



AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: September 17, 2025
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/83295730901	Agenda posted on 9-12-2025 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvally.gov
ELECTED OFFICIALS		CITY STAFF MEMBERS
Derek Timm, Mayor Donna Lind, Vice Mayor Steve Clark, Council Member Krista Jett, Council Member VACANT, Council Member		Mali LaGoe, City Manager Kirsten Powell, City Attorney Rodolfo Onchi, Public Works Director Allison Pfefferkorn, Recreation Division Manager Cathie Simonovich, City Clerk

MEETING NOTICE AND AGENDA PACKET MATERIALS

Notice regarding City Council Meetings:

The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 PM in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066, and via Zoom Webinar remote access.

Agenda and Agenda Packet Materials:

The City Council agenda and the complete agenda packet are available for review by 5:00 PM the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvally.gov and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvally.gov.

Public Participation:

The meeting will be available on Zoom and livestreamed to the City of Scotts Valley's YouTube channel: <https://www.youtube.com/@cityofscottsvally>

For those wishing to participate via Zoom you can join the following ways:

Zoom Webinar meeting link: <https://us02web.zoom.us/j/83295730901>

Or dial one of these numbers: (669) 900-9128 or (669) 444-9171

Webinar ID: 832 9573 0901

Whether attendance is in-person or remote, you will be given opportunities to provide public comment at the appropriate times throughout the meeting. The time limit is up to 3 minutes for an individual, or 5 minutes for someone who is representing a group of three or more, at the discretion of the Mayor. Please note that this is not a question-and-answer time, but simply a time to provide comments to the Council. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Mayor will announce that public comment will be accepted.

How to comment via in-person attendance:

Please proceed to the public comment podium when the Mayor opens the item for public comment.

How to comment via Zoom Webinar:

Use the webinar attendee option to “raise hand” when the Mayor opens the item for public comment. The Clerk will unmute you when it is your turn. If you have joined via Zoom phone call, dial *9 or your phone to “raise your hand”, and the Clerk will unmute you when it is your turn.

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER

1. Mayor's Proclamation recognizing September 29—October 5 as the "Week Without Driving" in Scotts Valley
2. Lockhart Fuel Break project presentation

COMMITTEE REPORTS

Council members are appointed to committees which are either City committees or committees dealing with other jurisdictions. This portion of the agenda allows the committee member to present oral or written reports to the Council regarding their committee assignments. It also allows the Council to make comments and give the committee member direction, as required.

CITY MANAGER REPORT

PUBLIC COMMENT TIME

This is the opportunity for individuals attending in person to make oral comments to the Council on any items within the purview of the Council, which are NOT part of the Agenda. No action on the item may be taken, but the Council may request the matter be placed on a future agenda. Written public comment may be emailed to the City Clerk by 5:00 PM on the day of the meeting at csimonovich@scottsvally.gov.

ALTERATIONS TO CONSENT AGENDA

Council can remove or add items to the Consent Agenda.

CONSENT AGENDA

The Consent Agenda is comprised of items which are intended to be non-controversial and are approved without discussion. Persons wishing to speak on any item may request the item be moved to the Regular Agenda by raising their hand to be recognized by the Mayor. An item will only be moved from the Consent Agenda to the Regular Agenda if a City Council Member requests it to be moved and a majority of the Council agrees.

1. Approve City Council regular meeting minutes of 09-04-2025 and special meeting minutes of 09-10-2025
2. Approve check register dated 08-30-2025 through 09-12-2025
3. Approve the design of the Skypark 6-12 year old playground replacement and authorize the City Manager to enter into an Agreement with Ross Recreation Equipment, Inc. for the Skypark 6-12 year old play structure installation
4. Contract Award for Development of Wastewater Treatment Plant Master Plan in Amount of \$392,165

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.

REGULAR AGENDA

Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.

1. Contract Award for Al Shugart Park Design in Amount of \$443,854
2. Future Council Agenda Items

ADJOURNMENT

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5600 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

PROCEDURAL INFORMATION FOR THE PUBLIC

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN APPROVAL OF A RESOLUTION:

1. Move the Resolution number for approval.
2. Second the motion.
3. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN INTRODUCTION/ADOPTION OF AN ORDINANCE:

1. Move the Ordinance number for introduction (or adoption).
2. Move the Ordinance be introduced by title only and waive the reading of the text.
3. Read the Ordinance title.
4. Second the motion.
5. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN PUBLIC COMMENT/PUBLIC HEARINGS:

Unless otherwise determined by the presiding officer of the meeting:

1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.



The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000; or, from or to Speech-to-Speech, English & Spanish 1-800-854-7787), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

City of Scotts Valley

Mayor's Proclamation

*Recognizing September 29-October 5, 2025
as the
"Week Without Driving" in Scotts Valley*

WHEREAS, Access to mobility is a fundamental part of health and community connections, allowing City of Scotts Valley residents to reach education and employment opportunities, medical services, shopping, recreation, and social opportunities, and is one of our transportation system policy goals, including investing public dollars to improve the movement of people in the City of Scotts Valley; and

WHEREAS, Improvements in walking and bike paths can improve alternate forms of mobility in Scotts Valley and our state, and public driver education initiatives can help educate drivers to have patience, compassion and understanding for those traveling by means other than a vehicle; and

WHEREAS, People without a car or are unable to drive should be able to get to where they need to go safely and effectively. But every day, Americans who can't drive – approximately 30 percent of the population, are challenged with barriers to mobility because of inadequate sidewalks, lack of transit, and dangerous roads. The City of Scotts Valley transportation system should support all individuals, regardless of ability, age, or income, which will strengthen our communities and enhance our quality of life; and

WHEREAS, Participating in the #WeekWithoutDriving challenge will bring more awareness and understanding to leaders and the community about how the lack of adequate transportation can impact people's ability to work, travel to appointments, access education and childcare, and procure goods, services, recreation, and entertainment in their communities.

NOW, THEREFORE, I, Derek Timm, as Mayor of the City of Scotts Valley, on behalf of the entire City Council, do hereby recognize the week of September 29 – October 5, 2025, as the "Week Without Driving" in Scotts Valley, California, and residents are encouraged to use public transportation, walk, ride a bike, or use ridesharing options to include carpooling for their everyday travel needs.




Derek Timm, Mayor
Signed and sealed this 17th day of September 2025



MINUTES

Meeting of the
Scotts Valley City Council
Date: September 3, 2025
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/83295730901	The agenda was posted on Agenda posted on 8-29-2025 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov
CALL TO ORDER 6:00 PM		

The City Council meeting was called to order at 6:00 PM.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:

Derek Timm, Mayor
Allan Timms, Vice Mayor
Steve Clark, Council Member
Krista Jett, Council Member
Donna Lind, Council Member

CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager
Kirsten Powell, City Attorney
Steve Walpole, Police Chief
Stephanie Hill, Administrative Services Director
Rodolfo Onchi, Public Works Director
Taylor Bateman, Community Development
Director
Cathie Simonovich, City Clerk

SPECIAL SET MATTER

1. Mayor's Proclamation honoring Jacob's Heart Children's Cancer Support Services and declaring September 2025 as Childhood Cancer Awareness Month

Mayor Timm presented this proclamation and Heidi Boynton, Executive Director of Jacob's Heart, accepted the proclamation.

2. O'Neill Sea Odyssey presentation

Tracey Weiss, Executive Director of O'Neill Sea Odyssey, gave a presentation highlighting how the organization serves Scotts Valley students. Ms. Weiss thanked the Council for the longstanding partnership between the O'Neill Sea Odyssey and the City of Scotts Valley.

COMMITTEE REPORTS

CM Clark, in his capacity as a Commissioner for the Regional Transportation Commission (RTC), attended a Commissioner's briefing on the Santa Cruz branch rail-trail line freight carrier contracts. He also attended an ad hoc committee meeting regarding encroachments. CM Clark announced that the next RTC meeting is tomorrow, 9/4, in Watsonville.

CM Clark attended the Art, Wine, and Beer Festival debrief meeting and noted the overwhelming praise for the City staff.

CM Jett announced that the Youth Action Network has had a change in leadership and is taking a brief pause from meetings. Consequently, she will be focusing on the Pathways to Possibilities program, which is the Scotts Valley program for high school students.

CM Lind attended a Santa Cruz Metropolitan Transit District (METRO) Board of Directors meeting and noted that new Scotts Valley routes are available through the fall service launch, including a new route from Santa Cruz to Scotts Valley Drive and school service to Vine Hill Elementary and Scotts Valley High School.

CM Lind, along with CM Clark, met with the METRO's Executive Director Corey Aldridge regarding a potential tax measure for the 2026 election.

CM Lind attended the Art, Wine, and Beer Festival debrief meeting.

Mayor Timm, along with City Manager LaGoe, met with representatives from Governor Newsom's office where they were able to share the City's priorities, as well as concerns. He noted that there is a proclamation on the Consent Agenda declaring September 9, 2025, as the 175th anniversary of statehood for California.

CITY MANAGER REPORT

Court Resurfacing Project: The tennis and pickleball resurfacing project is well underway and is going well.

Pavement Improvement Project: This project is moving forward, and great progress is being made. This will continue for at least another month.

Cadillac Drive Communications Tower: The City has police communication equipment on the Cadillac Drive tower, and a new generator will be installed as a collaborative effort between the Police Department and the Public Works Department.

Multicultural Fair: The Multicultural Fair is this Saturday, September 6, at Skypark from 12:00 PM to 4:00 PM.

Inaugural Glenwood 5K: Registration is open for the first annual Glenwood 5K to be held on October 11 on the Glenwood East trails.

Traffic Enforcement Grant: The Police Department has been awarded a \$100K traffic enforcement grant. Congratulations to the Police Department for receiving this grant for the second year in a row from the California Department of Traffic Safety. The funds will be used to enforce DUI checkpoints, overtime for staff, other services related to traffic safety, and a new motorcycle. The grant period is from October 2025 through the summer of 2026.

Pacific Gas and Electric (PG&E) Meeting: City Manager LaGoe, Director Hill and Director Onchi met with PG&E representatives to discuss their safety programs, how they are hardening their infrastructure to prevent wildfires, communication and coordination, and encroachment permits. They also discussed the City's PG&E bills and options for getting better rates, particularly for the Wastewater Treatment Plan which is the City's highest energy user.

New Senior Administrative Analyst: City Manager LaGoe introduced and welcomed the City's new Senior Administrative Analyst in the Public Works Department, Mindy Esquada. We are excited to have Mindy join us since she has extensive experience in both Public Works and Emergency Management.

PUBLIC COMMENT TIME

Matthew Hakimi, a Scotts Valley resident, suggested that the pickleball courts be moved to the Town Center property, instead of the current development plans.

Bob Lissner requested assistance in preparing a grant deed to resolve an ownership issue involving Nadia Court.

CM Lind announced that the Santa Cruz Fire Memorial Stair Climb will be held at Seacliff State Beach on September 11 at 8:00 AM.

