

DRAFT

Item 15

Agenda Item No. _____

File Code No. _____



**CITY OF SANTA BARBARA
COUNCIL AGENDA REPORT**

DRAFT

AGENDA DATE: October 30, 2012
TO: Mayor and Councilmembers
FROM: Water Resources Division, Public Works Department
SUBJECT: Contract For Operations And Maintenance Manual With Related Standard Operating Procedures Updates

RECOMMENDATION:

That Council authorize the Public Works Director to execute a Professional Services Agreement with Kennedy/Jenks Consultants, in the amount of \$365,891 to update El Estero's Operation and Maintenance Manual and related documentation, including the development and updating of the facility's Standard Operating Procedure documentation, and authorize the Public Works Director to approve expenditures of up to \$36,589 for extra services of Kennedy/Jenks Consultants that may result from necessary changes in the scope of work.

DISCUSSION:

Background

The City owns and operates an activated sludge wastewater treatment plant (El Estero). This plant includes preliminary treatment, primary treatment, secondary treatment, chlorination and dechlorination facilities, ocean outfall, and solids handling unit processes. Currently El Estero treats an average of 8 MGD (million gallons per day) of wastewater and also includes a 4 MGD tertiary process for production and distribution of recycled water.

Project Description

The City's wastewater system operates under a National Pollutant Discharge Elimination System (NPDES) Permit No. CA0048143, issued by the California Regional Water Quality Control Board (RWQCB), which contains Clean Water Act requirements administered by the United States Environmental Protection Agency (EPA). The recycled water facility operates under Waste Discharge Requirements and Master Reclamation Permit Order No. 97-44, which is issued by the RWQCB. A requirement of both the Clean Water Act and the NPDES Permit is that the City periodically update the El Estero Operations and Maintenance (O&M) Manual and related Standard Operating Procedures (SOPs) to reflect current facility unit process information.

This project is intended to:

- update the O&M Manual for the facility to reflect current conditions;
- Update and develop necessary SOPs for the facility;
- Provide electronic documentation-related mechanisms for City staff to update the new O&M Manual and associated SOPs on an on-going, as-needed basis as a result of staff-initiated facility improvements;
- Provide for publication and document control of above updated documentation in an electronic, on-line format; and
- Develop policies and procedures for electronic documentation-related mechanisms that allow City staff to update the new O&M Manual and associated SOPs to reflect changes in the facility or operations section activities as a result of staff initiated facility improvements, Capital Improvement Program project work, process optimization work, or changes in City policies or regulatory agency requirements.

After mailing Requests for Proposals to twenty one consulting firms, the City received a total of six proposals from firms interested in performing the requested updates. All six firms were interviewed and Kennedy/Jenks Consultants was selected to perform this work.

Kennedy/Jenks Consultants will provide the following services:

- Assessment of existing documentation and current work processes;
- Development of a complete and updated O&M Manual using current USEPA Guidance For Preparing Standard Operating Procedures (EPA Qs/G-6) guidelines and procedures;
- Develop recommendations for electronic storage of said documentation on existing City information system hardware/software or approved outside vendor information system infrastructure; and
- Coordinate with staff from El Estero and from Information Systems to finalize procedures and implement all necessary and approved procedures and activities to achieve successful installation and operational commencement of final O&M documentation on existing City information system hardware/software and approved outside vendor information system infrastructure.

At their meeting on October 8, 2012, the Board of Water Commissioners voted to approve staff's recommendation.

BUDGET/FINANCIAL INFORMATION:

This project was anticipated, and there are adequate appropriated funds in the Wastewater Capital Fund for these professional assessment and updating services.

PREPARED BY: Christopher J. Toth, Wastewater System Manager/avb

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office