
Outside Services	\$0
Direct Costs	\$712
<b>TOTAL</b>	<b>\$129,192</b>

**BILLING RATES****ENGINEERING SERVICES**

Engineering Aide - EA	\$70
Engineer I - EI	\$105
Engineer II - EII	\$115
Engineer III - EIII	\$120
Senior Engineer I - SEI	\$130
Senior Engineer II - SEII	\$140
Senior Engineer III - SEIII	\$145
Supervising Engineer I - SPEI	\$155
Supervising Engineer II - SPEII	\$170
Principal Engineer I - PRI	\$180
Principal Engineer II - PRII	\$196
Principal Engineer III - PRIII	\$175
Principal Engineer IV - PRIV	\$219

**ADMINISTRATIVE SERVICES**

Admin Assistant I/Clerk - AI	\$60
Admin Assistant II (N6) - AII	\$65
Admin Assistant III (N7) - AIII	\$75
Sr. Admin Assistant I (N8) - SAI	\$80
Sr. Admin Assistant II (N9) - SAII	\$85
Sr. Admin Assistant III - SAIII	\$100
Senior Administrator - SA	\$110

**OTHER PROFESSIONAL SERVICES**

Professional I/GIS Analyst - PI	\$88
Professional II/GIS Analyst II - PII	\$101
Sr. Prof. I/Sr. GIS Analyst I - SPI	\$122
Sr. Prof II/Sr. GIS Analyst II - SPII	\$135
Sr. Prof III/Sr. GIS Analyst III - SPIII	\$150
Supervising Professional - SP	\$170
Principal Professional - PP	\$190

**PUBLIC AFFAIRS SERVICES**

Project Manager - PM	\$170
Comm Relations Specialist - CRS	\$140
Assistant Project Manager - APM	\$125
Account Coordinator - AC	\$80

**ENVIRONMENTAL SCIENCE**

Research Assistant - RA	\$60
Assistant Scientist - AS	\$85
Scientist I - SI	\$100
Scientist II - SII	\$120
Scientist III - SIII	\$130
Senior Scientist I - SSI	\$140
Senior Scientist II - SSII	\$165
Senior Scientist III - SSIII	\$185
Senior Scientist IV - SSIV	\$220

**CONSTRUCTION RELATED SERVICES**

Contract Administrator - CA	\$85
Sr. Contract Administrator - CAS	\$110
Construction Mgmt Rep. I* - CMI	\$90
Construction Mgmt Rep. II* - CMII	\$100
Senior Field Representative* - SFR	\$115
Prevailing Wage Field Rep. - PWFR	\$125
Senior Project Engineer - SPEC	\$135
Construction Manager - CM	\$130
Senior Construction Manager - SCM	\$143
(* non-prevailing wage)	

**DESIGN & GRAPHIC SERVICES**

CADD Technician I (N7) - CTI	\$70
CADD Technician II (N8) - CTII	\$85
CADD Technician III (N9) - CTIII	\$95
Graphics Designer I (N10) - GDI	\$95
Graphics Designer II (N11) - GDII	\$100
Designer I - DI	\$100
Designer II - DII	\$110
Senior Designer I - SDI	\$120
Senior Designer II - SDII	\$135
Senior Designer III - SDIII	\$140

TASK DESCRIPTION			LABOR CODE/STAFF HOURS												TOTALS	
Pt	Task	Task/Sub	PP kk	All 0	-	-	-	-	-	-	-	-	-	-	HOURS	FEE
	<b>1000</b>	<b>Routine Support Services</b>														
		Support MetroTAC	52												52	\$9,880
		Attend Metro Commission	30												30	\$5,700
		Support Metro Finance	72	12											84	\$14,460
		<b>Subtotal</b>													<b>166</b>	<b>\$30,040</b>
	<b>2000</b>	<b>2010 &amp; 11 Exhibit E Audit</b>														
		<b>Review Audit Scope</b>	8												8	\$1,520
		Entrance/Exit Conference	8												8	\$1,520
		Interim Work Meetings	40												40	\$7,600
		Review Draft & Final Numbers	48												48	\$9,120
		Special Audit Projects	16												16	\$3,040
		Prepare Report/Presentation	12												12	\$2,280
		Present Metro TAC/Metro Com.	8												8	\$1,520
		<b>Subtotal</b>													<b>140</b>	<b>\$26,600</b>
	<b>3000</b>	<b>Budget Review</b>														
		Line item Review	20												20	\$3,800
		<b>Variance Analysis</b>	20												20	\$3,800
		Presentation	8												8	\$1,520
		<b>Subtotal</b>													<b>48</b>	<b>\$9,120</b>
	<b>4000</b>	<b>Special Projects</b>														
	4001	General Metro TAC Support	70	12											82	\$14,080
	4002	Rate Case & Rate Case Audit	40												40	\$7,600
	4003	Resolve Reclaimed Issues	46												46	\$8,740
	4004	Reclaimed Water Pricing Study	40												40	\$7,600
	4005	Reclaimed Cost Allocations	50												50	\$9,500
		<b>Subtotal</b>													<b>258</b>	<b>\$47,520</b>
			PP	All	-	-	-	-	-	-	-	-	-	-	PAGE TOTALS	
TOTAL - THIS PAGE			588	24											612	\$113,280
TOTAL - ALL PAGES			668	24											692	\$128,480



Metro 2012.xlsx - 4/11/2013