CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH CDM SMITH INC.
AGREEMENT NUMBER _____

This "Agreement" is made as of this ____day of_____, 2025, by and between the City of Santa Rosa, a municipal corporation ("City"), and CDM Smith Inc., a Massachusetts Corporation ("Consultant").

R E C I T A L S

A. City desires to update the Regional Water Reuse System Master Plan. The project will include a comprehensive assessment of system capacity and condition, and will provide recommendations for maintenance and replacement schedules, as well as short- and long-term infrastructure improvements.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

2. COMPENSATION

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City

which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of one million, three hundred forty-eight thousand, three hundred thirteen dollars and no cents ($1,348,313.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 86653.

3. DOCUMENTATION; RETENTION OF MATERIALS

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

4. INDEMNITY

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the

limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

5. INSURANCE

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

6. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

7. NOTICES

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:	Consultant Representative:
Tanya Mokvyts, Project Manager 4300 Llano Road Santa Rosa, CA 95407 (707) 543-3958	Gerald Fejarang, Project Manager 2295 Gateway Oaks Drive, Suite 250 Sacramento, CA 95833 (916) 576-7523

8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

9. ADDITIONAL SERVICES

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

10. SUCCESSORS AND ASSIGNS

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

11. TERM, SUSPENSION, TERMINATION

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

12. TIME OF PERFORMANCE

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than June 30, 2027.

13. STANDARD OF PERFORMANCE

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in

California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq*., comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements**. The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:
__X__ yes ____ no *(check one)*

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

(1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and

(2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these

individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

16. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

17. CONSULTANT INFORMATION

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for

disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, *et seq.*, which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 *et seq*. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing corporation, formed and in good standing under the laws of the State of Massachusetts (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

20. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

CONSULTANT:

Name of Firm: CDM Smith, Inc.

TYPE OF BUSINESS ENTITY *(check one)*:

_____ Individual/Sole Proprietor
_____ Partnership
__X__ Corporation
_____ Limited Liability Company
_____ Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: David B. Ebersold

Title: Senior Vice President

By: _____

Print Name: Thierry Desmaris

Title: Executive Vice President, Finance

City of Santa Rosa Business Tax Cert. No.

_____

Attachments:
Attachment One - Insurance Requirements
Exhibit A - Scope of Services
Exhibit B - Compensation

CITY OF SANTA ROSA
a Municipal Corporation

By:_____

Print
Name:_____

Title:_____

APPROVED AS TO FORM:

_____
Office of the City Attorney

ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICES AGREEMENTS

A. Insurance Policies: Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

	Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1.	Commercial general liability	$ 1 million per occurrence $ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. **Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence**.
2.	Business auto coverage	$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $ 1 million per accident for bodily injury and property damage.
3.	Professional liability (E&O)	$ 1 million per claim $ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4.	Workers' compensation and employer's liability	$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than $ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:

   a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,

   b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy**. General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.

2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.

3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above $10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.

4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.

5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Exhibit A

2295 Gateway Oaks Drive, Suite 250, Sacramento, CA 95833 | tel: 916.567.9900 | fax: 916.564.4195 | cdmsmith.com

September 4, 2025

Tanya Mokvyts, PE
City of Santa Rosa
Water Department
4300 Llano Rd
Santa Rosa, CA 95407

Subject: Proposal for C02445 — Regional Water Reuse System Master Plan Update 2025

Dear Ms. Mokvyts,

The City of Santa Rosa is committed to delivering high-quality public services and fostering a vibrant, resilient, and livable community. With the 2025 Regional Water Reuse System Master Plan (RWRSMP) Update, the City's primary goal is to develop a Capital Improvement Program (CIP) that serves as a long-range strategic master planning document and provides essential guidance for community decisionmakers over the next decade, with a vision extending 20 to 30 years into the future. CDM Smith offers the right combination of expertise in water reuse, master planning, and long-term experience with the City, which will lead to an effective RWRSMP update. Specifically, we offer:

A strong team of water reuse and planning experts.

With our extensive experience in developing master plans and designing, rehabilitating, and replacing water and wastewater infrastructure, we have the expertise to understand all aspects of your systems and the broader context of long-term financial and management decisions. Our team is large enough to cover all necessary disciplines for a comprehensive master plan, yet small enough to remain accessible and focused on your needs. Additionally, we are collaborating with **Kennedy Jenks** (KJ) for water balance analysis to identify capacity and operational constraints, and **V&A Consulting Engineers** (V&A) for inspections of structural and pipeline assets for condition assessment recommendations.

Solid experience to support your master plan update.

Our team offers extensive recycled water master planning expertise, as well as experience with the design, condition assessment, rehabilitation, and replacement of water reclamation plants, recycled water systems, and biosolids systems. We will leverage the lessons learned from developing and updating more than 100 master plans to deliver an updated water reuse master plan that will enable the City to prioritize improvements to plan for efficient reinvestment in infrastructure, improve operational efficiencies to optimize cost of service to its customers, and establish a comprehensive planning document for the next 20- to 30-year planning horizon.

Deep familiarity with your systems and people.

Our team members **Gerald Fejarang** and **Marc Solomon** are trusted advisors, having worked with you over the past two decades on a wide range of infrastructure and planning projects at your facilities, including development of Business Risk Vulnerability Analyses (BRVA) for the Laguna Treatment Plant (LTP) and Geysers Recharge System (GRS). They will leverage this experience to collaborate with you in identifying business-critical plant production systems, assessing their vulnerabilities, and developing our approach to be technically sound and meet your needs.

Tools and processes that will support a robust master plan update.

We use a wide range of processes and technology tools to support condition assessment, asset management (AM) planning, CIP prioritization, and decision-making. These tools integrate with maintenance management, finance, SCADA, modeling, and planning systems, providing the opportunity to visualize and analyze business systems data to more effectively manage projects and make decisions. Our tools provide a holistic view of conditions that may threaten RWRS performance and your business goals, along with the associated risks, so that you can manage your CIP. This approach empowers the City to proactively address challenges and optimize system performance.

With these strengths, the CDM Smith team will address these three major goals of a successful master plan:

Strategic Planning Guidance
Focused on maintaining the 20- to 30-year planning horizon and supporting decision-making over the next decade.

Priority-Based CIP Plan
Developing a prioritized long-term CIP, assessment recommendations, and system reliability improvements.

Regulatory Compliance and Optimization
Addressing treatment process vulnerabilities, optimizing operations, and aligning with regulatory standards cost effectively.

Our approach will enhance the City's 2018 RWRS Master Plan by providing a strategic roadmap for the next 30 years. This plan will address future regulatory pressures, identify operational opportunities, and develop a prioritized CIP plan for short-, mid-, and long-term goals, optimizing system performance and cost efficiency.

During the **Identify & Assess Phase**, we will synthesize existing reports, gather information about asset condition and performance, and perform a BRVA to understand the City's systems. During the **Risk & Mitigation Phase**, we will use the results from the first phase to identify risks and mitigation strategies, develop a prioritized CIP plan, and produce a thorough, robust master plan that supports the City's decision-making and guides management of your systems for decades to come.

Identify & Assess Phase | **Risk & Mitigation Phase**

- Conduct RW BRVA Constraints Analysis
- Gather Condition & Performance History
- Assess System Capacities & Condition
- Mitigate Risk & Plan
- Develop Prioritized CIP Plan Improvements
- Develop Master Plan Report

We are excited about the opportunity to work with the City of Santa Rosa and contribute to the success of your RWRSMP Update. We are confident that our team's expertise, combined with our tried-and-true tools and processes, will deliver exceptional value and results.

Sincerely,

David B. Ebersold, PG, CEG
Project Executive, Senior Vice President
CDM Smith Inc.
213.457.2139
ebersolddb@cdmsmith.com