ALTERATIONS TO CONSENT AGENDA

M/S: Timms/Lind

To approve the Consent Agenda with no alterations.

Carried 5/0 (AYES: Timm, Timms, Clark, Jett, Lind)

CONSENT AGENDA

1. Approve City Council minutes of 08-06-2025 (amended) and City Council minutes of 08-20-2025
2. Approve check register dated 08-14-2025 through 08-29-2025
3. Consideration of Sanitary Sewer Connection Request: APN 067-561-07, Miraflores Road
4. Mayor's Proclamation for September 9, 2025, as California's 175th anniversary of statehood

ALTERATIONS TO REGULAR AGENDA

M/S: Lind/Timms

To approve the Regular Agenda with no alterations.

Carried 5/0 (AYES: Timm, Timms, Clark, Jett, Lind)

REGULAR AGENDA

1. Resolution Granting Consent to Santa Cruz County to Form the Santa Cruz Mountains Wine Improvement District

Keiki McKay, Executive Director of the Santa Cruz Mountains Winegrowers Association, gave a presentation and answered questions. Two letters of support were included in the agenda packet.

Phil Cruz, the co-owner of Pelican Ranch Winery, spoke in favor of the formation of the Santa Cruz Mountains Wine Improvement District (SCMWID).

Matthew Hakimi, a Scotts Valley resident, spoke against the formation of the SCMWID.

Mary Lindsay, who handles the marketing and sales for Muns Vineyard and is also on the board of the Santa Cruz Mountains Winegrowers Association, spoke in favor of the formation of the SCMWID.

M/S: Lind/Clark

To adopt Resolution No. 2070 granting consent to the County of Santa Cruz to form the Santa Cruz Mountains Wine Improvement District.

Carried 5/0 (AYES: Timm, Timms, Clark, Jett, Lind)

2. Future Council Agenda Items

Vice Mayor Timms announced his resignation from the Scotts Valley City Council and noted that he would tender the formal written resignation to the City Clerk on September 4, 2025.

Mayor Timm requested a future agenda item to discuss and approve the process for filling a City Council Member vacancy. A consensus was achieved by the majority of the Council Members to add this as a future agenda item.

CONVENE TO CLOSED SESSION

The City Council convened to closed session at 7:15 PM to discuss the following items:

CLOSED SESSION SUBJECT(S)

1. Conference with legal counsel regarding liability claim
Legal Authority: Government Code Section 54956.9
Name of Case: Stribling Claim
Staff Present: City Manager, City Attorney, Public Works Director
2. Conference with Legal Counsel - Existing Litigation
Legal Authority: Government Code Section 54956.9
Number of Cases: 1 Case
Name of Case: Service Employees International Union Local 521 v. City of Scotts Valley, Unfair Practice Case No. SF-CE-2172-M
Staff Present: City Manager, City Attorney, Administrative Services Director

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:42 PM.

REPORT ON ACTION TAKEN DURING CLOSED SESSION

City Attorney Powell reported the Council voted unanimously to accept the claim filed on behalf of the Striblings.

ADJOURNMENT

The meeting adjourned at 7: 43 PM.

Approved: _____
Derek Timm, Mayor

Attest: _____
Cathie Simonovich, City Clerk



MINUTES

Special Meeting of the
Scotts Valley City Council
Date: September 10, 2025
Time: 9:00 AM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/83295730901	The agenda was posted on 9-9-2025 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvalley.gov .
CALL TO ORDER 9:00 AM		

The City Council meeting was called to order at 9:01 AM.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT:

Derek Timm, Mayor
VACANT, Vice Mayor
Steve Clark, Council Member
Krista Jett, Council Member
Donna Lind, Council Member

CITY STAFF MEMBERS PRESENT:

Mali LaGoe, City Manager
Kirsten Powell, City Attorney
Cathie Simonovich, City Clerk

ALTERATIONS TO REGULAR AGENDA

M/S: Lind/Clark

To approve the Regular Agenda with no alterations.

Carried 5/0 (AYES: Timm, Timms, Clark, Jett, Lind)

REGULAR AGENDA

1. Appointment of Vice Mayor

City Manager LaGoe reviewed the process for appointing a new Vice Mayor.

M/S: Clark/Jett

To nominate Councilmember Lind as the new Vice Mayor.

Carried 4/0 (AYES: Timm, Clark, Jett, Lind)

2. Consideration of Urgency Ordinance to Repeal Scotts Valley Municipal Code section 2.23.030

City Attorney explained the rationale behind the urgency ordinance.

M/S: Lind/Jett

To approve Urgency Ordinance No. 201 repealing Section 2.23.030 of Chapter 2.23, Title 2 of the Scotts Valley Municipal Code regarding filling vacancies on the City Council, and following the California Government Code to fill the City Council vacancy.

Carried 4/0 (AYES: Timm, Lind, Clark, Jett)

3. Process to Fill Vacant City Council Seat

City Manager LaGoe highlighted the options to fill a vacant Council seat as set forth in the California Government Code. The Council discussed the cost and timing of a special election, and the appointment options. Council determined that an appointment for the remainder of the term (through November 2026) is appropriate, they discussed the application process, and they discussed amendments to the application.

M/S: Lind/Clark

To approve the application process and the application form with amendments.

Carried 4/0 (AYES: Timm, Lind, Clark, Jett)

ADJOURNMENT

The meeting adjourned at 9:28 AM.

Approved: _____
Derek Timm, Mayor

Attest: _____
Cathie Simonovich, City Clerk

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-10100-000-000-000000					
134616	09/05/25	AAA WORKSPACE	464.87	0	Regular
134617	09/05/25	ACE PORTABLE SERVICES	1,500.48	0	Payment Manager
134618	09/05/25	ADOBE ANIMAL HOSPITAL SOQUEL	206.98	0	Regular
134619	09/05/25	AMAZON CAPITAL SERVICES	873.92	0	Regular
134620	09/05/25	AQUATIC INFORMATICS INC.	4,997.81	0	Regular
134621	09/05/25	AT&T	1,962.06	0	Regular
134622	09/05/25	AT&T	452.53	0	Regular
134623	09/05/25	AT&T	58.49	0	Regular
134624	09/05/25	AUTO CARE LIFESAVER TOWING	90.00	0	Regular
134625	09/05/25	AXON ENTERPRISE, INC	22,323.40	0	Regular
134626	09/05/25	BRENDA'S FACE PAINTING	390.00	0	Regular
134627	09/05/25	BRIGHTVIEW LANDSCAPE	4,166.50	0	Regular
134628	09/05/25	BUSINESS WITH PLEASURE	2,327.80	0	Regular
134629	09/05/25	CAL-WEST LIGHTING & SIGNAL INC	1,539.47	0	Regular
134630	09/05/25	CALIFORNIA MARINE SANCTUARY	746.40	0	Regular
134631	09/05/25	CIVICPLUS	16,241.73	0	Payment Manager
134632	09/05/25	COMCAST	675.41	0	Payment Manager
134633	09/05/25	COMCAST	1,050.55	0	Regular
134634	09/05/25	COMMUNITY TREE SERVICE, INC.	9,825.00	0	Payment Manager
134635	09/05/25	CRYSTAL SPRINGS WATER CO	311.50	0	Regular
134636	09/05/25	CSG CONSULTANTS, INC	25,794.85	0	Regular
134637	09/05/25	CUSHMAN CONTRACTING CORPORATIO	65,397.55	0	Regular
134638	09/05/25	DASH MEDICAL GLOVES	234.16	0	Regular
134639	09/05/25	DEPT OF JUSTICE	30.00	0	Regular
134640	09/05/25	DUDEK	4,305.00	0	Regular
134641	09/05/25	DUDEK	2,330.00	0	Regular
134642	09/05/25	DUDEK	4,331.25	0	Regular
134643	09/05/25	DUDEK	1,398.75	0	Regular
134644	09/05/25	DUDEK	4,897.50	0	Regular
134645	09/05/25	DUDEK	3,805.00	0	Regular
134646	09/05/25	DUNCAN AUTO TECH	1,647.48	0	Payment Manager
134647	09/05/25	INDUSTRIAL SCIENTIFIC CORP	6,922.99	0	Regular
134648	09/05/25	JAMES FISCHER JR	28,860.00	0	Regular
134649	09/05/25	KARLA PATRICIA KIRCH	315.00	0	Regular
134650	09/05/25	M-GROUP	15,480.00	0	Regular
134651	09/05/25	MARQUEZ JUMPERS	299.00	0	Regular
134652	09/05/25	MISSION UNIFORM SERVICE	741.69	0	Payment Manager
134653	09/05/25	MONTEREY BAY ANALYTICAL SVCS	1,298.20	0	Regular
134654	09/05/25	OPENGOV, INC.	44,756.77	0	Regular
134655	09/05/25	PHILLIP D NEUMAN	34,287.80	0	Regular
134656	09/05/25	RIVERSIDE LIGHTING INC	6.16	0	Regular
134657	09/05/25	S.V. WATER DISTRICT	15,118.63	0	Regular
134658	09/05/25	SALINAS VALLEY SOLID WASTE	4,000.00	0	Regular
134659	09/05/25	SAN LORENZO VALLEY WATER DISTR	380.48	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
134660	09/05/25	SANTA CRUZ COUNTY INFORMATION	1,583.46	0	Regular
134661	09/05/25	SCARBOROUGH LUMBER	5.87	0	Regular
134662	09/05/25	SCOTT GARNER	115.90	0	Regular
134663	09/05/25	SCOTTS VALLEY CAR WASH	789.29	0	Regular
134664	09/05/25	SCOTTS VALLEY SPRINKLER	104.25	0	Regular
134665	09/05/25	SOUTHWEST VALVE & EQUIPMENT	8,850.23	0	Regular
134666	09/05/25	SOUTHWEST VALVE & EQUIPMENT	39,529.60	0	Regular
134667	09/05/25	STERLING WATER TECHNOLOGIES	2,880.00	0	Regular
134668	09/05/25	SYCAL ENGINEERING INC	3,331.64	0	Regular
134669	09/05/25	THE HANGAR AT SKY PARK LLC	6,138.00	0	Regular
134670	09/05/25	URETSKY SECURITY	1,662.98	0	Regular
134671	09/05/25	WEX BANK	9,254.03	0	Regular
134672	09/12/25	ACE PORTABLE SERVICES	1,374.97	0	Payment Manager
134673	09/12/25	ADAMS ASHBY GROUP, INC	3,500.00	0	Regular
134674	09/12/25	ALVAREZ IND INC CLEAN BLDG	615.00	0	Regular
134675	09/12/25	AMAZON CAPITAL SERVICES	506.63	0	Regular
134676	09/12/25	AT&T	8.85	0	Regular
134677	09/12/25	AT&T	1,716.21	0	Regular
134678	09/12/25	BATTERIES + BULBS #314	175.30	0	Regular
134679	09/12/25	BKF ENGINEERS	20,341.50	0	Regular
134680	09/12/25	BRASS KEY LOCKSMITH	26.27	0	Regular
134681	09/12/25	BRISHAN INC.	3,950.21	0	Regular
134682	09/12/25	C & N TRACTORS	244.52	0	Regular
134683	09/12/25	CAL-WEST LIGHTING & SIGNAL INC	1,336.33	0	Regular
134684	09/12/25	CARLOS SOTO	27,172.50	0	Regular
134685	09/12/25	CENTRAL HOME SUPPLY	306.92	0	Regular
134686	09/12/25	DARSHANA CROSKREY	163.89	0	Regular
134687	09/12/25	DAVID SANGUINETTI	273.90	0	Regular
134688	09/12/25	DAWN BANKS	131.20	0	Regular
134689	09/12/25	DEREK TIMM	131.83	0	Regular
134690	09/12/25	DOCTORS ON DUTY	290.00	0	Regular
134691	09/12/25	ENTERPRISE FM TRUST	11,962.60	0	Regular
134692	09/12/25	ENVIRONMENTAL INNOVATIONS	9,169.64	0	Regular
134693	09/12/25	EWING IRRIGATION PRODUCTS	5,665.96	0	Payment Manager
134694	09/12/25	FERGUSON ENTERPRISES, LLC #795	109.23	0	Regular
134695	09/12/25	HERC RENTALS	793.78	0	Regular
134696	09/12/25	HOSE SHOP	14.43	0	Regular
134697	09/12/25	INTERWEST CONSULTING GROUP	15,645.00	0	Regular
134698	09/12/25	K & D LANDSCAPING, INC.	3,711.00	0	Regular
134699	09/12/25	KIARA JACOBSEN	876.00	0	Regular
134700	09/12/25	LIEBERT CASSIDY WHITMORE	3,757.50	0	Regular
134701	09/12/25	MARY LOUISE DEFALCO	53.60	0	Regular
134702	09/12/25	MID VALLEY SUPPLY	1,734.81	0	Payment Manager
134703	09/12/25	MISSION UNIFORM SERVICE	331.85	0	Payment Manager
134704	09/12/25	MONTEREY BAY ANALYTICAL SVCS	1,395.40	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
134705	09/12/25	NATIONAL COMTEL NETWORK INC.	20.34	0	Regular
134706	09/12/25	NORCAL MEDTAC, LLC	1,422.00	0	Regular
134707	09/12/25	OLIN CORPORATION AS SOLE	5,937.98	0	Regular
134708	09/12/25	PACIFIC GAS & ELECTRIC CO	84,515.53	0	Regular
134709	09/12/25	PATRICK AHRENS	38.14	0	Regular
134710	09/12/25	PHILLIP D NEUMAN	1,574.48	0	Regular
134711	09/12/25	PHOENIX GROUP	365.43	0	Regular
134712	09/12/25	PLACEWORKS, INC.	2,195.00	0	Regular
134713	09/12/25	PURETEC INDUSTRIAL WATER	59.66	0	Regular
134714	09/12/25	RDO EQUIPMENT CO.	268.97	0	Regular
134715	09/12/25	REGIONAL GOVERNMENT SERVICES	11,298.00	0	Regular
134716	09/12/25	S V CHAMBER OF COMMERCE	25,000.00	0	Regular
134717	09/12/25	SANTA CRUZ CO ENVIRONMENTAL	5,125.00	0	Regular
134718	09/12/25	SCARBOROUGH LUMBER	816.84	0	Regular
134719	09/12/25	SCOTTS VALLEY SANDWICH, INC.	430.00	0	Regular
134720	09/12/25	SCOTTS VALLEY SPRINKLER	69.11	0	Regular
134721	09/12/25	SECURITY CRIME PREVENTIO	238.15	0	Regular
134722	09/12/25	SHARRON BARTH	54.00	0	Regular
134723	09/12/25	STANDARD INSURANCE COMPANY	991.62	0	Regular
134724	09/12/25	STEVE CLARK	445.90	0	Regular
134725	09/12/25	SUMMIT UNIFORMS	175.00	0	Regular
134726	09/12/25	SYCAL ENGINEERING INC	402.00	0	Regular
134727	09/12/25	THE BANK OF NEW YORK MELLON	4,035.00	0	Regular
134728	09/12/25	THE PIED PIPER INC.	155.50	0	Payment Manager
134729	09/12/25	THOMSON REUTERS-WEST	416.30	0	Payment Manager
134730	09/12/25	TIMOTHY D BOWEN	1,746.00	0	Regular
134731	09/12/25	U.S. BANCORP OFFICE	1,300.62	0	Regular
134732	09/12/25	USA BLUE BOOK	419.73	0	Payment Manager
134733	09/12/25	WATSONVILLE DIESEL	200.00	0	Payment Manager
134734	09/12/25	WBA CONSULTING	2,000.00	0	Regular
134735	09/12/25	WEBER,HAYES, & ASSOCIATES	300.00	0	Regular
134736	09/12/25	WENDY O'MEARA	32.80	0	Regular
134737	09/12/25	U.S. BANK CORPORATE	13,557.48	0	Regular

