



**ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
VIDEO/AUDIO BROADCAST MEETING  
OCTOBER 18, 2021 AT 5:00 PM**

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**NOTICE OF SPECIAL COMMITTEE MEETING**

*NOTICE IS HEREBY GIVEN PURSUANT TO GOVERNMENT CODE SECTION 54956 THAT A SPECIAL MEETING OF THE ENGINEERING/OPERATIONAL COMMITTEE OF THE TRABUCO CANYON WATER DISTRICT WILL BE HELD ON OCTOBER 18, 2021, AT 5:00 P.M. AND WILL BE AVAILABLE BY TELEPHONE AUDIO.*

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**COMMITTEE MEMBERS**

Edward Mandich, Committee Chair  
Stephen Dopudja, Committee Member  
Michael Safranski, Committee Member Alternate

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary  
Lorrie Lausten, District Engineer

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**AGENDA NOTE:**

*Trabuco Canyon Water District (District) will make this Engineering/Operational Committee Special Meeting available by telephone audio as follows:*

**Telephone Audio:** 1 (669) 900-6833

**Access Code:** 973-7562-7682

*Persons desiring to monitor the Committee meeting agenda items may download the agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

*You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 7:00 a.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Board regarding a particular item on the agenda are requested to submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**ORAL COMMUNICATION**

*Members of the public who wish to make comment on matters not appearing on the agenda are requested to submit oral communication by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Under the requirements of State Law, Directors cannot take action on items not identified on the agenda and will not make decisions on such matters. The Board President may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING AGENDA | OCTOBER 18, 2021**

**ENGINEERING MATTERS**

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**PRESENTER(S): FERNANDO PALUDI, GENERAL MANAGER  
MICHAEL PEREA, ASSISTANT GENERAL MANAGER  
LORRIE LAUSTEN, DISTRICT ENGINEER**

**ITEM 1: APPROVAL OF CONTRACT WITH HAZEN SAWYER FOR THE DISTRICT'S 2021 SYSTEMWIDE MASTER PLAN AND CONDITION ASSESSMENT**

**RECOMMENDED ACTION:**

*Recommend the Board of Directors authorize the General Manager to execute an agreement with Hazen Sawyer for the District's 2021 Systemwide Master Plan and Condition Assessment for \$566,520 with a contingency of \$25,000, for a not to exceed amount of \$591,520 (Action Calendar).*

**ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

*Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) or will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at [www.tcwd.ca.gov](http://www.tcwd.ca.gov) at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

**COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2**

*In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277, at least 48 hours in advance of the scheduled Board meeting. Notification at least 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The Board Meeting Room is wheelchair accessible.*

*The District may conduct future meetings electronically (via teleconferencing) during the current ongoing emergency situation.*



**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING | OCTOBER 18, 2021**

**ENGINEERING MATTERS**

**ITEM 1: APPROVAL OF CONTRACT FOR THE DISTRICT’S 2021 SYSTEMWIDE MASTER PLAN AND CONDITION ASSESSMENT**

In 1999, Trabuco Canyon Water District (District) approved the Water, Wastewater and Recycled Water Master Plan (Master Plan) developed by Montgomery Watson. Since that time, the District has evolved into a fully developed, and nearly a “built out” community. Several of the Capital Improvement Projects (CIP) and recommended actions identified in the 1999 Master Plan have been implemented. The District recognizes the need to update the 1999 Master Plan and develop the tools needed to assist in planning, operating, and maintaining District aging water, non-domestic water systems and sewer infrastructure. As the District’s infrastructure ages, it is crucial to identify the needed system improvements with particular attention to the condition and operation of existing reservoirs, pump stations, lift stations, and treatment facilities and allowing sufficient time to plan, finance, and construct the improvements.

In September 2021, District Staff received three proposals for engineering services which included a master plan update and condition assessment of the District’s facilities. The firms who proposed on the Project are summarized below:

<b>ENGINEERING CONSULTANTS</b>
Hazen Sawyer
MKN
Woodard and Curran

District staff has reviewed and evaluated the submitted proposals, contacted references, and conducted follow-up interviews. Based on the information received, District staff recommends awarding the project to Hazen Sawyer. A Proposal Evaluation Summary is included in Exhibit 1.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET):**

FY 2021/22 Approved Budget: \$600,000

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption

**RECOMMENDED ACTION:**

*Recommend the Board of Directors authorize the General Manager to execute an agreement with Hazen Sawyer for the District’s 2021 Systemwide Master Plan and Condition Assessment for \$566,520 with a contingency of \$25,000, for a not to exceed amount of \$591,520 (Action Calendar).*

**EXHIBIT(S):**

1. Proposal Evaluation Summary

**CONTACTS (staff responsible): PEREA/LAUSTEN**

<b>PROPOSAL EVALUATION</b>				
<b>Master Plan and Condition Assessment Study</b>				
<b>Category</b>	<b>Weight</b>	<b>Score (1-10)</b>		
		<b>MKN</b>	<b>Hazen Sawyer</b>	<b>Woodard Curran</b>
<b>Project Understanding of the Project</b>	25%	8	9	7
Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal				
<b>Proposed Team Qualification</b>	25%	8	9	7
Team Expertise & Experience (Qualifications, Registrations, Licenses), including subconsultants				
<b>Proposers Ability to Perform the Services</b>	20%	8	8	8
Resources and Local Staffing				
<b>Project Costs</b>	15%	9	8	6
<b>Project Management</b>	15%	8	8	7
Project Scheduling and Ability to Meet Deadlines				
<b>Total Weighted Score:</b>	100%	<b>8.2</b>	<b>8.5</b>	<b>7.1</b>
<b>Labor</b>	<b>Total:</b>	<b>Hours</b>		
		<b>MKN</b>	<b>Hazen Sawyer</b>	<b>Woodard Curran <sup>(1)</sup></b>
		<b>2043</b>	<b>2862</b>	<b>2029</b>
<b>Budget</b>	<b>Total Budget:</b>	<b>Cost</b>		
		<b>MKN</b>	<b>Hazen Sawyer</b>	<b>Woodard Curran</b>
		<b>\$421,606.00</b>	<b>\$566,520.00</b>	<b>\$779,988.00</b>
	<b>\$/Manhour</b>	<b>\$206.37</b>	<b>\$197.95</b>	<b>\$384.42</b>
<b>* Labor hours do not include subconsultants</b>				
<b>Subconsultants</b>				
<b>MKN:</b> Structural- Peterson Structural, Electrical-Gary Green, Inc.				
<b>W&amp;C:</b> Condition Assessment - V&A				