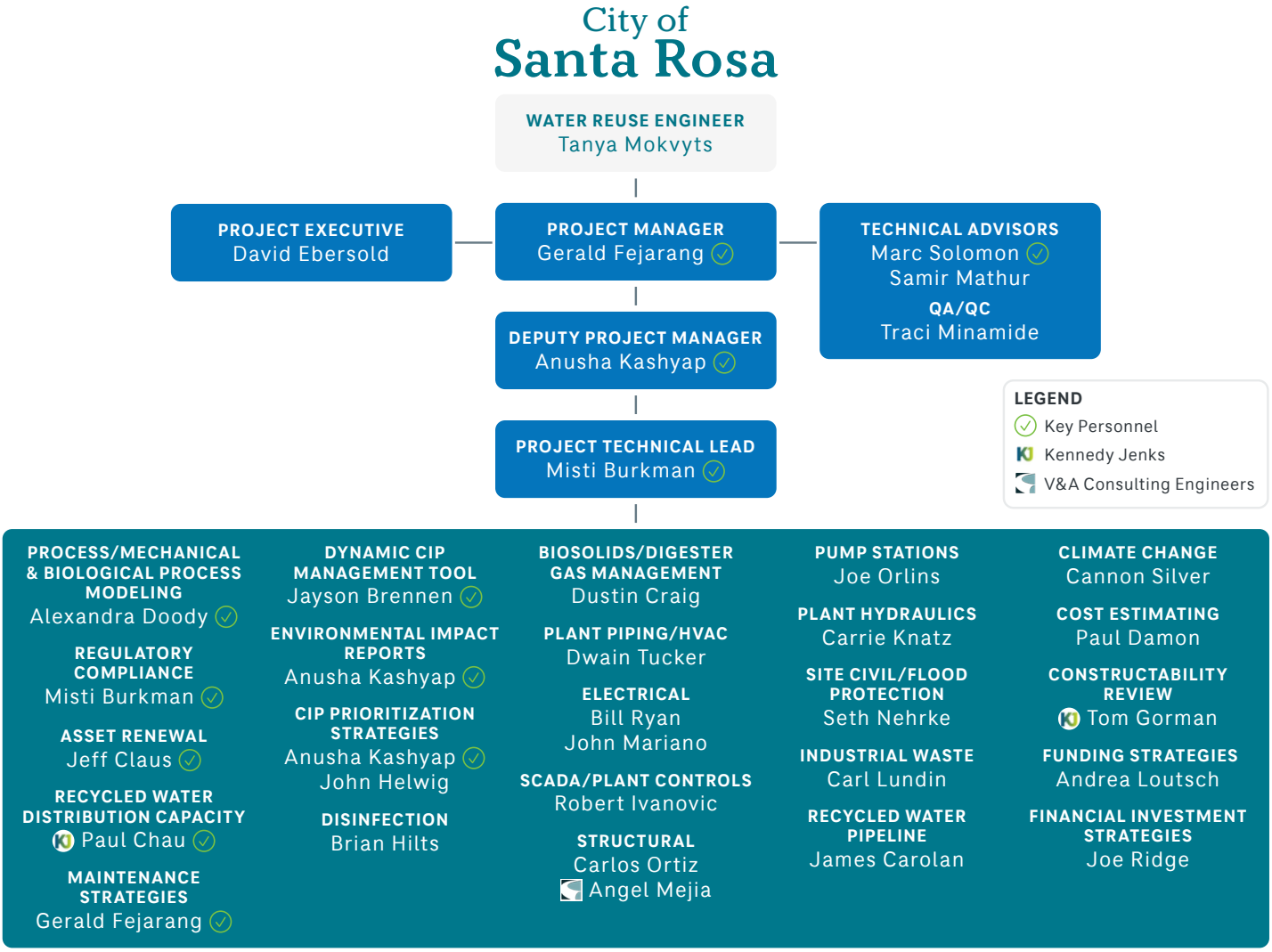
Gerald Fejarang, PE
Project Manager
CDM Smith Inc.
916.576.7523
fejaranggj@cdmsmith.com

2. Project Team

By partnering with the CDM Smith team, the City gains support from a reliable and responsive consultant that brings industry leadership and technical expertise in water reuse and resource recovery experience in California. All work for this project will be led by Project Manager **Gerald Fejarang**, Deputy Project Manager **Anusha Kashyap**, and Project Technical Lead **Misti Burkman**, who are all located in our Sacramento office. Gerald will be the primary point of contact for the City and will keep the project on schedule and on budget, while Misti leads the project's technical work and coordinates the technical team's activities. Anusha will assist with project coordination and management tasks to keep the project within budget and schedule. Our technical advisor and QA/QC team of **Marc Solomon**, **Samir Mathur**, and **Traci Minamide** will offer guidance and technical review throughout the master plan update process. Together, our leadership team will assemble the necessary resources from both our local personnel and our national technical experts to deliver a thorough, robust master plan that will guide your decision-making and CIP implementation.

Gerald plans to spend an average of 6 hours on this project each week, but he is available up to 20 hours per week if needed. He is not currently assigned to any other projects. Our key personnel will not change without the City's approval.

Gerald and Marc, trusted advisors with decades of experience supporting the City, have supported you through numerous infrastructure upgrades and have led BRVAs for both the LTP and the GRS. They know your infrastructure and have a deep understanding of your facilities and processes that will enable them to develop a thorough, detailed water reuse master plan that helps you prioritize CIP projects and effectively manage your systems.



4. Work Plan

Project Understanding

Over the next 30 years, the City will face several challenges with its RWRS facilities. A severe seismic event could damage the LTP's headworks superstructure and transmission main, leading to flooding and safety risks for staff. Intense storm events, possibly due to climate variations, pose a flood risk and impact effluent storage management. Aging infrastructure, such as electrical systems, is becoming obsolete, making maintenance difficult and dangerous. Additionally, the rising cost of treating wastewater poses a financial challenge for delivering recycled water to critical users.

The City needs an updated RWRS master plan to address infrastructure renewal, regulatory pressures, environmental changes, and the balance between performance and operational costs. This update will help the City meet its service objectives and remain financially viable. Therefore, the City needs to update its RWRS master plan to meet the six objectives stated in the RFP.

Our solution updates the 2018 RWRS Master Plan by retaining its core elements and enhancing it with the six key tasks outlined in the RFP. Our risk-based approach integrates previous planning studies to create a master plan that future-proofs the City's most critical asset, the RWRS. Our approach is driven by three goals:

Strategic Planning Guidance

Our approach to master planning will result in a thorough strategic planning document that will help the City overcome challenges related to its LTP, subregional water reuse systems, and GRS. Our plan will align with your vision and short-, mid-, and long-term goals and our roadmap will include a renewal strategy, mitigating threats, facility plan to meet all current and future challenges.

Priority-Based CIP Plan

We will develop a prioritized long-term CIP plan that facilitates efficient resource allocation, enhances stakeholder engagement, and supports accurate financial planning. The plan will identify potential funding sources and financial strategies, assess O&M/engineering staffing and resource needs, assess infrastructure needs, and assess asset condition to support implementation of timely upgrades and replacements. We will develop a process supported by technology to give CIP and asset managers the tools regularly update the master plan. This flexibility will enable the City to adjust to changing circumstances, making it resilient and adaptable for decades to come.

Regulatory Compliance & Optimization

We will thoroughly analyze RWRS facilities to identify process vulnerabilities, hydraulic choke points, and financially detrimental situations and seek opportunities to enhance process control, improve energy efficiency, and reduce O&M burdens. We will conduct an analysis of current and future regulatory requirements for the LTP by reviewing existing NPDES permits and compliance records and identifying potential future permit revisions. We will evaluate current plant performance against regulatory standards, discussing anticipated regulatory changes with relevant authorities, and incorporate these insights into the long-term CIP and strategic roadmap. Our approach gives the City the confidence that the LTP remains compliant with current regulations and is prepared for future regulatory challenges.

Santa Rosa Recycled Water System

The City's regional water reuse service area is designed to manage wastewater and promote water reuse, and is divided into four major subregions: Santa Rosa, Sebastopol, Rohnert Park, and Cotati. The sewer collection system channels wastewater from homes and businesses to the subregional facility (the LTP) which transforms it into treated effluent that is safely discharged through the effluent outfall as needed. The urban recycled water systems further use this treated water for agricultural and urban irrigation, contributing to sustainable water management via a low-pressure distribution and storage facility network feeding into a high-pressure system serving Rohnert Park and Santa Rosa irrigation customers.

The City's GRS, a collaborative project between the City and the Calpine Corporation, is a high-pressure subregional, critical asset that is designed to sustain the geothermal reservoir at the Geysers steamfields. Recycled water from LTP is transported through a 41-mile pipeline to Calpine facilities, where it is injected into the reservoir and is converted into steam to generate renewable electricity for about 100,000 households. The project enhances sustainable power generation and supports environmental excellence by utilizing recycled water in a weather-independent manner.

Critical Success Factors

This document summarizes CDM Smith's assumed scope of work and cost proposal. Through our team's engagement with the City's staff and past experience collaborating with the City, CDM Smith has identified the following Critical Success Factors to guide in the development of the RWRSMP. These Critical Success Factors will be mutually beneficial to the City's goal of developing a comprehensive and implementable strategic planning guidance document and CDM Smith's goal of delivering exceptional client service.

Critical Success Factor 1 – Incorporate Previous Studies

Approach

We will systematically integrate the findings from previously completed studies, including the 2018 RWRSMP, Laguna Treatment Plan (LTP) Power Master Plan, LTP Biosolids Management Strategic Plan Phase 2, LTP Business Risk and Vulnerability Analysis (BRVA), and Geysers Recharge System (GRS) BRVA, into the RWRSMP update. By synthesizing these diverse insights, we aim to develop comprehensive and actionable recommendations that enhance the efficiency and sustainability of the regional water reuse system. This approach will seamlessly incorporate the latest technological advancements and strategic initiatives into the master plan. The integration process will involve thorough analysis and collaboration with stakeholders to align the updated recommendations with regional goals and priorities. Ultimately, this will result in a robust and forward-thinking master plan that addresses current and future water reuse challenges. We incorporate this critical success factor into Task 2 and 5 activities.

Benefit to the City

Integrating these separate studies into a single master planning document will enhance coordination and resource optimization, ensuring a more efficient and comprehensive strategy for the City's water reuse system.

Critical Success Factor 2 – Identify System Reliability Improvements

Approach

We will leverage the LTP and GRS BRVA assessments to systematically enhance the reliability of the system. We will begin by conducting a comprehensive system audit to identify weaknesses, frequent failure points, and opportunities for performance improvement or cost savings. Next, we will gather performance data, failure rates, and user feedback to understand the system's reliability issues. Using root cause analysis, we will pinpoint the underlying causes of these problems and prioritize the issues based on their impact and urgency. Finally, we will develop and implement targeted solutions, aiming to minimize disruption to the system and mitigate required shutdowns. We incorporate this critical success factor into Task 2, 3, and 5 activities.

Benefit to the City

Enhances system reliability by delivering efficient O&M and engineering resource allocation, keeps staff safe, reducing downtime, minimizing financial risks, improving public services, and fostering community trust through proactive and transparent management.