108	Checks total:	653,250.91
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
14	Payment Manager total:	40,930.91
122	GRAND TOTALS	694,181.82

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 9/17/2025
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Approve the design of the Skypark 6-12 year old playground replacement and authorize the City Manager to enter into an Agreement with Ross Recreation Equipment, Inc. for the Skypark 6-12 year old play structure installation**

SUMMARY OF ISSUE

In 2023, the City was awarded a Congressional Community Project Grant sponsored by then-Congressional representative Anna Eshoo, in the amount of \$757,000 to replace the 6–12-year-old playground in Skypark. The grant is administered by the federal Housing and Urban Development (HUD) Department.

In 2024, the City initiated the application process with HUD to secure grant funding and begin procurement of a playground vendor. To streamline the process, the City utilized a cooperative purchasing agreement through NPPGov (National Purchasing Partners Government), which provides cost savings and access to qualified vendors. Several qualified NPPGov vendors were then invited to submit proposals.

In October 2024, the Parks and Recreation Commission appointed a subcommittee consisting of two commissioners to work with staff to review proposals, solicit community input, and select a recommended design (the Skypark Playground Replacement Subcommittee).

An initial survey was available online and at four public events inviting the public to share their input on what type of features they would like to see in the new playground. The survey received over 325 responses from youth and adults, with 75% of respondents residing in Scotts Valley. Half of the participants reported visiting Skypark on a weekly basis. When asked about preferences for the new playground, the most popular choices included a tree house theme, natural color schemes for the structure, and play features such as slides, swings, and climbing structures, along with a net climber being the top type of climber. The results of the survey were shared with several NPP qualified vendors to submit proposals based on those results.

In May 2025, the Skypark Playground Replacement Subcommittee selected Ross Recreation as the vendor for the playground replacement project through the cooperative purchasing agreement in accordance with Scotts Valley Municipal Code section 2.70.060A. Ross

Recreation prepared two conceptual designs, which were presented to the community for a second round of public feedback.

The second community outreach included in-person engagement at Food Truck Friday in June and the Kids Zone at the 4th of July Parade, where residents had the opportunity to view the proposed designs, speak with staff and commissioners, and provide input on their preferences. In addition, an online survey was made available for three weeks.

Final Public Input Results

More than 300 responses and public comments were collected through in-person outreach and the online survey. Survey results identified the most popular stand-alone play features as the Flex Swing, We-Saw, and Omi Spinner, highlighting the community's interest in inclusive and interactive play elements. Among the two conceptual designs, the Vol Air design received the highest number of public votes.

Common themes were seen throughout the survey results. Community members highlighted several positives of the Vol Air design, including:

- **Play Value:** Viewed as unique, exciting, and more engaging than traditional playgrounds, offering a wide range of climbing, height, and adventure elements.
- **Appeal to Older Children:** Recognized as particularly fun and challenging for ages 6–12, with multiple climbing routes and tall slides.
- **Destination Potential:** Seen as an opportunity to elevate Skypark as a regional attraction and gathering space.

Public comments also identified areas of concern for consideration:

- **Access for Adults:** Challenges with adults' ability to reach children inside the structure.
- **Supervision and Visibility:** Potential difficulty for parents and guardians to maintain clear sight lines.
- **Shade:** Lack of adequate shaded areas within and around the playground.

Final Design Decision

After reviewing the survey data, community feedback, and budget constraints, the subcommittee selected a final design that incorporates the features most requested by the public while fitting with the budget parameters.

- Climbing, Slides, and Swings, which were the most desired play features.
- Net climbing as the top-ranked climbing element.
- Pour-in-place rubber surfacing for accessibility and safety.
- A tree house theme with natural colors.—Although not a traditional tree house style, the design still reflects a tree house theme.

Staff presented the final design to the Park and Recreation Commission on Aug 17th, and it was unanimously approved to recommend to City Council for final approval.

FISCAL IMPACT

This project is funded by a HUD grant, secured through a Congressional Community Project allocation, totaling \$757,000. The grant covers all project costs including administration, environmental review, equipment and construction. No City General Funds are allocated for this project.

STAFF RECOMMENDATION

Staff recommend the City Council approve the design for the Skypark 6-12 year old playground and authorize the City Manager to enter into an agreement with Ross Recreation Equipment, Inc., in a form acceptable to the City Attorney, in an amount up to \$668,599.32 for the purchase and installation of the playground replacement.

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PUBLIC WORKS CONTRACT
Skypark 6-12 years old Playground Replacement
CITY OF SCOTTS VALLEY

This Public Works Contract ("Contract") is made by and between the City of Scotts Valley ("City") and Ross Recreation Equipment, Inc ("Contractor") for Skypark 6-12 years old Playground Replacement ("Project") and is effective on the last date signed below ("Effective Date").

1. SCOPE OF WORK

Contractor will perform and provide all labor, materials, equipment, supplies, transportation, and any other items or work necessary to perform and complete the work required for the Project ("Work") as required in the Scope of Work, attached hereto, and incorporated herein as Exhibit A, and in accordance with the terms and conditions of this Contract.

2. TIME FOR COMPLETION

2.1 Term. This Contract begins on the Effective Date ("Contract Time") until terminated as provided herein. Contractor's Work shall begin on the date shown on a written Notice to Proceed ("NTP"). The City Engineer will not issue a NTP until the Contract is fully executed by both parties and City has received satisfactory proof of insurance and any performance and payment bonds that may be required. The Director of Public Works may authorize the extension of the Contract Time through a written amendment to this Agreement, provided such extension does not include additional contract funds.

2.2 Time is of the essence for Contractor's performance and completion of the Work. Contractor must have sufficient time, resources, and qualified staff to deliver the work on time.

2.3 Liquidated damages – No liquidated damages as this is a time and materials contract.

3. COMPENSATION

3.1 Maximum Compensation. City will pay Contractor for satisfactory performance of the Work on a time and materials basis pursuant to the attached rates (Exhibit C) ("Contract Price"), for all of Contractor's direct and indirect costs including, but not limited to, all labor, materials, supplies, equipment, taxes, insurance bonds and all overhead costs.

