

**METRO JPA/TAC**  
**Staff Report**

**Subject Title:**

Atkins 2012 Proposal to Provide As-Needed Engineering and Financial Services

**Requested Action:**

Approve 2012 Work Plan and Contract

**Recommendations:**

Metro TAC:	
IROC:	N/A
Prior Actions: (Committee/Commission, Date, Result)	

**Fiscal Impact:**

Is this projected budgeted?    Yes ____    No ____    Note: 2012 JPA Budget has not been prepared.	
Cost breakdown between Metro & Muni:	\$105,595 Metro JPA
Financial impact of this issue on the Metro JPA:	\$105,595 Metro JPA

**Capital Improvement Program: (N/A)**

New Project?    Yes ____    No ____	
Existing Project?    Yes ____    No ____    upgrade/addition ____    change ____	

**Comments/Analysis:**

The intention of this contract is to provide continued review and oversight of the Metro System Program with a minimum of duplication of effort by the Participating Agencies. The proposed Scope of Services is attached to this staff report. Atkins is proposing the same level of effort as in prior years but is requesting an increase in their hourly rate from \$175 to \$180 per hour. Atkins has not increased their hourly rate since 2007.

**Previous TAC/JPA Action:****Additional/Future Action:**

**SCOPE OF SERVICES**  
**METRO TAC/JPA/COMMISSION**  
**AS-NEEDED ENGINEERING AND FINANCIAL SERVICES**  
**MAY 12, 2011**

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. As-needed attendance and preparation for the Metro Commission/JPA meetings
3. Support of Metro Finance Committee

**B. Routine Audit Review – Public Utilities Department, 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. Prepare work-meeting reports
10. Present the results to the AdHoc Finance Committee, Metro TAC, and Metro Wastewater JPA / Commission
11. 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 2012

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 Special Projects

1. Reclaimed Water Support – There are four main issues to be addressed that surround the production and sale of reclaimed water.
  - a) 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 is due out for review in July 2011. 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 reclaimed water per the City's agreement with the environmental community, while providing additional monies to operate the system. ATKINS will review the July draft in-depth to insure that the PAs goals are reached. (Note: This is a carry-over from 2011)
  - b) Continued Support and Resolution of Reclaimed Water Contractual Issues – During 2011 the City's Public Utilities Director recognized the participating agencies right to the revenues from the sales of reclaimed water at the South Bay plant. The sales of reclaimed 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.

- c) Continued Support for Reclaimed Water Master Plan – The Metro TAC has formed a subcommittee to provide proactive input to the City during the development of their Reclaimed Water Master Plan. The final Technical Memorandum has been released and the draft report is due in June 2011. ATKINS will continue to provide technical support to the subcommittee by attending the final project meeting, and review and commenting on the final report provided by the City's consultant.
- d) Reclaimed Water Capital Project Cost Allocations – With the completion of the Reclaimed Water Master Plan, the next phase will be the 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 reclaimed water projects (i.e. what is a wastewater versus water expense for a capital project). In addition, Atkins will provide financial guidance regarding the value of secondary treated wastewater.
- E. Metro TAC Staff Support – This task includes 6 hours per month for unforeseen financial analysis or technical engineering support. Atkins will support, as-needed, the items contained in the Metro TAC 2011 Work plan. One key issue that will surface during 2012 is the reallocation of Metro costs due to the overbilling of Padre Dam Municipal Water District for their sewage strengths.

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

- A. Participate in the MWWWD 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. Provide additional follow-up on the additional items identified
- F. Participate in the MWWWD Annual Master Plan Update
- 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 Metro JPA objectives

**LABOR ESTIMATE**

Project Name: **As-Needed Financial & Engineering Services  
FYE2012**

Client/Owner: **Metro Wastewater JPA**

Project Manager: **Karyn Keese**

Prepared By: **Karyn Keese**

Proj/Prop No.:

Date: **May 12, 2011**

**ATKINS****FEE SUMMARY**

<u>ITEM</u>	<u>TOTAL</u>
Labor	\$104,880
Outside Services	\$0
Direct Costs	\$712
<b>TOTAL</b>	<b>\$105,592</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	\$180

**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

CA Offices: Carlsbad, Los Angeles, Orange, Sacramento, San Bernardino, San Diego, San Francisco

TASK DESCRIPTION		LABOR CODE/STAFF HOURS											TOTALS	
Pt	Task	Task/Sub	PP	All	-	-	-	-	-	-	-	-	HOURS	FEE
			kk	0	-	-	-	-	-	-	-	-		
<b>1000 Routine Engineering Services</b>														
		Support MetroTAC	40										40	\$7,200
		Attend Metro Commission	30										30	\$5,400
		Support Metro Finance	72	12									84	\$13,740
		Subtotal											154	\$26,340
<b>2000 2010 &amp; 11 Exhibit E Audit</b>														
		Review Audit Scope	8										8	\$1,440
		Entrance/Exit Conference	8										8	\$1,440
		Interim Work Meetings	40										40	\$7,200
		Review Draft & Final Numbers	48										48	\$8,640
		Special Audit Projects	16										16	\$2,880
		Prepare Report/Presentation	12										12	\$2,160
		Present Metro TAC/Metro Com.	8										8	\$1,440
		Subtotal											140	\$25,200
<b>3000 Budget Review</b>														
		Line item Review	20										20	\$3,600
		Variance Analysis	20										20	\$3,600
		Presentation	8										8	\$1,440
		Subtotal											48	\$8,640
<b>4000 Special Projects</b>														
4001		General Metro TAC Support	70	12									82	\$13,380
4002		Reclaimed Water Master Plan	36										36	\$6,480
4003		Resolve Reclaimed Issues	48										48	\$8,640
4004		Reclaimed Water Pricing Study	40										40	\$7,200
4005		Reclaimed Cost Allocations	50										50	\$9,000
		Subtotal											256	\$44,700
<b>PAGE TOTALS</b>														
TOTAL - THIS PAGE			PP	All	-	-	-	-	-	-	-	-	598	\$104,880
TOTAL - ALL PAGES			574	24									598	\$104,880