Critical Succes Factor 3 – Provide Condition Assessment Recommendations

Approach

We will utilize the BRVA for the LTP and GRS to identify critical and non-critical systems, focusing on site safety, asset condition, and maintainability elements to shortlist candidates for thorough condition assessments. We will provide accurate and cost-efficient condition assessment recommendations for systems that need them. Our approach includes creating a comprehensive inventory of assets, evaluating their criticality, conducting field inspections, gathering detailed data, analyzing risks, and prioritizing issues. We will develop an inspection schedule and integrate the prioritized list of assets into the capital improvement project plan. This systematic process will help identify and prioritize critical infrastructure, facilitating efficient and effective capital improvement planning. We incorporate this critical success factor into Task 4 activities.

Benefit to the City

Cost-effectively produce high-value condition assessments and invest time meaningfully by focusing on what's most critical to the business of sustaining the Regional Water Reuse System (RWRS).

Critical Success Factor 4 – Develop a Maintenance and Replacement Schedule

Approach

We will use the LTP BRVA, GRS BRVA, Biosolids Management Plan, and Electrical Systems Master Plan to understand the associated system risks. CDM Smith will review current O&M practices for each major RWRS system to develop a risk-based maintenance schedule and critical system replacement schedule. We incorporate this critical success factor into Task 4 activities.

Benefit to the City

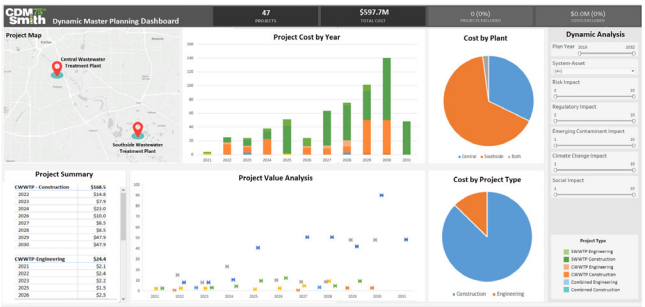
Supports the City's goals of providing reliable, efficient, and sustainable treatment and recycled water delivery services to keep residents safe and provide a crucial resource to its water reuse customers, while also preparing for future challenges and opportunities. This structured approach over the next 10 years will enhance infrastructure reliability by systematically addressing needs, reducing the risk of unexpected failures and service disruptions. It will also sustain regulatory compliance, helping the City stay aligned with current and future regulations. By optimizing

operations, the city can achieve cost savings through reduced emergency repairs and more efficient resource use. Additionally, this approach supports long-term planning, financial management, and sustainability, contributing to reliable, efficient, and resilient water services for residents.

Critical Success Factor 5 – Develop a Prioritized CIP Plan

Approach

We will develop a prioritized CIP plan for the City's RWRSMP by utilizing a comprehensive project proposal form that emphasizes detailed scoping, risk management, and realistic scheduling. A formal risk assessment will be conducted using field assessments, performance evaluations, and desktop/GIS analyses to determine asset risk. Refined risk scores will identify high-risk project areas, leading to the development of capital improvement strategies that renew assets and enhance water reuse efficiency and quality. Alternatives will be evaluated based on technical, environmental, socio-economic, and financial criteria to measure risk reduction and cost-effectiveness. Implementation requirements, including conceptual layouts, preliminary sizing, estimated costs, and phasing, will be laid out, with recommended alternatives prioritized using an Integrated RWRSMP Management Project Prioritization Mechanism Model. We incorporate this critical success factor into Task 7 activities.



Optionally, our team can develop a customized, dynamic dashboard will help the City manage its assets and CIP implementation.

Benefit to the City

Helps the City anticipate sensible project scopes, develop accurate budget and schedule projections, control financial risks, enhance stakeholder engagement, and support strategic long-term growth.

Critical Success Factor 6 – Develop a Long-Term Infrastructure Improvements Roadmap

Approach

We will develop a long-term infrastructure improvements roadmap by holistically predicting regulatory pressures and hidden threats to the RWRSMP. This strategic roadmap will be founded on a comprehensive and adaptive planning strategy that evaluates current and future conditions, considers regulatory changes, employs scenario planning, engages stakeholders, explores innovative technologies, identifies funding opportunities, and includes a phased implementation plan. The approach involves assessing current and future conditions, considering regulatory changes, and employing scenario planning to address uncertainties. Stakeholder engagement and exploration of innovative solutions will be key components. Financial planning and securing funding opportunities will support the implementation of water reuse projects. The roadmap will include a phased implementation plan with clear milestones and monitoring protocols to track progress and adapt strategies as needed. We incorporate this critical success factor into Task 8 activities.

Benefit to the City

Provides a clear, cohesive vision for development, facilitating efficient resource allocation, enhancing stakeholder engagement, improving financial planning, and offering flexibility to adapt to changing needs.

Schedule

We are confident that we can complete the RWRSMP update within one year, as shown in the schedule below. Our detailed schedule is provided in Appendix B.

Schedule — **Month**

#	Task Description	1	2	3	4	5	6	7	8	9	10	11	12
1	**Project Management and Administration**	■	■	■	■	■	■	■	■	■	■	■	■
2	**Staff Interviews and Data Collection**	■											
3	**System Capacity Analysis**		■	■									
4	**Condition Assessments**			■	■	■							
5	**Risk Assessment**						■	■	■				
6	**Risk Mitigation and Improvements**								■	■			
7	**Capital Improvement Projects Program**									■	■		
8	**Master Plan Report Development**										■	■	■

Our approach will enhance the City's 2018 RWRS Master Plan by providing a strategic roadmap for the next 30 years. This plan will address future regulatory pressures, identify operational opportunities, and develop a prioritized CIP plan for short-, mid-, and long-term goals, optimizing system performance and cost efficiency.

During the **Identify & Assess Phase**, we will synthesize existing reports, gather information about asset condition and performance, and perform a BRVA to understand the City's systems. During the **Risk & Mitigation Phase**, we will use the results from the first phase to identify risks and mitigation strategies, develop a prioritized CIP plan, and produce a thorough, robust master plan that supports the City's decision-making and guides management of your systems for decades to come.

Identify & Assess Phase

Risk & Mitigation Phase

Conduct RW BRVA Constraints Analysis

Review existing BRVA reports, conduct BRVA for the Subregional RW System, and interview O&M staff to identify RWRS vulnerabilities and constraints. During this phase, we will collaboratively identify an asset condition assessment list.

Gather Condition & Performance History

Gather, review, and analyze historical performance data associated with all RWRS systems. We will clearly define assets with City staff and begin building an asset register with initial CoF and LoF ratings. We will conduct in-depth review of all relevant planning studies and map integration points into the RWRS Master Plan structure.

Assess System Capacities & Condition

Conduct a high-level water balance analysis of the RWRS, and analyze the mass loading and hydraulic capacity of the LTP. We will perform a capacity analysis of the GRS pump station and carry out an optional desktop condition assessment of the RWRS assets and selective field assessments for City-approved assets. These evaluations will identify needed system reliability improvements.

Mitigate Risk & Plan

Update the asset registry's risk profile using LoF and the resulting risk. We will assess future regulatory requirements, climate change impacts, and other threats to the RWRS and develop concept risk mitigation projects. We will create proactive maintenance strategies and major replacement schedules for functionally critical system assets.

Develop Prioritized CIP Plan Improvements

Develop a CIP prioritization tool to screen, prioritize, and create cost and schedule-loaded CIP packages. We will formulate a funding and financial investment strategy and, as an optional task, create a user-friendly, GIS-based business intelligence dashboard for CIP planning. This interactive tool will help manage and adjust the City's prioritized CIP packages as needed.

Develop Master Plan Report

Create a strategic business plan outlining the methods, processes, and tools for scheduling urgent short-, mid-, and long-term CIPs. This defensible and justifiable RWRS Master Plan will also include a roadmap for long-term infrastructure to comply with future regulations and optimize the system.

Experience, History, Technical Competence, and Specialized Expertise

As shown in Sections 3 and 5, our team has extensive experience with recycled water and wastewater master planning and facilities improvement projects, and we will leverage our lessons learned on these projects to support the City's RWRSMP Update. Our technical ability and expertise in a broad range of RWRSMP Update project elements, shown in the table below, will lead to a plan that will enable the City to prioritize improvements to plan for efficient reinvestment in infrastructure, improve operational efficiencies to optimize cost of service to its customers, and establish a comprehensive planning document for the next 20- to 30-year planning horizon.

Selected Master Planning, Recycled Water, Wastewater, and Asset Management Experience