3.2 Invoices and Payments. Contractor must submit an invoice on the first day of each month, describing the Work performed during the preceding month, itemizing labor, material, equipment, and any incidental costs incurred. Contractor will be paid ninety-five percent (95%) of the undisputed amounts billed within thirty (30) days after City receives a properly submitted invoice. Any retained amounts will be included with Contractor's final payment within sixty (60) days of City's acceptance of the Work as complete.

4. INDEPENDENT CONTRACTOR

4.1 Status. Contractor is an independent contractor and not an employee of City. Contractor is solely responsible for the means and methods of performing the Work and for the persons under its employment. Contractor is not entitled to worker's compensation or any other City benefits.

4.2 Contractor's Qualifications. Contractor warrants on behalf of itself and its subcontractors that they have the qualifications and skills to perform the Work in a competent and professional manner and according to the highest standards and best practices in the industry.

4.3 Permits and Licenses. Contractor warrants on behalf of itself and its subcontractors that they are properly licensed, registered, and/or certified to perform the Work as required by law and have procured a City Business License, if required by the Scotts Valley Municipal Code. Contractor shall possess a California Contractor's License in good standing for the following classification(s): A - which must remain valid for the entire Contract Time.

4.4 Subcontractors. Only Contractor's employees are authorized to work under this Contract. Prior written approval from City is required for any subcontractor and the terms and conditions of this Contract will apply to any approved subcontractor.

4.5 Tools, Materials, and Equipment. Contractor will supply all tools, materials and equipment required to perform the Work under this Contract.

4.6 Payment of Benefits and Taxes. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. Contractor and any of its employees, agents, and subcontractors shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay sick leave, personal time off overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely

liable for and obligated to directly pay all applicable taxes, fees, contributions, or charges applicable to Contractor's business including, but not limited to, federal and state income taxes. City shall have no obligation whatsoever to pay or withhold any taxes or benefits on behalf of Contractor. Should any court, arbitrator or administrative authority including, but not limited to, the California Public Employees Retirement System (PERS), the Internal Revenue Service or the State Employment Development Division, determine that Contractor or any of its employees, agents, or subcontractors, is an employee for any purpose then Contractor agrees to a reduction in amounts payable under this Agreement, or to promptly remit to City any payments due by the City as a result of such determination so that the City's total expenses under this Agreement are not greater than they would have been had the determination not been made.

5. CHANGE ORDERS

Amendments and change orders must be in writing and signed by City and Contractor. Contractor's request for a change order must specify the proposed changes in the Work, Contract Price, and Contract Time. Each request must include all the supporting documentation, including, but not limited to, plans/drawings, detailed cost estimates, and impacts on schedule and completion date.

6. ASSIGNMENTS; SUCCESSORS

Contractor shall not assign, hypothecate, or transfer this Contract or any interest therein, directly, or indirectly, by operation of law or otherwise without prior written consent of City. Any attempt to do so will be null and void. Any changes related to the financial control or business nature of Contractor as a legal entity is considered an assignment of the Contract and subject to City approval which shall not be unreasonably withheld. Control means fifty percent (50%) or more of the voting power of the business entity. This Contract is binding on Contractor, its heirs, successors, and permitted assigns.

7. PUBLICITY/SIGNS

Any publicity generated by Contractor for the Project during the Contract Time, and for one (1) year thereafter must credit City contributions to the Project. The words "City of Scotts Valley" must be displayed in all pieces of publicity, flyers, press releases, posters, brochures, interviews, public service announcements and newspaper articles. No signs may be posted or displayed on or about City property, except signage required by law or this Contract, without prior written approval from the City.

8. SUBCONTRACTORS

8.1 Contractor must perform all the Work with its own forces except that Contractor may hire qualified subcontractors to perform certain task of the Work provided that each subcontractor is required by contract to be bound by the provisions of this Contract including surety bond requirements listed in Exhibit B. Contractor must provide City with written proof of compliance with this provision upon request.

8.2 City may reject any subcontractor of any tier and bar a subcontractor from performing Work on the Project if City in its sole discretion determines that subcontractor's Work falls short of the requirements of this Contract or constitutes grounds for rejection under the California Public Contract Code. If City rejects a subcontractor, Contractor, at its own expense, must perform the subcontractor's Work or hire a new subcontractor that is acceptable to City. A Notice of Completion must be recorded within fifteen (15) days after City accepts the Work if the Contract involves work by subcontractors.

9. RECORD AND DAILY REPORTS

9.1 Contractor must maintain daily reports of the Work and submit them to City upon request and at completion of Project. The reports must describe the Work and specific tasks performed, the number of hours the worked, the equipment, the weather condition, and any circumstances affecting performance. City will retain ownership of the reports, but Contractor will be permitted to retain copies.

9.2 If applicable, Contractor must keep a separate set of as-built drawings showing changes and updates to the Scope of Work or the original drawings as changes occur. Actual locations to scale must be identified for all major components of the Work, including mechanical, electrical, and plumbing work; HVAC systems· utilities and utility connections; and any other components City determines should be included in the final drawings of the Project. Deviations from the original drawings must be shown in detail, and the location of all main lines, piping, conduit, ductwork, and drain lines must be shown by dimension and elevation.

9.3 Contractor must maintain complete and accurate accounting records of its Work in accordance with generally accepted accounting principles, which must be available for City review and audit, kept separate from other records, and maintained for four (4) years from the date of City's final payment.

10. INDEMNIFICATION

10.1 To the fullest extent allowed by law, and except for losses caused by the sole and active negligence or willful misconduct of City personnel, Contractor shall

indemnify, defend, and hold harmless City, its City Council, boards and commissions, officers, officials, employees, agents, servants, volunteers, contractors and consultants ("Indemnitees"), through legal counsel acceptable to City, from and against any and all liability, damages, claims, stop notices, actions, causes of action, demands, charges, losses and expenses (including attorney fees, legal costs, and expenses related to litigation and dispute resolution proceedings), of every nature arising directly or indirectly from this Contract or in any manner relating to any of the following:

- (a) Breach of contract obligations, representations or warranties;
- (b) Performance or nonperformance of the Work or of any obligations under the Contract by Contractor, its employees, agents, servants subcontractors or subcontractors;
- (c) Payment or nonpayment by Contractor or its subcontractors or sub-subcontractors for Work performed on or off the Project Site; and
- (d) Personal injury, property damage or economic loss resulting from the work or performance of Contractor or its subcontractor or sub-subcontractors.

10.2 Contractor must pay the costs City incurs in enforcing this provision. Contractor must accept a tender of defense upon receiving notice from City of a third-party claim, in accordance with California Public Contract Code Section 9201. At City's request, Contractor will assist City in the defense of a claim, dispute or lawsuit arising out of this Contract.

10.3 Contractor's duties under this entire Section 10 are not limited to Contract Price, Workers' Compensation, or other employee benefits or the insurance and bond coverage required in this Contract. Nothing in the Contract shall be construed to give rise to any implied right of indemnity in favor of Contractor against City or any other Indemnitee.

10.4 Contractor's payment may be deducted or offset to cover any money the City lost due to a claim or counterclaim arising out of this Contract, a purchase order or other transaction.

10.5 Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor, or any other person or entity involved by, for, with, or on behalf of Contractor in the performance of this Agreement. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder.

10.6 This Section 10 shall survive termination of the Contract.

11. INSURANCE

Contractor shall comply with the Insurance Requirements attached and incorporated here as Exhibit B. Contractor must provide satisfactory proof of insurance and maintain it for the Contract Time or longer as required by City. City will not execute the Contract until City has approved receipt of satisfactory certificates of insurance and endorsements evidencing the type amount, class of operations covered, and the effective and expiration dates of coverage. Failure to comply with this provision may result in City, at its sole discretion and without notice, purchasing insurance at Contractor's expense, deducting the costs from Contractor's compensation, or terminating the Contract.

12. COMPLIANCE WITH LAWS

12.1 General Laws. Contractor shall comply with all laws and regulations applicable to this Contract. Contractor will promptly notify City of changes in the law or other conditions that may affect the Project or Contractor's ability to perform. Contractor is responsible for verifying the employment status of employees performing the Work, as required by the Immigration Reform and Control Act.

12.2 Labor Laws.

(a) The following provisions apply to contracts of \$1000 or more:

(i) In General. For purposes of California labor law, this is a public works contract subject to the provisions of Part 7 of Division 2 of the California Labor Code (Sections 1720 et seq.). In accordance with Labor Code Section 1771, Contractor and all subcontractors shall pay not less than current prevailing wage rates as determined by the California Department of Industrial Relations ("DIR") to all workers employed on this project. In accordance with Labor Code Section 1815, Contractor and all subcontractors shall pay all workers employed on this project 1 ½ the basic rate of pay for work performed in excess of specified hour limitations. The work performed pursuant to this Contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

(ii) Registration. Contractor and all subcontractors shall not engage in the performance of any work under this Contract unless currently registered and qualified to perform public work pursuant to section 1725.5 of the California Labor Code. Contractor represents and

warrants that it is registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code and will provide its DIR registration number, along with the registration numbers of any subcontractors as required, to the City.

(iii) Posting. Contractor shall post at the job site the determination of the DIR director of the prevailing rate of per diem wages together with all job notice that are required by regulations of the DIR.

(iv) Reporting. Contractor and any subcontractors shall keep accurate payroll records in accordance with Section 1776 of the Labor Code and shall furnish the payroll records directly to the Labor Commissioner in accordance with the law.

(v) Report on Prevailing Rate of Wages. The City has obtained the general prevailing rate of per diem wages in the vicinity of the project for each type of worker needed, a copy of which is on file at the City of Cupertino City Hall and shall be made available to any interested party upon request.

(vi) Employment of Apprentices. Contractor's attention is directed to the provisions in Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor. It shall be the responsibility of the Contractor to effectuate compliance on the part of itself and any subcontractors with the requirements of said sections in the employment of apprentices. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California or from the Division of Apprenticeship Standards and its branch offices.

(vii) Penalties. Contractor's attention is directed to provisions in Labor Code Sections 1775 and 1813. In accordance with Labor Code Section 1775, Contractor and subcontractors may be subject to penalties for Contractor's and subcontractors failure to pay prevailing wage rates. In accordance with Labor Code Section 1813, Contractor or subcontractors may be subject to penalties for Contractor's or subcontractors' failure to pay overtime pay rates for hours worked by workers employed on this project in excess specified hour limitations.

(b) Contractor must compensate workers who are paid less than prevailing wages or required to work more than a legal day's work. Contractor will

also be required to pay City a penalty of \$200.00 per worker for each day of violation.

(c) As required by Labor Code Section 1861, by signing this Contract Contractor certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the work of this contract."

12.3 Discrimination Laws. Contractor shall not discriminate on the basis of race, religious creed, color, ancestry, national origin, ethnicity, handicap, disability, marital status, pregnancy, age, sex, gender, sexual orientation, gender identity, Acquired-Immune Deficiency Syndrome (AIDS), or any other protected classification. Contractor shall comply with all anti-discrimination laws, including Government Code Sections 12900 and 11135, and Labor Code Sections 1735, 1777, and 3077.5. Contractor agrees to provide records and documentation to the City on request necessary to monitor compliance with this provision.