	CLIENT, PROJECT NAME, AND LOCATION	WWTF Planning	Biosolids Management	Recycled Water Systems Planning	Water Master Planning	Plant Electrical Systems Planning	SCADA Systems Planning	Condition Assessment	Prioritization for CIP	Asset Management	Climate Change Vulnerability	WW Regulatory Assessment
REFERENCE PROJECTS	**City & County of Honolulu Board of Water Supply (BWS) – Water Master Planning, Asset Management, and CIP Prioritization**, *Honolulu, HI*				✓		✓	✓	✓	✓	✓	
	City of San Diego – Water Master Planning, *San Diego, CA*	✓		✓	✓			✓		✓	✓	✓
	Trinity River Authority – Solids Management Master Planning, Design, and Construction, *Dallas, TX*	✓	✓					✓	✓	✓		✓
	NAVFAC – Worldwide Asset Management Program & Risk Assessment, *Nationwide, United States*	✓			✓	✓	✓	✓	✓	✓		✓
	City of Los Angeles (LASAN) – Integrated Resources Plan/One Water LA, *Los Angeles, CA*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Coachella Valley Water District – Asset Management, Condition Assessments and Master Planning, *Palm Desert, CA*	✓	✓		✓			✓	✓	✓		
	City of Sunnyvale – Program Management Services – Sunnyvale Clean Water Program, *Sunnyvale, CA*	✓		✓					✓		✓	✓
	Orange County Sanitation District (OC San) - Regional Wastewater System Strategic Plan and Interim Update, *Orange County, CA*	✓		✓	✓	✓		✓	✓			
	Inland Empire Utilities Agency (IEUA) – Carbon Canyon Water Recycling Facility Asset Management and Improvement, *Chino, CA*			✓						✓		
	Los Angeles Department of Water and Power (LADWP) – Los Angeles Recycled Water Master Plan, Groundwater Recharge Master Plan and Pilot Study, *Los Angeles, CA*			✓	✓	✓		✓				✓
	Elsinore Valley Municipal Water District – Integrated Resource Plan, *Lake Elsinore, CA*			✓	✓				✓		✓	
	Metro Vancouver – Comprehensive Regional Water System Study, *Vancouver, BC, Canada*	✓		✓	✓			✓	✓		✓	
	City of Naperville – Springbrook WRC Facility Plan, Design, and Construction, *Naperville, IL*		✓	✓		✓	✓		✓	✓		✓
	Greene County Sanitary Engineering Department – Water Resource Reclamation Facilities (WRRF) Master Plan, *Beavercreek, Sugarcreek, and Cedarville, OH*	✓	✓	✓					✓	✓		
	Great Lakes Water Authority – Comprehensive Regional Wastewater Master Plan, *Detroit, MI*	✓				✓	✓		✓			
	Water Pollution Control Authority – Wastewater Treatment Facilities Plan, *Bridgeport, CT*	✓	✓	✓		✓	✓		✓			✓

6. Scope of Work

This Scope of Work addresses the scope items outlined in the request for proposals (RFP) and forms the basis of assumption for our cost proposal provided in Section 3 of this document.

TASK 1.0 Project Management and Administration

1.1 Kickoff Meeting

Upon receiving the notice to proceed, Project Manager **Gerald Fejarang** will schedule a project Kickoff Meeting with City staff. The meeting will be in hybrid format with up to five key CDM Smith staff attending in person and a virtual option for other task leads to participate. An agenda will be provided prior to the Kickoff Meeting. During the Kickoff Meeting, we will confirm the project scope, schedule milestones, establish lines of communication and a clear understanding of the City's expectations, and take a tour of the LTP facilities. We will provide meeting minutes within five working days after the conclusion of the Kickoff Meeting and the City will have five working days to provide feedback or request any changes to the meeting minutes.

1.2 Basis of Master Planning, Goals, and Objectives

To establish a basis for master planning, we will begin by defining the study boundaries and aligning our team and the City staff on the project scope. We will meet City staff for one 1-hour virtual workshop to establish clear goals and objectives, aligning them with the City's vision and regulatory requirements.

We will summarize the discussion from the workshop into a Basis of Planning document that will serve as a roadmap for future project phases, guiding decision-making and implementation strategies. This document will become a section at the beginning of the RWRSMP.

1.3 Project Management, Progress Meetings, and Presentations

We will prepare and share a draft project schedule prior to the Kickoff Meeting. We are assuming a 12-month project duration. Our project management and project technical leader will provide a monthly written status report and hold biweekly meetings with the City's project manager to discuss progress. Gerald and Project Technical Lead, Misti Burkman, will establish the schedule for progress meetings and review the deliverable schedule, identifying the four workshops associated with specific deliverables to be included in the final project schedule. Anticipated meetings are described in the table below.

CDM Smith will develop a site-specific Health and Safety Plan (HASP) for field inspections and visual assessments. The HASP will address potential hazards associated with the sewer collection, wastewater treatment, and pumping facilities, as appropriate. CDM Smith staff, whose project responsibilities require work at City facilities will be required to read the HASP acknowledging their understanding and intention to comply with the requirements therein. The draft HASP plan will be submitted to the City for review. CDM Smith will update the HASP based on a total of one review provided by City staff.

CDM Smith's QA/QC processes are integral to the success of planning projects. Our QA/QC manager, Traci Minamide, will oversee QA/QC activities throughout the project and maintain regular communication with Gerald and Misti to provide guidance, as needed. She will review, check, and improve quality processes, with project work subject to independent checking by qualified staff to comply with project requirements and quality standards.

Additionally, Gerald and Misti will conduct quality audits of subconsultants' work products to verify conformance with established quality standards, meeting both internal and external expectations.

Project Meeting Summary Table

Anticipated Project Meetings	Task	In-Person Meeting	Virtual Meeting	CDM Smith Team
Project kick-off meeting at City LTP site	1	1 Workshop, 2 hours		Up to 5
Bi-weekly status meetings	1		24 meetings, 30 min/meeting	Up to 3
Basis of Master Planning, Goals and Objectives	1	1 Workshop, 1 hour		Up to 4
RWRS Subregional RW Facilities BRVA Staff Interviews Workshop	2	2 day Workshop, 4 hours/day		Up to 6
RWRS Subregional RW Facilities BRVA and Service Levels, Agreement, and Contracts TMs Review	2		1 meeting, 2 hours	Up to 6
Subregional RWRS Water Balance Seasonal Analysis	3	1 Workshop, 2 hours		Up to 6
LTP Hydraulic Capacity and Biological Loading Workshop	3	1 Workshop, 2 hours	1 meeting, 2 hours	Up to 6
Draft and Final TM for the LTP Biological Process and Hydraulic Capacity Analysis Models TM Review	3		1 meeting, 2 hours	Up to 6
Condition Assessment Recommendations List Review	4		1 meeting, 2 hours	Up to 4
(Optional) Draft Desktop Condition Assessment TM Review	4		1 meeting, 2 hours	Up to 6
(Optional) Draft Critical Asset Field Condition Assessments TM Review	4		1 meeting, 2 hours	Up to 6
Draft Risk Assessment TM	5		1 meeting, 2 hours	Up to 6
Draft Risk Mitigation and Improvements TM	6		1 meeting, 2 hours	Up to 6
Draft CIP TM	7		1 meeting, 2 hours	Up to 6
Draft RWRS Master Plan Review	8	1 meeting, 2 hours	1 meeting, 2 hours	Up to 4

Task 1 Assumptions:

- This proposal assumes Notice to Proceed will be received by December 2025 and work on the project will be completed by the end of December 2026. Any delays in schedule beyond the control of CDM Smith (such as delays in City reviews of CDM Smith deliverables or delays in receiving project data/information) would result in CDM Smith billing rate escalations and an overall increase in project costs.
- 24 bi-weekly status meeting will be conducted remotely via Microsoft Teams and will be attended by our project manager, deputy project manager, **Anusha Kashyap**, our project technical lead and project coordinator.
- In-person meetings will be held at one of the LTP conference rooms and the use of AV equipment will be available to CDM Smith.
- The City will be responsible for coordinating comments from City staff and providing the consolidated comments to CDM Smith 2 weeks prior to the Technical Memorandum (TM) review meeting. This assumption applies to all tasks with deliverables.
- We anticipate that the City staff members listed in Task 2.1 will be participating in all Workshops, Project Meetings, and deliverable reviews

Task 1 Deliverables:

- 12 monthly status reports with monthly invoices
- HASP – Draft and Final
- Basis of Master Planning Technical Memorandum (TM) – Draft and Final
- Agenda and meeting minutes from status meetings

Task 1 Anticipated Meetings:

- One Kickoff Meeting (2 hours)
- One Basis of Master Planning Workshop (1 hours)
- 12 monthly progress status meetings (1/2 hour)

TASK 2.0 Staff Interviews and Data Collection

2.1 Initial Staff Interviews and Recycled Water System BRVA Workshops

CDM Smith will conduct a two-day BRVA workshop to interview key City staff using the Recycled Water System (RWS) to confirm understanding of the City's subregional RWRS systems, existing operational issues and improvement opportunities, and functional objectives of the RWRSMP. The BRVA interviews will require attendance of the following City staff:

- Deputy Director of Regional Operations
- Treatment Plant Engineer
- Operations Superintendent
- Director of Maintenance
- Recycled Water Systems Manager
- Senior Operator
- Treatment Supervisor

CDM Smith will use the City's current risk matrix that includes the triple bottom line (safety, regulatory, financial) consequence of failure elements and severity ratings. The BRVA will use process-related questions to determine system failure modes, impacts, dominant failure mechanisms, system criticality, operational targets, operator response actions, critical equipment condition history. We will use the response to the questions to gather and document O&M ideas to improve system performance. We will document workshop observations in a Microsoft Excel spreadsheet for effective reporting and memorializing O&M knowledge. After we draft the BRVA TM, we will conduct a 2-hour remote workshop with City staff to review and validate the findings of the BRVA interviews.

Review and Integration of Prior Planning-Level Studies

To support the development of the RWRSMP, our team will review and analyze up to six previous planning-level studies relevant to RWRS facilities. These studies, conducted by external entities, will undergo a technical evaluation to identify applicable findings and improvement concepts. The results of this review will be synthesized and integrated into a single, comprehensive source document. This approach ensures that valuable insights from prior efforts are incorporated into the RWRSMP in a cohesive and actionable manner.

2.2 RWRS Asset and Process Data Collection

CDM Smith will review relevant data to assess the condition of critical assets. This data includes as-built P&IDs, civil drawings, mechanical layouts, electrical and instrumentation, reactive maintenance history, SCADA alarm history, hydraulic profiles, and past condition assessment or asset management reports. Prior to the Kickoff Meeting, our team will submit a written data request for record drawings of the RWRS facilities and Computerized Maintenance Management System (CMMS) asset data. We will collect three to five years of monthly operations and Laboratory Information Management System (LIMS) reports, along with other relevant documents. Reviewing and analyzing these monthly operations reports is a crucial first step in evaluating the RWRS facilities. This process allows us to establish existing flows and loads for each unit process and to begin projecting future flows and loads. We will use this data to confirm design capacities of the RWRS LTP unit processes, the GRS pumping facilities, the low and high recycled water pressure zone facilities, and the water balance of the entire RWRS.