12.4 Conflicts of Interest. Contractor, its employees, subcontractors, servants, and agents, may not have, maintain, or acquire a conflict of interest in relation to this Contract in violation of law, including Government Code section 1090 and Government Code section 81000 and their accompanying regulations. No officer, official, employee, consultant, or other agent of the City ("City Representative") may have, maintain, or acquire a "financial interest" in the Contractor as that term is defined by state law, or in violation of a City ordinance or policy while serving as a City Representative or for one year thereafter. Contractor, its employees, subcontractors, servants, and agents warrant they are not employees of City nor do they have any relationship with City officials officers, or employees that creates a conflict of interest. Contractor may be required to file a conflict-of-interest form if it makes certain governmental decisions or serves in a staff capacity, as defined in Section 18700 of Title 2 of the California Code of Regulations. Contractor agrees to abide by City rules governing gifts to public officials and employees.

12.5 Remedies. Any violation of Section 12 constitutes a material breach and may result in City suspending payments, requiring reimbursement, or terminating the Contract. City reserves all rights and remedies under the law and this Contract, including seeking indemnification.

13. BLANK

14. UTILITIES, TRENCHING, AND EXCAVATION

14.1 Contractor must call the Underground Service Alert ("USA") 811 hotline and request marking of utility locations before digging or commencing Work. Government Code Section 4215 requires Contractor to notify City and Utility in writing if it discovers utilities or utility facilities not identified in the Contract.

14.2 Pursuant to Government Code Section 7104, Contractor must stop work and notify City in writing, and wait for instructions if one of the conditions below is found at the worksite. City will work with Contractor to amend the Contract or issue a change order if the discovered condition materially changes the Work/Performance, Contract Time, or Contract Price.

(a) Material believed to be hazardous waste under Health and Safety Code Section 25117, and which requires removal to a Class 1, Class II, or Class III disposal site pursuant to law;

(b) Subsurface or latent physical conditions at the Project worksite differing from those indicated by information about the worksite made available to Contractor; and

(c) Unknown physical conditions at the Project worksite of any unusual nature, materially different from those ordinarily encountered and from those generally recognized as inherent in the character of the Work.

14.3 For contracts \$25,000 or higher that require excavation or involve trenching 5 feet or more in depth, Contractor must submit a detailed plan for City approval, per Labor Code Section 6705 prior to commencing work. The plan must show the design of shoring, bracing, sloping, and other provisions for worker protection from caving ground and other hazards. The protective system must comply with all Construction Safety Orders. If the plan varies from shoring system standards, it must be prepared by a registered civil or structural engineer.

15. URBAN RUNOFF MANAGEMENT

15.1 All Work must fully comply with federal, state, and local laws and regulations concerning storm water management. Contractor must avoid creating excess dust when breaking asphalt or concrete and during excavation and grading. If water is used for dust control, Contractor will use only the amount of water necessary to dampen the dust. Contractor will take all steps necessary to keep wash water out of the streets gutters and storm drains. Prior to the start of the Work Contractor will implement erosion and sediment controls to prevent pollution of storm drains and must upgrade and maintain these controls based on weather conditions or as otherwise required by

City. These controls must be in place during the entire Contract Time and must be removed at the end of construction and completion of the Work. Such controls must include, but will not be limited to, the following requirements:

- (a) Install storm drain inlet protection devices such as sandbag barriers, filter fabric fences, and block and gravel filters at all drain inlets impacted by construction. During the annual rainy season, October 15 through June 15 storm drain inlets impacted by construction work must be filter-protected from onsite de-watering activities and saw-cutting activities, shovel or vacuum saw-cut slurry and remove from the Work site;
- (b) Cover exposed piles of soil or construction material with plastic sheeting. Store all construction materials in containers.
- (c) Sweep and remove all materials from paved surfaces that drain to streets, gutters and storm drains prior to rain and at the end of each workday. When the Work is completed, wash the streets, collect, and dispose of the wash water offsite in lawful manner;
- (d) After breaking old pavement, remove debris to avoid contact with rainfall/runoff; or
- (e) Maintain a clean work area by removing trash, litter, and debris at the end of each workday and when Work is completed. Clean up any leaks, drips, and other spills as they occur.

15.2 These requirements must be used in conjunction with the California Stormwater Quality Association and California Best Management Practices Municipal and Construction Handbooks, local program guidance materials from municipalities and any other applicable documents on stormwater quality controls for construction. Contractor's failure to comply with this Section will result in the issuance of noncompliance notices citations Work stop orders and regulatory fines.

16. PROJECT COORDINATION

City Project Manager. City assigns the Public Works Director as the City representative for all purposes under this Contract, with authority to require compliance with the Scope of Work. City may substitute Project Managers at any time and without prior notice to Contractor.

Contractor Project Manager. Subject to City approval, Contractor assigns Josh Hannaleck as its single representative for all purposes under this Contract, with the responsibility to ensure progress with the Work. Contractor's Project Manager is responsible for coordinating and scheduling the Work and must regularly update the

City Project Manager about the status and any delays with the Work consistent with the Scope of Work. Any substitutions must be approved in writing by City.

17. ABANDONMENT AND TERMINATION

17.1 City may abandon or postpone the Project or plans therefor at any time. Contractor will be compensated for satisfactory Work performed through the date of abandonment and will be given reasonable time to close out the Work. With City's pre-approval in writing, the time spent in closing out the Work will be compensated up to ten percent (10%) of the total time expended in performing the Work.

17.2 City may terminate the Contract for cause or without cause at any time. Contractor will be paid for satisfactory Work rendered through the termination date and will be given reasonable time to close out the Work.

17.3 Final payment will not be made until Contractor delivers the Work and provides records documenting the Work, products and deliverables completed. Nothing in the Section below is intended to delay, abridge, or bar City's rights under this Section.

18. GOVERNING LAW, VENUE AND DISPUTE RESOLUTION

This Contract is governed by the laws of State of California. Venue for any legal action shall be the Superior Court of the County of Santa Cruz, California. The dispute resolution procedures of Public Contract Code Section 20104 et seq., incorporated here by reference, apply to this Contract and Contractor is required to continue the Work pending resolution of any dispute. Prior to filing a lawsuit, Contractor must comply with the claim filing requirements of the California Government Code. If the Parties elect arbitration, the arbitrator's award must be supported by law and substantial evidence and include detailed written findings of law and fact.

19. ATTORNEY FEES

If City initiates legal action, files a complaint or cross-complaint, or pursues arbitration, appeal, or other proceedings to enforce its rights or a judgment in connection with this Contract, the prevailing party will be entitled to reasonable attorney fees and costs.

20. SIGNS/Advertisements

No signs may be displayed on or about City' property except signage, which is required by law or by the Contract, without City's prior written approval as to size design and location and compliance with City laws and regulations.

21. THIRD PARTY BENEFICIARIES

There are no intended third-party beneficiaries of this Contract.

22. WAIVER

Neither acceptance of the Work nor payment thereof shall constitute a waiver of any contract provision. City waiver of any breach shall not constitute waiver of another provision or breach.

23. WARRANTY

Contractor warrants that materials and equipment used will be new, of good quality, and free from defective workmanship and materials, and that the Work will be free from material defects not intrinsic in the design or materials. All Work materials and equipment should pass to City free of claims liens or encumbrances. Contractor warrants the Work and materials for one year from the date of City's acceptance of the Work as complete ("Warranty Period"), except when a longer guarantee is provided by a supplier, manufacturer or is required by this Contract. During the Warranty Period, Contractor will repair or replace any Work defects or materials, including damage that arises from Contractor's Warranty Work except any wear and tear or damage resulting from improper use or maintenance.

24. ENTIRE CONTRACT

This Contract and the attachments, documents and statutes attached referenced or expressly incorporated herein, including authorized amendments or change orders constitute the final and complete contract between City and Contractor with respect to the Work and the Project. No oral contract or implied covenant will be enforceable against City. If there is any inconsistency between any term, clause, or provision of the main Contract and any term, clause, or provision of the attachments or exhibits thereto, the terms of the main Contract shall prevail and be controlling.

25. SEVERABILITY/PARTIAL INVALIDITY

If a court finds any term or provision of this Contract to be illegal, invalid, or unenforceable, the legal portion of said provision and all other contract provisions will remain in full force and effect.

26. SURVIVAL

The contract provisions which by their nature should survive the Contract or Completion of Project including, without limitation, all provisions regarding warranties indemnities, payment, obligations, and insurance, shall remain in full force and effect after the Work is completed or Contract ends.

27. INSERTED PROVISIONS

Each provision and clause required by law to be inserted in this Contract will be deemed to be included and will be inferred herein. Either party may request an amendment to mistaken insertions or omissions of required provisions.

28. CAPTIONS

The captions, titles, and beadings in this Contract are for convenience only and may not be used in the construction or interpretation of the Contract or for any other purpose.

29. COUNTERPARTS

This Contract may be executed in counterparts, each of which is an original and all of which taken together shall form one single document.

30. NOTICES

All notices requests and approvals must be sent in writing to the persons below and will be considered effective on the date of personal delivery, the date confirmed by a reputable overnight delivery service, on the fifth (5th) calendar day after deposit in the United States Mail, postage prepaid, registered, or certified, or the next business day following electronic submission:

To City of Scotts Valley:
Public Works Director
361 Kings Village Dr
Scotts Valley CA 95066
831-438-5854

To Contractor:
Heather Hailey
Ross Recreation Equipment, Inc
100 Brush Creek Road #206,
Santa Rosa, CA 95404
707-538- 3800
heatherh@rossrec.com

31. EXECUTION

The persons signing below warrant they have the authority to enter into this Contract and to legally bind their respective Parties. If Contractor is a corporation, signatures from two officers of the corporation are required pursuant to California Corporations Code Section 313.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CONTRACTOR:
Ross Recreation Equipment, Inc

CITY:
CITY OF SCOTTS VALLEY

Heather Hailey, Contract Administrator

Mali LaGoe, City Manager

APPROVED AS TO FORM:

ATTEST:

Kirsten M. Powell, City Attorney

Cathie Simonovich, City Clerk

**ALL PURCHASE ORDERS, CONTRACTS, AND
CHECKS TO BE MADE OUT TO:**

ROSS RECREATION EQUIPMENT, INC.