2.3 Service Levels, Agreements and Contracts Review

Operations and Maintenance Data Review

CDM Smith will review relevant data to assess the condition of critical assets. This data includes as-built P&IDs, civil drawings, mechanical layouts, electrical and instrumentation, reactive maintenance history, SCADA alarm history, hydraulic profiles, and past condition assessment or asset management reports. Prior to the Kickoff Meeting, our team will submit a written data request for record drawings of the RWRS facilities and Computerized Maintenance Management System (CMMS) asset data. Data requests will be submitted to the City Project Manager **Tanya Mokvyts** for dissemination and coordination with City staff.

Monthly Operating Data Review

Our review and analysis of these monthly operations reports is a crucial first step in evaluating the RWRS facilities. This process allows us to establish existing flows and loads for each unit process and to begin projecting future flows and loads. We will use this data to confirm design capacities of the RWRS LTP unit processes, the GRS pumping facilities, the low and high recycled water pressure zone facilities, and the water balance of the entire RWRS. We will review three to five years of monthly operations and Laboratory Information Management System (LIMS) reports, along with other relevant documents.

Agreements and Contracts Review

CDM Smith will evaluate the current service levels outlined in the 2018 RWRSMP to determine their relevance. We will review current regulatory compliance permits to confirm all necessary authorizations are in place and up to date. We will analyze contract agreements to verify alignment with the client's operational goals and commercial requirements.

In addition to regulatory and contractual assessments, we will evaluate system performance objectives to

identify opportunities for performance efficiency and effectiveness to the City's infrastructure and operations. This involves performance evaluations based on design criteria and specifications. We will engage with O&M staff to understand their expectations and align service levels with City strategic objectives. We will use the results to update the 2018 Master Plan findings.

Task 2 Assumptions:

- City shall provide CDM Smith relevant project information and data within 3 weeks of RFI issuance. The City will provide data from its CMMS, LIMS, operator routine duties, SCADA, monthly operating reports in .xlsx format. Other documents, studies, reports, O&M daily logs, shall be provided in PDF format.
- The BRVA interview workshop for the RWRS Subregional RWRS facilities will be a 2-day workshop, with sessions lasting up to 4 hours each day. Up to four CDM Smith members will attend in person, while others may join virtually via MS Teams. All key staff interviews can be completed at the two-day BRAVA workshop.
- A staffing analysis for the Laguna Treatment Plant and the Recycled Water Facilities are not included with this project.

Task 2 Deliverables:

- Draft/Final Subregional Recycled Water System Ag and Urban BRVA TM
- Draft/Final Service Levels, Agreement, and Contracts Review TM for deliverables associated with Tasks 2.1, 2.3

Task 2 Anticipated Meetings:

- Two 2-hour TM review meetings for the RWRS Subregional RWRS facilities BRVA TM and the Service Levels, Agreement, and Contracts Review TM

TASK 3.0 System Capacity Analysis

3.1 Subregional RWRS Water Balance Analysis

We will review the current operational water balance model stored in an MS Excel file. We assume that the current water balance model is accurate and will not require calibration or updates for the purposes of this RWRSMP. The results of the assessment will identify potential to reflect both current and anticipated future hydraulic bottlenecks and system improvement opportunities within the RWRS.

3.2 LTP Hydraulic Capacity Analysis

At the City's direction, we will review the historical information (i.e., Nutrient Removal Study and the 2018 RWRSMP) that the City possesses regarding the hydraulic capacity of the LTP. We will review the available information. CDM Smith assumes a detailed analysis will not be required and the results from the previously completed analysis can be used for this RWRSMP. After review of the information, CDM Smith will conduct one 2-hour LTP Hydraulic Capacity workshop with the City to discuss our findings. A separate plant hydraulic analysis and profile are not included.

3.3 LTP Biological Process Capacity Analysis

At the City's direction, we will review the historical information (i.e., Nutrient Removal Study and the 2018 RWRSMP) that the City possesses regarding the biological process capacity of the LTP. We will review the available information and determine if a detailed analysis will be required. CDM Smith is assuming a detailed analysis will not be required and the results from the 2018 analysis can be used for this RWRSMP. After review of the information, CDM Smith will conduct one 2-hour LTP Biological Process Capacity workshop with the City to discuss our findings. The development of a fully calibrated Biowin Model will not be included as part of this project.

Task 3 Assumptions:

- Availability of monthly regulatory reports and relevant reports associated with hydraulic and constituent loading of the LTP.
- Data requests will be submitted to the City Project Manager Tanya Mokvyts for dissemination and coordination with City staff.
- Accurate influent and effluent characteristics will be provided ten days after formal data request.
- There have not been significant changes to the assumptions used for influent flows and loading from the Nutrient Removal Study.
- Feedback from the client on deliverables within 3 weeks of submission.
- A LTP hydraulic model and Biowin biological capacity model are not included.
- Analysis for future growth projections of the City and its regional partners are included in the previous studies done by others.

Task 3 Deliverables:

- Subregional RWRS and GRS Water Balance Seasonal Storage Analysis in MS Excel
- Draft and Final TM for the LTP Biological Process and Hydraulic Capacity Analysis Models TM

Task 3 Anticipated Meetings:

- GRS and Subregional Agriculture and Urban Recycled Water System Water Balance Workshop: one day, virtual 2-hour workshop
- LTP Hydraulic Capacity Workshop: one day, virtual 2-hour workshop

- LTP Hydraulic Capacity Biological Loading Workshop: one day, virtual 2-hour workshop
- One virtual 2-hour System Capacity Analysis TM Draft Review

TASK 4.0 Condition Assessments

4.1 Condition Assessment Recommendation and Planning

We will use the previously completed BRVA for the LTP and GRS to identify critical and non-critical systems, focusing on site safety, asset condition, and maintainability elements to pinpoint the most operationally critical RWRS facilities. We understand that the City conducted a condition assessment in 2012 and that information from the assessment may still be relevant to the master plan update effort. CDM Smith will review the 2012 condition assessment report and incorporate the findings in the condition assessment recommendations. We will meet with the City O&M staff as part of Task 2.1, to consider performance and efficiency concerns of the City's assets.

4.2 Desktop Condition Assessment *(Optional Task for Possible Contract Amendment – No Costs Allocated)*

As an optional task, CDM Smith and our partner Kennedy Jenks will conduct a desktop audit of the existing RWRS facilities, including a process and asset condition assessment. We will update the baseline asset inventory, including asset age and estimated remaining useful life, and complete a likelihood of failure (Lof) and consequence of failure (CoF) analysis in collaboration with City staff.

Using information collected in Task 2, we will validate the BRVA through desktop condition assessment and sensitivity analysis. Additionally, we will initiate a desktop audit that includes RWRS facilities and equipment not field inspected, focusing on critical and large-diameter below-grade piping. This approach will help identify areas for improvement and optimize asset management strategies.

4.3 Critical Asset Field Condition Assessments *(Optional Task for Possible Contract Amendment – No Costs Allocated)*

Once the condition assessment facility list is developed and City-approved, CDM Smith and our teaming partners KJ and V&A will develop a condition assessment rubric detailing criteria and scoring parameters for each RWRS asset type using a specialized commercial tool. We will present these criteria, including asset performance and hydraulic components, to the City for review and adjustments.

Afterward, we will set up the tool in a mobile environment for field assessment. Additionally, we will use information from Task 3 System Capacity Analysis to provide a holistic picture of overall system and equipment health.

Task 4 Assumptions:

- Two 2-hour TM review meetings are assumed for Tasks 4.1.
- A detailed and thorough inspection and condition assessment is not included under this task.
- Electrical assets included in the Electrical Systems Master Plan and assets associated with the Biosolids Management Plan will be excluded from field condition assessments
- Optional: CDM Smith team will conduct Level 1 visual inspections and Level 2 desktop performance evaluations. Level 3 inspection equipment-aided inspections are not anticipated.

Task 4 Deliverables:

- Condition Assessment Recommendations List and memo
- Optional: Draft and Final Desktop Condition Assessment TM in PDF format
- Optional: Draft and Final Process/Asset Condition Assessment TMs addressing each discipline, including electrical, mechanical, civil, corrosion, process engineering, and architectural

Task 4 Anticipated Meetings:

- Condition Assessment Recommendations List Review
- (Optional) Draft Desktop Condition Assessment TM Review
- (Optional) Draft Critical Asset Field Condition Assessments TM Review

TASK 5.0 Risk Assessment

5.1 Aging Infrastructure

CDM Smith will assess the City's RWRS facilities by reviewing the 2012 condition assessment report and incorporate the findings in the condition assessment recommendations. We will start with a detailed review of existing asset data, including historical performance records and maintenance logs, to establish a baseline understanding of each asset's condition. We are assuming the 2012 condition assessment report includes LoF and CoF analysis. We will use the information from the 2012 condition assessment the LoF for each asset and apply a risk assessment framework that incorporates the CoF. This risk-based approach will prioritize maintenance and replacement activities, allowing the City to allocate resources effectively.

5.2 New Regulations

At the City's direction, CDM Smith will review and use the future regulations, and the associated findings from the Biosolids Master Plan. CDM Smith assumes the Biosolids Master Plan considers the potential impacts of stricter future wastewater disposal regulations, the presence of forever chemicals, biosolids disposal, air quality, and energy use on the RWRS facilities' delivery objectives and service levels.

We will also assess energy consumption patterns and air quality impacts, identifying opportunities for efficiency improvements and emissions reductions. Our findings will be compiled into a report, providing strategic recommendations that align with the City's long-term objectives.

5.3 Capacity and Delivery Constraints

CDM Smith will assess the RWRS facilities using the results from Task 3 to identify potential choke points or constraints that may hinder the system's delivery objectives. We will analyze the efficiency and capacity of the LTP biological treatment processes, LTP hydraulic capacity, and RWRS water balance under varying conditions. We will use the results from the system capacity analysis, we will transform these findings into a risk analysis by applying the LoF and CoF metrics. We will derive a risk score for each asset. This risk-based approach will allow us to pinpoint specific areas within the RWRS experiencing bottlenecks or inefficiencies and provide actionable recommendations to improve resilience and find opportunities for efficiency.

Task 5 Assumptions:

- City will provide, within ten working days after request, access to all relevant existing asset data, including historical performance records and maintenance logs
- Ten working days to receive comments from City staff on assessment findings

Task 5 Deliverables:

- Draft and final Risk Assessment TM

Task 5 Anticipated Meetings:

- One 2-hour Risk Assessment TM Draft Review

TASK 6.0 Risk Mitigation and Improvements

6.1 Risk Mitigation Strategies

CDM Smith will comprehensively assess potential risks impacting the City's infrastructure and operations. We will identify and evaluate the probability and consequences of risks such as aging infrastructure, staff shortages, climate change, fires, floods, drought conditions, seismic events, and regulatory changes, including stricter nutrient removal requirements and the presence of forever chemicals like PFAS and microplastics. Our assessment will also consider challenges posed by biosolids disposal, unplanned critical system shutdowns, and the vulnerability of the GRS conveyance pipeline and seasonal storage operations.

We will leverage existing guides and best practices to improve the resilience of critical infrastructure through measures like securing physical and cybersecurity systems, developing emergency response plans, and implementing detection strategies for potential threats. Additionally, we will explore collaboration opportunities with other utilities and agencies to bolster resource sharing and support during emergencies.

6.2 Optimization Strategies

CDM Smith will develop the City's strategic planning processes by leveraging sound O&M strategies. Implementing reliability-centered maintenance will drive risk-based maintenance practices, prioritizing activities based on LoF and CoF. By adopting reliability-centered maintenance, the City could control large capital expenditures by focusing on optimizing existing assets and infrastructure. This approach allocates resources efficiently, reducing unnecessary expenditures and improving the overall reliability and performance of the utility systems. Additionally, CDM Smith will identify opportunities to optimize the use of recycled water through urban and agricultural applications and strengthen agreements with the GRS partners.

Task 6 Assumptions:

- City will provide, within ten working days after request, access to all relevant existing data or information.
- Ten working days to receive comments from City staff on Risk Mitigation and Improvements TM.

Task 6 Deliverables:

- Draft and final Risk Mitigation and Improvements TM

Task 6 Anticipated Meetings:

- One 2-hour Risk Mitigation and Improvements TM Draft Review

TASK 7.0 Capital Improvement

7.1 Prioritized CIP Planning

Using the summary findings from the condition assessments and risk assessment from Tasks 4 and 6, CDM Smith's team will work closely with City staff to compile and prioritize the potential needs and associated projects necessary for the City to meet its target service levels while preserving the

natural environment and improving the reliability of water reclamation. CDM Smith will collaborate with City staff to develop a mechanized process for prioritizing short-, mid-, and long-range CIP packages, aligning with strategic goals and funding capabilities. This process involves using tools like the CIP Planning Tool to integrate project data, prioritize based on criteria such as cost-benefit analysis, and facilitate decision-making for long-term infrastructure planning. To develop a business-case supported CIP, we will consider three interrelated tasks: creating an initial prioritization of a CIP list and transforming the list into descriptive project packages, developing a plan for addressing the City's staff skillset needs to support CIP implementation and long-term operations, and evaluating potential funding needs and opportunities for each CIP package. During the CIP packaging phase, our team will be using **Tom Gorman's** real-world experience to review the constructability of the packages.

Task 7 Assumptions:

- Capital improvement projects will be defined and distinguished from maintenance projects
- Routine maintenance efforts for replacement of wearable parts and components (e.g., valve replacements, electro- mechanical devices, instruments, chemical systems, small pumps) with specific costs less than $100,000 (value to be confirmed with City staff) will be:
  - Aggregated and categorized as O&M budget expenditures
  - Outside of the prioritized capital improvement program
  - Assumed to be implemented through O&M management
- Funding and financial investment strategy tasks will not be included as part of scope of work.

Task 7 Deliverables:

- Draft and final CIP TM

Task 7 Anticipated Meetings:

- One 2-hour CIP TM Draft Review

TASK 3.0 Master Plan Report Development

8.1 RWRS of the Future Road Mapping

CDM Smith is developing long-term roadmaps for water reclamation facilities and water reuse systems to address future regulatory and climate change challenges. Our approach includes evaluating current and potential regulations, identifying technological advancements, and considering environmental impacts. The roadmap development process involves analyzing regulations, meeting with environmental agencies to identify barriers and approvals, and evaluating treatment technologies suitable for influent and effluent water quality, site constraints, and energy demands. Additionally, the roadmap addresses climate change impacts on water resources, planning for increased water demand and potential scarcity, and integrating climate change adaptation strategies. By meeting with local and regional stakeholders, CDM Smith will align the roadmap with community needs and regulatory requirements, supporting sustainable water management practices.

8.2 RWRS Master Plan Report Packaging

In developing the draft and final master plan document, CDM Smith will compile and organize all relevant data, analyses, and recommendations into a report. This report will be structured like the 2018 RWRSMP to facilitate easy navigation and understanding, incorporating detailed project descriptions, methodologies, and findings. The draft version will be shared with stakeholders for review and feedback, which will be incorporated into the final version to reflect consensus and address any outstanding comments. Additionally, the master plan will include an executive summary section, providing a concise overview of the key elements and conclusions of the plan. This summary will be designed to be accessible to a broad audience, highlighting the most critical aspects of the master plan.

Task 8 Assumptions:

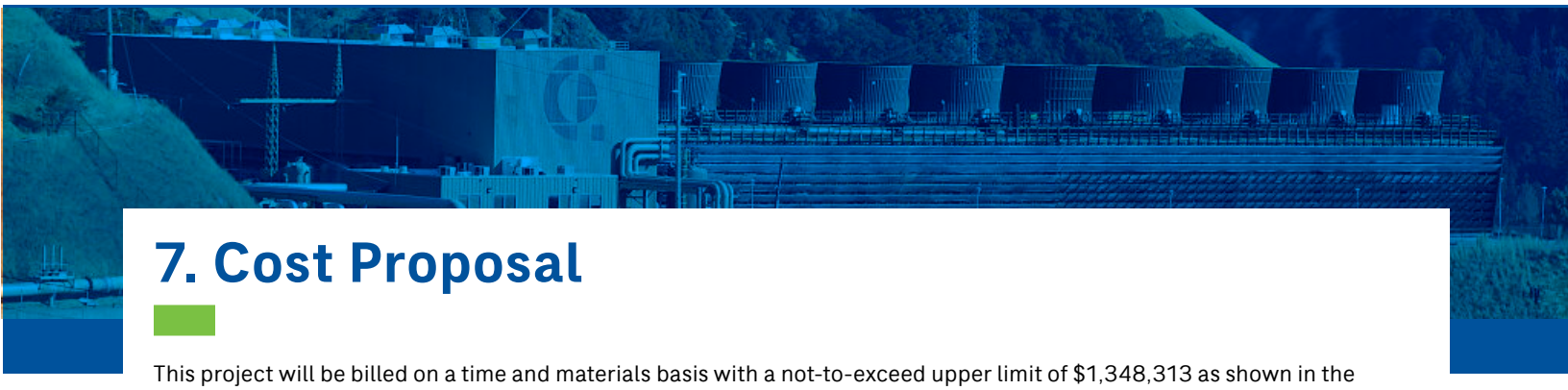
- The master plan update will be structured like the 2018 RWRSMP, facilitating easy navigation and understanding. The executive summary will effectively highlight key elements and conclusions.
- Stakeholders will actively participate in the review process, and their feedback will be incorporated into the final version to reflect consensus and address outstanding comments.
- City will review and provide consolidated comments from City staff within two weeks after receiving the draft and final master plan documents, respectively.

Task 8 Deliverables:

- Draft and final RWRSMP

Task 8 Anticipated Meetings:

- One 2-hour RWRSMP Draft Review



7. Cost Proposal

This project will be billed on a time and materials basis with a not-to-exceed upper limit of $1,348,313 as shown in the following spreadsheet. CDM Smith subconsultant cost has been marked up by 10%. CDM Smith labor is billed at the billing rates in table below. The cost and billing rates are developed based on project completion by December 2026. Any delays in schedule beyond December 2026 that outside the control of CDM Smith (such as delays in City reviews of CDM Smith deliverables or delays in receiving project data/information) would result in CDM Smith billing rate escalations and an overall increase in project costs.

The cost proposal includes professional service rates valid for twelve (12) months from the notice to proceed issued by the City. If the performance period exceeds 12 months, the rates will be subject to change. Our project manager will formally request an amendment to the contract in writing.

Rate Table

Labor Classification	Adjusted Rate
Company Officer, Principal-in-Charge, Senior VP	$335
Company Officer, Vice President	$330
Engineer 9	$325
Engineer 8	$300
Engineer 7	$280
Engineer 6	$250
Engineer 5	$230
Engineer 4	$220
Engineer 3	$210
Engineer 2 and 1	$205
Sr. Cost Estimator/Scheduler	$200
Sr. CAD Designer/Graphics	$170
CAD Designer/Graphics	$140
Contract Administrator/Financials	$170
Project Administrator/Word Processing	$140

These rates are based on our current regular rates. If the regular rates of the employee are increased during the life of the agreement, billing and payment will be at the increased regular rates for the applicable period of time.