100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404

707.538.3800 - accounting@rossrec.com

Quote #: 00048293

Quote Name: Sky Park Playground - Option 2 (w/ PIP)

Quote Total: \$668,599.32

NPP Contract: PS21070

Billing Address:

Scotts Valley, City of
1 Civic Center Dr.
Scotts Valley, California 95066

Shipping Address:

Sky Park
361 Kings Village
Scotts Valley, California 95066

Quote Date: 8/15/25

Expiration Date: 10/15/25

Opportunity Name	Lead Time	Payment terms
------------------	-----------	---------------

Sky Park Playground	8-12 weeks	Net 30 On Materials Shipment
---------------------	------------	------------------------------

QTY	PRODUCT	DESCRIPTION	UNIT PRICE	SUBTOTAL
1.00	Demolition	Demolition and disposal of existing play equipment. * Existing footings to be cut at sub-grade and remain unless they interfere with footings of new play equipment. If all footings are to be removed, a change order can be provided for the additional labor and backfill material. * Depth to top of existing footings estimated between at 12-24" below finish grade	\$10,670.00	\$10,670.00
1.00	Site Work	Excavation and disposal of approximately 300 cubic yards of existing engineered wood fiber surfacing * Includes leveling of sub-grade prior to base rock installation * Spoils to be disposed of in timely manner outside of city limits	\$31,205.00	\$31,205.00
1.00	Site Work	Installation of approximately 1300 total sqft of Class II compacted base rock at 90-95% compaction as sub-base for proposed turf surfacing, set at 3-4" below finish grade, with sloped transition into engineered wood fiber * Accounts for level sub-base and sloped transition along perimeter into EWF * Includes permeable filter fabric installed in area where new EWF will be used	\$17,865.00	\$17,865.00
1.00	PlayBooster, 5-12	Landscape Structures PlayBooster Design #1195611-02-07, for Ages 5-12, Colors TBD	\$352,260.00	\$352,260.00
1.00	NPP Ross Discount	7% NPP Purchasing Contract Discount on Play Equipment	(\$24,658.20)	(\$24,658.20)
1.00	Install - Play Equipment	Installation of Landscape Structures Design #1195611-02-07 by a manufacturer certified installer at prevailing wage rates. * Project DIR # needed for state prevailing wage projects. Quote does not include any union or federal wage requirements. * Installation price quoted for favorable working conditions. If rock, poor soil conditions, a high water table and/or other unforeseen site conditions exist requiring additional materials and labor, additional charges may be incurred. * Includes equipment layout, footing excavation, equipment assembly and concrete footings per manufacturer specifications. If different footing details are provided by the owner/specifier a change order may be required. * Assumes installation of footings through native soil or compacted base rock. If installing through concrete a change order may be required.	\$128,290.00	\$128,290.00
1.00	PIP Rubber	Surface America 'PlayBound' Poured-In-Place Rubber surfacing materials: ~ Square Footage: 1300 total sf (per proposed design)	\$20,800.00	\$20,800.00

**ALL PURCHASE ORDERS, CONTRACTS, AND
CHECKS TO BE MADE OUT TO:**

ROSS RECREATION EQUIPMENT, INC.
100 BRUSH CREEK RD, #206 SANTA ROSA, CA. 95404
707.538.3800 - accounting@rossrec.com

Quote #: 00048293
Quote Name: Sky Park Playground - Option 2 (w/ PIP)
Quote Total: \$668,599.32
NPP Contract: PS21070

		~ Thickness: 4" (per 8' CFH of proposed play equipment) ~ Binder: Aromatic Urethane ~ Color: 50% Color & 50% Black speckled mix (Colors TBD)		
		* Rubber surfacing will follow contour of sub-base and be 4" thick throughout the area. * Any change to color, thickness, square footage or binder type may require a change order. * Thicknesses quoted to meet or exceed industry standards for ASTM testing (1000 HIC/200 GMax) and comply with IPEMA certification requirements.\		
1.00	NPP Ross Discount	4% NPP Purchasing Contract Discount on PIP Rubber Surfacing Materials	(\$832.00)	(\$832.00)
1.00	Install - Rubber Surfacing	Installation of 1300 sf of Surface America 'PlayBound' Poured-in-Place rubber surfacing at 4" thickness by a manufacturer certified installer. * Includes tapering of PIP into EWF along edges. * Surfacing will be installed to follow slope of the sub-base and thickness of safety surfacing quoted to be kept consistent. Surfacing will not be installed thicker over drains unless requested. Please advise if surfacing is to be installed in any other manner so quote can be adjusted.	\$13,875.00	\$13,875.00
1.00	Engineered Wood Fiber	350 cubic yards of Engineered Wood Fiber surfacing materials to fill site at minimum 12" depth * Includes (5) 36" x 36" Rubber Swing Mats	\$13,178.00	\$13,178.00
1.00	NPP Ross Discount	5% NPP Purchasing Contract Discount on Engineered Wood Fiber Materials	(\$658.90)	(\$658.90)
1.00	Install - Wood Fiber	Blown-in installation of 350 cubic yards of Engineered Wood Fiber surfacing materials at prevailing wage rates	\$12,367.00	\$12,367.00
1.00	Rentals	550 linear feet of temporary fencing for duration of project	\$2,935.00	\$2,935.00
1.00	Discount - Labor	Ross Recreation Labor Discount - CH	(\$10,500.00)	(\$10,500.00)
1.00	Bond	Payment & Performance Bonds (3%)	\$19,473.75	\$19,473.75

Totals				
County/ City Tax	(Santa Cruz County/ Scotts Valley 9.7500 %)		Materials	\$360,088.90
			Sales Tax	\$35,108.67
			Labor/ Fees	\$226,180.75
			Freight	\$47,221.00
			Total	\$668,599.32

Notes to Customer

EXHIBIT B

Insurance Requirements

Contractor shall procure and maintain for the duration of the contract, and for 2 years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

SCHEDULE OF UNDERLYING			
Commercial General Liability		☒ Occurrence	☐ Claims-Made
Retroactive Date:			
Company:	Associated Industries Insurance Company Inc.		
Policy Number:	AES1029524		
Policy Period:	10/1/2024 - 10/1/2025		
Minimum Applicable Limits			
General Aggregate	\$	2,000,000	
Products-Completed Operations Aggregate	\$	2,000,000	
Personal And Advertising Injury	\$	1,000,000	
Each Occurrence	\$	1,000,000	
☐ General Aggregate Limit and Each Occurrence Limit each include Hired Auto Liability and Non-Owned Auto Liability			
Commercial Auto Liability			
Company:	Progressive		
Policy Number:	973989580		
Policy Period:	10/2/2024 - 10/2/2025		
Minimum Applicable Limits			
Each Accident	\$	1,000,000	
Aggregate Limit	\$	0	
Employers' Liability			
Company:	Oak River Insurance Company		
Policy Number:	TBD		
Policy Period:	10/1/2024 - 10/1/2025		
Minimum Applicable Limits			
Bodily injury by accident	\$	1,000,000	Each Accident
Bodily injury by disease	\$	1,000,000	Each Employee
Bodily injury by disease	\$	1,000,000	Policy Limit
	or \$		Each Accident/ Occurrence
Other Coverages 1 Employee Benefits Liability			
Company:	Associated Industries Insurance Company Inc.		
Policy Number:	AES1029524-06		
Policy Period:	10/1/2024 - 10/1/2025		
Minimum Applicable Limits			
Other: Each Employee	\$	1,000,000	
Other: Aggregate	\$	1,000,000	
Other:	\$		

1. Surety Bonds as described below.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, CG 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).
2. For any claims related to this project, the **Contractor's insurance coverage shall be primary** insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the City.

Claims Made Policies

If any coverage required is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of contract work.
3. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of five (5) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to the Entity for review.
5. If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Entity.

Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. **The Workers'**

Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents, and subcontractors.

Verification of Coverage

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Surety Bonds

Contractor or any sub-contractor shall provide the following Surety Bonds for work done at a fixed price that exceeds \$50,000 in cost:

1. Bid Bond
2. Performance Bond
3. Payment Bond
4. Maintenance Bond

The Payment Bond and the Performance Bond shall be in a sum equal to the contract price. If the Performance Bond provides for a one-year warranty a separate Maintenance Bond is not necessary. If the warranty period specified in the contract is for longer than one year a Maintenance Bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

EXHIBIT C

Labor and Equipment Rates

Rates as listed on Exhibit A.




landscape
structures®

Sky Park

1195611-02-07-01 · 08.14.2025

ROSS
Recreation Equipment

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structures®

Sky Park

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Recreation Equipment

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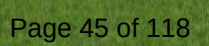

landscape
structures

Sky Park

1195611-02-07-04 • 08.14.2025

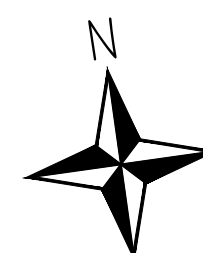
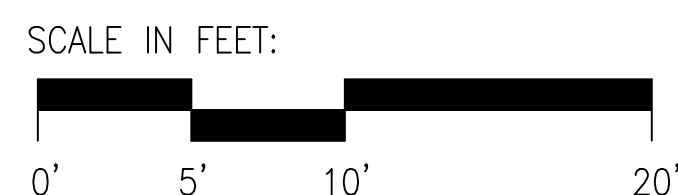
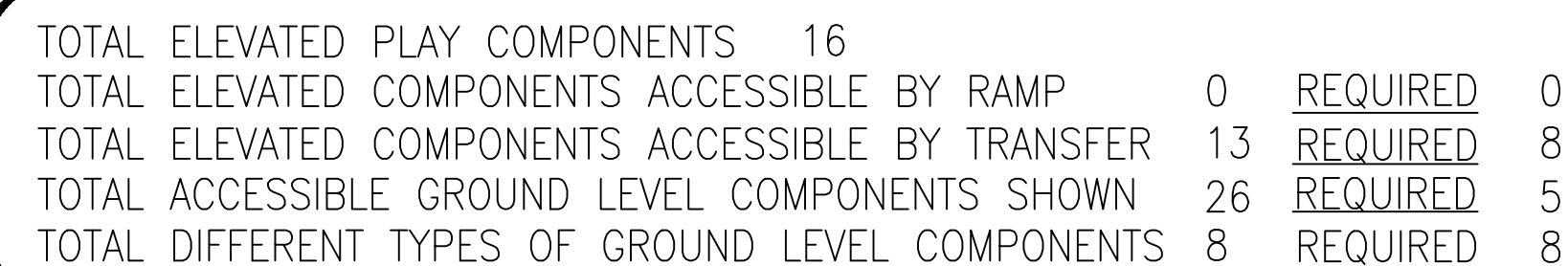
ROSS
Recreation Equipment

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8/1/25	1195611-02-06	NKH
4/25/25	1195611-02-02	NKH
4/17/25	1195611-02-01	NKH
Date	Previous Drawing #	Initials



Sky Park
Scotts Valley, CA

Ross Recreation
Equipment Co.
Casey Hilbert

SYSTEM TYPE:
Smart Play

DRAWING #:
1195611-02-07



City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 9/17/2025
TO: Honorable Mayor and City Council
FROM: Rodolfo Onchi, Public Works Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Contract Award for Development of Wastewater Treatment Plant Master Plan in Amount of \$392,165**

SUMMARY OF ISSUE

On June 20, 2025, the City issued a Request for Proposals from qualified consultants to develop a Wastewater Treatment Plan Master Plan to assess the existing wastewater treatment and collection facilities and identify required improvements to optimize the operations of the Water Reclamation Facility and collection system.

The City of Scotts Valley owns and operates the Wastewater Treatment and Reclamation Facility, which is a Title 22 reclamation facility with an average day dry weather flow (ADDWF) of 0.85 million gallons per day (MGD). The facility reclaimed 53.30 million gallons of water in 2024, and water that is not reclaimed is disposed of through a joint ocean discharge with the City of Santa Cruz.

The City does not have an existing Wastewater Master Plan (WWMP) and is looking to develop a comprehensive plan prioritizing the capital improvement program, minimize inflow and infiltration, ensure compliance with regulatory requirements, including recycled water planning, and increasing efficiencies in the operations and maintenance.

This WWMP will be used to qualify for funding from the California State Water Resources Control Board (SWRCB) Water Recycling Funding Program and the U.S. Bureau of Reclamation Title XVI Funding Program.

The deadline for submissions ended on July 25, 2025, with a total of two (2) proposals received. Upon carefully reviewing the consultant firm's submittals, City staff chose Kennedy/Jenks Consultants, Inc. as the awardee of the development of the Wastewater Treatment Plant Master Plan.

Upon City Council approval of the Wastewater Master Plan Contract, the City will execute a standard consultant agreement with Kennedy/Jenks Consultants, Inc.

FISCAL IMPACT

The Wastewater Master Plan (CIP #6) is included in the FY 2025/2026 Adopted Budget under the Wastewater Capital Fund, with \$350,000 originally allocated. The proposed contract

amount is \$392,165, which is \$42,165 higher than budgeted. The additional cost will be offset by reductions in other Wastewater capital projects within the same fund, allowing the expenditure to be fully absorbed without requiring an increase in overall appropriations.

Per City policy, the City Manager is authorized to approve technical adjustments within a fund; Council approval is required based on the dollar amount of this contract award.

The fiscal impact of this contract award is \$392,165.

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution No. 2071 authorizing the contract award to develop the Wastewater Treatment Plant Master Plan to Kennedy/Jenks Consultants, Inc. and authorizing the City Manager to execute the contract.

TABLE OF CONTENTS

1. Proposal-Kennedy Jenks Consultants, Inc.
2. Resolution No. 2071 Contract Award for Development of Wastewater Master Plan



City of Scotts Valley

Wastewater Master Plan

July 25, 2025



Technical Proposal

July 25, 2025

Jeremy Long | Wastewater Division Manager
City of Scotts Valley
1 Civic Center Drive, Scotts Valley, CA 95066



Subject: Proposal to Provide Professional Consulting Services for a Wastewater Master Plan

Dear Mr. Long,

We understand that the City of Scotts Valley (City) seeks professional engineering services to assess the condition of its Water Reclamation Facility (WRF) and wastewater collection system to develop a comprehensive Wastewater Master Plan (WWMP). Kennedy/Jenks Consultants, Inc. (KJ) brings extensive experience and a deep understanding of the City's infrastructure, having worked in the Scotts Valley area for over three decades. We offer a qualified team and proven approach to deliver a practical, grant-ready WWMP and CIP that supports funding efforts, regulatory compliance, and future growth. KJ offers several key benefits to the City, including:

Trusted Local Expertise with Long-Term History Supporting the City.

Since 1989, KJ has partnered with the City on a variety of WRF projects, including process upgrades, planning studies, and most recently, the preliminary (10%) design of the proposed Membrane Bioreactor (MBR) facility completed in 2025. Our team understands the treatment challenges, regulatory drivers, and future goals of the City's wastewater and recycled water systems. We also bring long-standing knowledge of the Scotts Valley Water District (SVWD) Recycled Water system, having supported their water and recycled water needs since 1988 and 1995, respectively. **Our familiarity with the City's infrastructure, past initiatives, and stakeholder coordination can help streamline delivery for a smooth planning effort.**

Grant-Focused Planning with a Record of Delivering Results.

The WWMP and CIP are critical tools for the City's pursuit of future grant funding. KJ has prepared multiple grant-funded master plans for recycled water systems, including SVWD's Recycled Water Master Plan funded under the State Water Resources Control Board's (SWRCB) Water Recycling Facilities Planning Grant Program. Our team prepared both the planning grant application and study for SVWD's 2015 Recycled Water Expansion Study. In the past 10 years, KJ has successfully helped clients secure approximately \$200 million in recycled water grants out of a total of \$935 million in awarded funding. **We will leverage this experience to develop clear, defensible planning documents that position the City for funding success.**

Integrated Approach to Support Long-Term CIP Development.

Our team understands the benefits of developing the WWMP and CIP as a unified effort to identify and prioritize improvements based on condition, capacity, regulatory drivers, and community needs. We will apply a practical and strategic lens to evaluate the WRF—including the potential replacement of the tertiary system with an MBR—to align with the City's goals for recycled water reliability, treatment efficiency, and future service area expansion. **Our experience with similar evaluations across California, including for SVWD, Las Gallinas Valley Sanitary District, and Carmel Area Wastewater District, delivers a tailored approach that produces actionable, fundable recommendations.**

We look forward to working with you on this important planning project and continuing to deliver best value to the City, its residents, and the community. Please contact me at **(415) 243-2506** or **ClaudiaLlerandi@kennedyjenks.com**, should you have any questions regarding our submittal.

Very truly yours,
Kennedy/Jenks Consultants, Inc.

Claudia Llerandi, PE
Project Manager

Don Ervin, PE
Principal-In-Charge

Company Ownership

KJ is an employee-owned corporation, incorporated in California in 1971.

Number of Employees



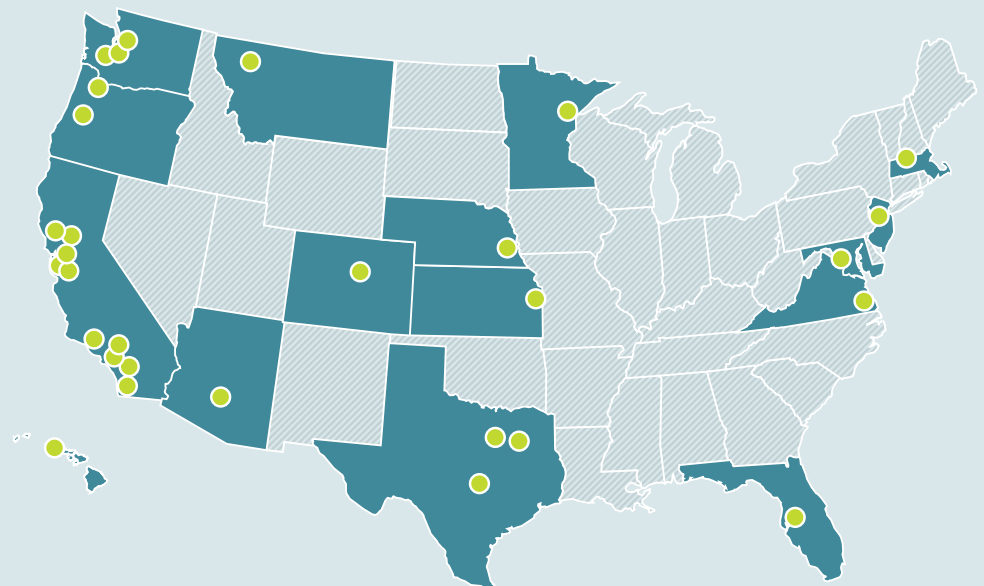
Locally (California): 211
Locally (San Francisco): 27
Nationally: 516

Company Background and History

Founded initially as a sanitary engineering firm in 1919, KJ specializes in the planning, design, construction, condition assessment, and rehabilitation of water, wastewater, recycled water, and stormwater infrastructure throughout the United States.

Location of Company Offices

Phoenix, AZ	Orange, MA
Irvine, CA	Duluth, MN
Murrieta, CA	Whitefish, MT
Oxnard, CA	Lincoln, NE
Pasadena, CA	Princeton, NJ
Sacramento, CA	Eugene, OR
San Diego, CA	Portland, OR
San Francisco, CA	Austin, TX
Santa Clara, CA	Dallas, TX
Santa Rosa, CA	Fort Worth, TX
Walnut Creek, CA	DC Regional, VA
Denver, CO	Virginia Beach, VA
Tampa, FL	Federal Way, WA
Honolulu, HI	Seattle, WA
Overland Park, KS	Tacoma, WA



Locations From Which Employees Will Be Assigned

► CA: San Francisco, Santa Clara, Sacramento, Walnut Creek | WA: Seattle | OR: Portland

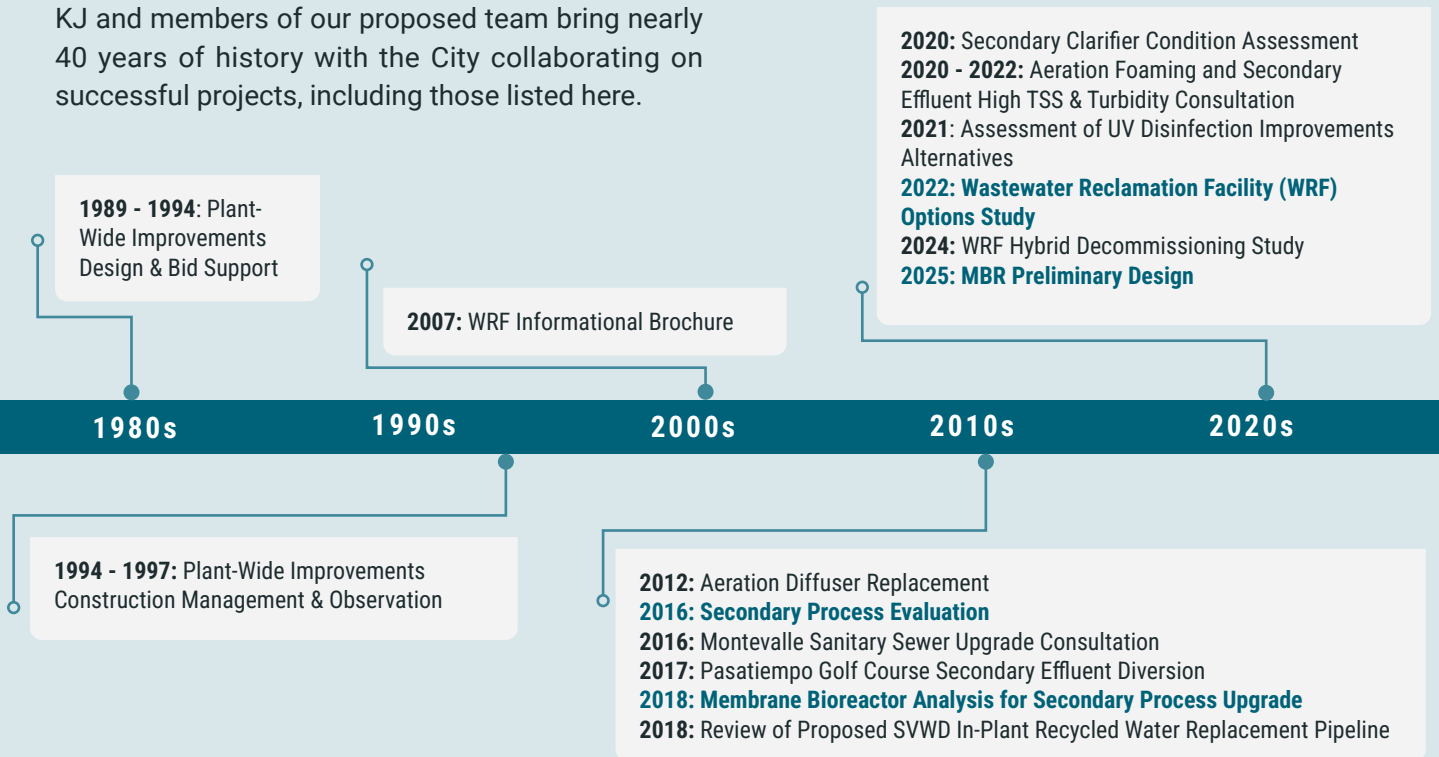
Firm's Financial Condition

The firm has maintained continuous ownership for over 100 years. It was incorporated in the State of California in December 1971. The ownership structure is private, with all shareholders being officers and current employees of the company.