Other Direct Costs

Other reimbursable direct costs shall be billed at actual cost. These reimbursable costs include, but are not limited to:

- Travel: Air Fare, Auto Rental, Local Mileage (current IRS limit)
- Subsistence: Lodging and Meals
- Communications: Postage, and Courier Services
- Outside Printing Services
- Equipment Rental

Subcontractor Services

Subcontractor services shall be billed at 1.1 times actual costs to cover the costs of general administrative services and handling.

Fee Estimate

Our fee estimate table, including a breakdown of fully burdened rates and estimated hours to be spent at the various rates on each task, is provided on the next page.

The following assumptions were used to develop the CDM Smith Fee Estimate:

Project Schedule

Assumes a 12-month performance period and the project officially is initiated at the time of the project's kickoff meeting.

Optional Tasks

These were not included in the fee estimate.

- Task 3.1 Subregional RWS and GRS Water Balance Seasonal Storage Analysis Model
- Task 4.2 Desktop Condition Assessment
- Task 4.4 Critical Asset Field Condition Assessment
- Task 7.1 Prioritized CIP Dynamic Dashboards

These optional tasks were not listed as Key Tasks in the RFP, and CDM Smith lacked the basis and data to estimate the effort required for them. However, we recommend that the City consider these optional tasks due to their importance in achieving the City's master plan objectives. We welcome further discussions with City staff to include these tasks in the scope of services.

Travel Costs

Travel will be required for site visits, workshops, working meetings, and field inspections. Travel costs will be based on current rates for transportation.

- Air Travel: $500 Round Trip within the North American Pacific Time Zone
- Rental Vehicle: $150/day
- Fuel: $50/trip
- Lodging: $175/night
- Meals per Diem: $100/day

Meetings/Workshops

- Five (5) In-person, Meetings/Workshops, up to 2-hours per meeting
- One (1) 2-day Workshop, 4-hours per day
- Nine (9) Virtual meetings, up to 2-hours per meeting
- Twenty-four (24) Project Management Bi-weekly status meeting, 30-minutes per meeting

City of Santa Rosa

Regional Water Reuse System Master Plan Update 2025

Fee Estimate for Professional Services
Resubmitted September 4, 2025

Team Member	Ebersold, David Project Executive	Mathur, Samir Tech Advisor, ES-10	Minamide, Traci QA/QC, ES-9	Fejarang, Gerald PM, ES-8	Burkman, Misti PTL, ES-7	Kashyap, Anusha DPM, ES-6	Doody, Alexandra ES-7	Hilts, Brian Allen ES-8	Craig, Dustin ES-8	Ryan, William ES-9	Tucker, Dwain ES-8	Ivanovic, Robert ES-9	Ortiz, Carlos ES-9
Project Bill Rate	$335	$330	$325	$300	$280	$250	$280	$300	$300	$325	$300	$325	$325

WBS/Activity Name	Start Date	End Date	Duration	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Task 1. Project Management																
1.1 Kickoff Meeting	11/1/2025	12/1/2025	31	8	4	8	10	12	12	2	2	2	2	2	2	2
1.2 Basis of Master Planning, Goals, and Objectives	11/1/2025	12/1/2025	31	2	4		1	4	6							
1.3 Project Management	11/1/2025	11/1/2026	366	2			48	96	120							
1.4 QA/QC	11/1/2025	11/1/2026	366	2	16	16										
Task 2. Staff Interviews and Data Collection																
2.1 Initial Staff Interviews and RWRS Subregional RW Facilities BRVA Workshop	11/1/2025	12/1/2025	31	8	4		20	40	60							
2.2 RWRS Asset and Process Data Collection	11/1/2025	12/1/2025	31	1	4		8	24	16	40						
2.3 Service Levels, Agreement and Contracts Review	11/1/2025	12/1/2025	31	1	4		8	24	16	8						
Task 3. System Capacity Analysis																
3.1 RWRS Water Balance Analysis	12/1/2025	1/1/2026	32	1	4			16	4							
3.2 LTP Hydraulic Capacity Analysis	12/1/2025	1/1/2026	32	1	4			24	16							
3.3 LTP Biological Process Capacity Analysis	12/1/2025	1/1/2026	32	1	4		8	24		48						
Task 4. Condition Assessments																
4.1 Condition Assessment Recommendations and Planning	1/1/2026	3/1/2026	60	1	4		8	24	16							
4.2 Desktop Condition Assessment (Optional)	11/3/2025	12/26/2025	54													
4.3 Critical Asset Field Condition Assessments (Optional)	10/27/2025	12/26/2025	61													
Task 5. Risk Assessment																
5.1 Aging Infrastructure	3/1/2026	5/1/2026	62	1	4			24	16							
5.2 New Regulations	3/1/2026	5/1/2026	62	1	4			24	16			8				
5.3 Capacity and Delivery Constraints	3/1/2026	5/1/2026	62	1	4		8	24	16	40	40	40	40	40	80	40
Task 6. Risk Mitigation and Improvements																
6.1 Risk Mitigation Strategies	5/1/2026	7/1/2026	62	1	4			24	16							
6.2 Optimization Strategies	5/1/2026	7/1/2026	62	1	4			24	24							
Task 7. Capital Improvement Projects Program																
7.1 Prioritized CIP Planning	7/1/2026	9/1/2026	63	1	4		8	24	120	24	24	24	24	24	24	24
Task 8. Master Plan Report Development																
8.1 RWRS of the Future Road Mapping	9/1/2026	11/1/2026	62	2	4		8	24	16							
8.2 RWRS Master Plan Report Packaging	9/1/2026	11/1/2026	62	2	4			24	40							
			Totals	**38**	**84**	**24**	**135**	**480**	**530**	**162**	**66**	**74**	**66**	**66**	**106**	**66**

City of Santa Rosa

Regional Water Reuse System Master Plan Update 2025

Fee Estimate for Professional Services
Resubmitted September 4, 2025

	Orlins, Joseph ES-8	Knatz, Carrie ES-8	Nehrke, Seth ES-8	Lundin, Carl ES-5	Carolan, James ES-5	Silver, Cannon ES-8	Claus, Jeffrey ES-8	Quimpo, Jesus Estimator	Helwig, John ES-7	Brennen, Jayson ES-10	Loutsch, Andria ES-8	Ridge, Joseph ES-10	Kostrzewa, Ryan ES-4	Gledhill, Greta ES-4	Shrestha, Prasanna ES-3	Brooks-Macrorie, Kyndra ES-3
	$300	$300	$300	$230	$230	$300	$300	$200	$280	$330	$300	$330	$220	$220	$210	$210
WBS/Activity Name	**Start Date**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**
Task 1. Project Management																	
1.1 Kickoff Meeting	11/1/2025	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	16
1.2 Basis of Master Planning, Goals, and Objectives	11/1/2025																8
1.3 Project Management	11/1/2025																96
1.4 QA/QC	11/1/2025																
Task 2. Staff Interviews and Data Collection																	
2.1 Initial Staff Interviews and RWRS Subregional RW Facilities BRVA Workshop	11/1/2025																60
2.2 RWRS Asset and Process Data Collection	11/1/2025		40					40							80	80	80
2.3 Service Levels, Agreement and Contracts Review	11/1/2025														24	24	24
Task 3. System Capacity Analysis																	
3.1 RWRS Water Balance Analysis	12/1/2025																
3.2 LTP Hydraulic Capacity Analysis	12/1/2025		32											16			
3.3 LTP Biological Process Capacity Analysis	12/1/2025													24			
Task 4. Condition Assessments																	
4.1 Condition Assessment Recommendations and Planning	1/1/2026							16						16			
4.2 Desktop Condition Assessment (Optional)	11/3/2025																
4.3 Critical Asset Field Condition Assessments (Optional)	10/27/2025																
Task 5. Risk Assessment																	
5.1 Aging Infrastructure	3/1/2026							40		40							
5.2 New Regulations	3/1/2026														40		
5.3 Capacity and Delivery Constraints	3/1/2026	40		40	40	40	40							40			
Task 6. Risk Mitigation and Improvements																	
6.1 Risk Mitigation Strategies	5/1/2026							24							40		
6.2 Optimization Strategies	5/1/2026							24						40	40		
Task 7. Capital Improvement Projects Program																	
7.1 Prioritized CIP Planning	7/1/2026	24	40	24	24	24			240	24	24			40	40	40	40
Task 8. Master Plan Report Development																	
8.1 RWRS of the Future Road Mapping	9/1/2026													40	40	40	40
8.2 RWRS Master Plan Report Packaging	9/1/2026													40	40	40	40
		66	**114**	**66**	**66**	**66**	**42**	**146**	**242**	**66**	**26**	**2**	**2**	**258**	**346**	**226**	**404**

City of Santa Rosa

Regional Water Reuse System Master Plan Update 2025

Fee Estimate for Professional Services

Resubmitted September 4, 2025

Ramirez, Juan GIS Specialist	Coyne, Wendy Word Proc	Hoffmayer, Alicia Tech Editor	Rigg, Daynan PMCL	Milodovskaia, Inna PCS	Wood, Christine ACCT	Travel Costs	Marc Solomon Subconsultant	Kennedy Jenks Subconsultant
$200	$140	$140	$280	$170	$170			

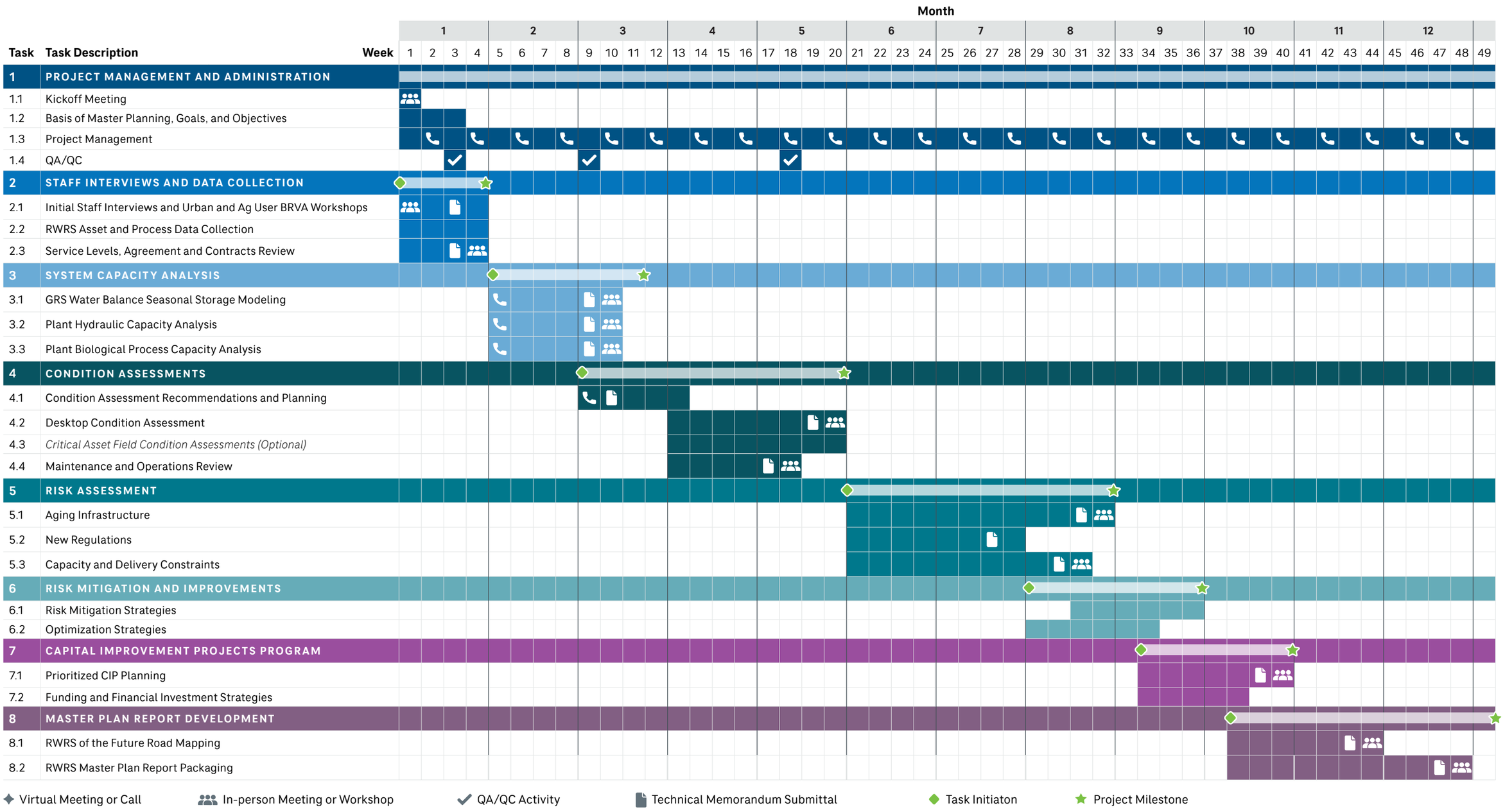
WBS/Activity Name	Start Date	Hours	Hours	Hours	Hours	Hours	Hours	Amount	Amount	Amount	Labor Bill Amount	ODC Billable
Task 1. Project Management											**$159,740.00**	**$2,500.00**
1.1 Kickoff Meeting	11/1/2025							$2,500.00			$31,730.00	$2,500.00
1.2 Basis of Master Planning, Goals, and Objectives	11/1/2025	8	4	8							$9,870.00	
1.3 Project Management	11/1/2025				24	24	24		$55,000	$18,355	$106,990.00	
1.4 QA/QC	11/1/2025										$11,150.00	
Task 2. Staff Interviews and Data Collection											**$189,070.00**	**$1,600.00**
2.1 Initial Staff Interviews and RWRS Subregional RW Facilities BRVA Workshop	11/1/2025		8	8				$1,350.00		$15,610	$51,040.00	$1,350.00
2.2 RWRS Asset and Process Data Collection	11/1/2025		8	8							$103,415.00	
2.3 Service Levels, Agreement and Contracts Review	11/1/2025		8	8				$250.00			$34,615.00	$250.00
Task 3. System Capacity Analysis											**$66,605.00**	**$3,000.00**
3.1 RWRS Water Balance Analysis	12/1/2025									$66,740	$7,135.00	
3.2 LTP Hydraulic Capacity Analysis	12/1/2025		8	8				$1,500.00			$27,735.00	$1,500.00
3.3 LTP Biological Process Capacity Analysis	12/1/2025		8	8				$1,500.00			$31,735.00	$1,500.00
Task 4. Condition Assessments											**$25,335.00**	**$250.00**
4.1 Condition Assessment Recommendations and Planning	1/1/2026		8	8				$250.00		$23,705	$25,335.00	$250.00
4.2 Desktop Condition Assessment (Optional)	11/3/2025											
4.3 Critical Asset Field Condition Assessments (Optional)	10/27/2025											
Task 5. Risk Assessment											**$243,045.00**	**$1,500.00**
5.1 Aging Infrastructure	3/1/2026		8	8							$37,815.00	
5.2 New Regulations	3/1/2026		8	8							$25,815.00	
5.3 Capacity and Delivery Constraints	3/1/2026		8	8				$1,500.00			$179,415.00	$1,500.00
Task 6. Risk Mitigation and Improvements											**$72,030.00**	**$1,500.00**
6.1 Risk Mitigation Strategies	5/1/2026		8	8						$29,920	$30,615.00	
6.2 Optimization Strategies	5/1/2026		8	8				$1,500.00			$41,415.00	$1,500.00
Task 7. Capital Improvement Projects Program											**$229,215.00**	
7.1 Prioritized CIP Planning	7/1/2026		8	8							$229,215.00	
Task 8. Master Plan Report Development											**$121,660.00**	**$1,000.00**
8.1 RWRS of the Future Road Mapping	9/1/2026		40	8				$500.00			$56,230.00	$500.00
8.2 RWRS Master Plan Report Packaging	9/1/2026		80	8				$500.00			$65,430.00	$500.00
		8	**220**	**120**	**24**	**24**	**24**	**$ 11,350**	**$ 55,000**	**$ 154,330**	**$1,106,700.00**	**$11,350.00**

City of Santa Rosa

Regional Water Reuse System Master Plan Update 2025

Fee Estimate for Professional Services

Resubmitted September 4, 2025

WBS/Activity Name	Start Date	Sub Billable	Total Billable
Task 1. Project Management		**$80,690.50**	**$242,930.50**
1.1 Kickoff Meeting	11/1/2025		$34,230.00
1.2 Basis of Master Planning, Goals, and Objectives	11/1/2025		$9,870.00
1.3 Project Management	11/1/2025	$80,690.50	$187,680.50
1.4 QA/QC	11/1/2025		$11,150.00
Task 2. Staff Interviews and Data Collection		**$17,171.00**	**$207,841.00**
2.1 Initial Staff Interviews and RWRS Subregional RW Facilities BRVA Workshop	11/1/2025	$17,171.00	$69,561.00
2.2 RWRS Asset and Process Data Collection	11/1/2025		$103,415.00
2.3 Service Levels, Agreement and Contracts Review	11/1/2025		$34,865.00
Task 3. System Capacity Analysis		**$73,414.00**	**$143,019.00**
3.1 RWRS Water Balance Analysis	12/1/2025	$73,414.00	$80,549.00
3.2 LTP Hydraulic Capacity Analysis	12/1/2025		$29,235.00
3.3 LTP Biological Process Capacity Analysis	12/1/2025		$33,235.00
Task 4. Condition Assessments		**$26,075.50**	**$51,660.50**
4.1 Condition Assessment Recommendations and Planning	1/1/2026	$26,075.50	$51,660.50
4.2 Desktop Condition Assessment (Optional)	11/3/2025		
4.3 Critical Asset Field Condition Assessments (Optional)	10/27/2025		
Task 5. Risk Assessment			**$244,545.00**
5.1 Aging Infrastructure	3/1/2026		$37,815.00
5.2 New Regulations	3/1/2026		$25,815.00
5.3 Capacity and Delivery Constraints	3/1/2026		$180,915.00
Task 6. Risk Mitigation and Improvements		**$32,912.00**	**$106,442.00**
6.1 Risk Mitigation Strategies	5/1/2026	$32,912.00	$63,527.00
6.2 Optimization Strategies	5/1/2026		$42,915.00
Task 7. Capital Improvement Projects Program			**$229,215.00**
7.1 Prioritized CIP Planning	7/1/2026		$229,215.00
Task 8. Master Plan Report Development			**$122,660.00**
8.1 RWRS of the Future Road Mapping	9/1/2026		$56,730.00
8.2 RWRS Master Plan Report Packaging	9/1/2026		$65,930.00
		$230,263.00	**$1,348,313.00**

Appendix B - Detailed Schedule