Over the most recent three-year period, the firm's average annual revenue from professional services is approximately \$92,620,000. The company's financial reports and statements are audited by the accountancy firm Hood & Strong, based in San Francisco, California. The firm's DUNS number is 04-652-4260.

Our History With the City Provides Efficiency, Clear Communication, and Trust

KJ and members of our proposed team bring nearly 40 years of history with the City collaborating on successful projects, including those listed here.



- ▶ In 2016, KJ performed a **Secondary Process Evaluation of the WRF**, which concluded that process upsets may be attributable to the fact that when the WRF is being operated year-round to remove nitrogen, it reaches its treatment capacity and cannot accommodate additional waste loading.
- ▶ In 2018, KJ conducted a follow-up study, **Membrane Bioreactor (MBR) Analysis for Secondary Process Upgrade**, that developed a concept for retrofitting the WRF with MBR technology to resolve recurring secondary process upsets, improve recycled water production capacity and reliability, and accommodate increasing loading due to population and/or commercial growth within the WRF's service area while continuing to provide for nitrogen removal.
- ▶ In 2022, KJ completed a **WRF Options Study**, which identified and evaluated long-term options for improvements to the WRF to achieve the City's treatment, recycled water, and sustainability goals. Four WRF options, with a variety of sub-options and siting considerations, were analyzed using a two-step screening approach to drive alignment amongst staff, leadership, and the City council.
- ▶ In 2025, KJ prepared an **MBR Preliminary Design** that included an evaluation of three MBR/UV alternatives with preliminary design criteria, an analysis of site layout, and information solicitation from 3 MBR/UV vendors. The evaluation also included development of opinion of probable cost of construction, life cycle costs, and a preliminary schedule.

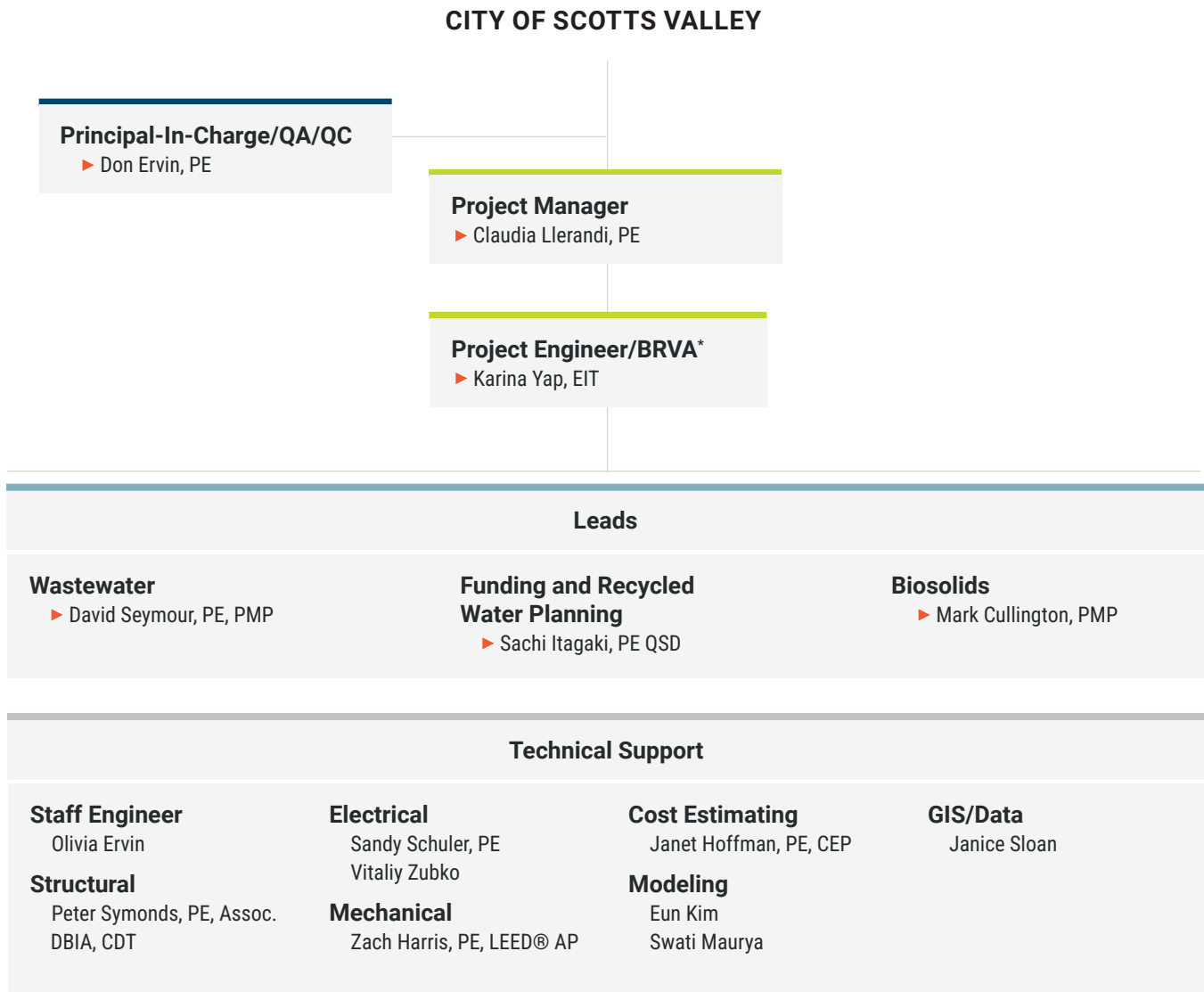
Key Staff

Your Trusted Partner for Unlocking Efficiency, Responsiveness, and Precision

KJ's balanced and diverse team of professionals with extensive experience in wastewater and recycled water master planning, biosolids treatment, condition assessments, and grant funding applications, will provide the City with a unique team that can successfully deliver on both a practical and cost-effective WWMP and Capital Improvement Plan (CIP) for the Water Reclamation Facility (WRF), and a Recycled Water Feasibility Study (RWFS) to apply for funding opportunities for improvements at the WRF to support recycled water production.

This team brings extensive experience successfully collaborating on similar projects and over the past 10 years the team has successfully helped clients obtain over \$200M in grants for similar projects. **Eighty percent of our team has worked on City projects and understands the inner workings of the WRF and the City's challenges and goals.**

We will leverage our planning and design backgrounds to provide sensible, cost-effective solutions. **Brief key staff qualifications are presented on the following pages; resumes tailored with relevant project experience are provided in the Appendix.**



LEGEND ▶ Key Personnel * Business Risk Vulnerability Assessment

**38 Years of Experience****Registration**

Professional Engineer -
Civil - California (50633)

Current workload: 80%
Availability: 20%

Don Ervin, PE Principal-In-Charge/QA/QC*Specialized Training and Professional Competence*

Don has worked with the City and your partners in the region for over 35 years, bringing a broad understanding of long-term regional water reliability and resiliency. Don also has extensive experience conducting condition assessments at wastewater treatment facilities and developing related improvements plans and designs at facilities that include Santa Cruz Wastewater Treatment Plant, Carmel Area Wastewater District, San Jose Regional Wastewater Facility, and Silicon Valley Clean Water.

Similar Experience

- **MBR Preliminary Design, City of Scotts Valley, CA | QA/QC**
- **Secondary Treatment Process Evaluation and MBR Feasibility Study, City of Scotts Valley, Scotts Valley, CA | Project Manager**
- **Aeration Diffuser Replacement Project, City of Scotts Valley, Scotts Valley, CA | Project Manager**
- **General Engineering Services, City of Scotts Valley, Scotts Valley, CA | Project Manager**

**11 Years of Experience****Registration**

Professional Engineer -
Civil - California (86734)

Current Workload: 70%
Availability: 30%

Claudia Llerandi, PE Project Manager*Specialized Training and Professional Competence*

Claudia brings 11 years of consulting experience with a special focus in planning, permitting and designing recycled water systems. Claudia recently supported the City as the project manager for the MBR Preliminary Design project. Claudia has also supported Scotts Valley Water District with previous recycled water feasibility studies and understands the needs for both the City and SVWD. Her involvement in this project adds immediate value through her deep familiarity with the City's infrastructure and goals. She has also served as Project Manager for major recycled water programs, including the Westside Recycled Water Program for the San Francisco Public Utilities Commission (SFPUC).

Similar Experience

- **MBR Preliminary Design, City of Scotts Valley, Scotts Valley CA | Project Manager**
- **Alternatives Evaluation for Continued and Expanded Recycled Water Use, Scotts Valley Water District, Scotts Valley, CA | Project Engineer**
- **Santa Cruz Regional Recycled Water Facilities Planning Study (RWFPS) Phase 2, Santa Cruz Water Department, Santa Cruz, CA | Project Engineer**

**6 Years of Experience****Registration**

Engineer-in-Training

Current Workload: 70%**Availability:** 30%**Karina Yap, EIT Project Engineer/BRVA***Specialized Training and Professional Competence*

Karina Yap is an associate engineer with six years of experience in planning, risk assessments, asset management, and management consulting. She has led risk assessments that integrate traditional metrics of risk (consequence and likelihood of failure) with O&M and business vulnerabilities to develop comprehensive risk profiles for water and wastewater facilities. From these risk assessments, she has developed capital improvement plans coupled with strategic O&M improvements to optimize risk management. Her experience leading BRVAs will help the City identify and prioritize strategies to reduce risk and enhance the long-term sustainability of its wastewater infrastructure.

Similar Experience

- **Las Gallinas Integrated Wastewater Master Plan, San Rafael, CA** | *Deputy Project Manager/Project Engineer*
- **2025 Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP) Update, Zone 7 Water Agency, Livermore, CA** | *Project Manager/Project Engineer*
- **Laguna Treatment Plant BRVA, City of Santa Rosa, Santa Rosa, CA** | *Deputy Project Manager/Project Engineer*
- **CMMS Needs Assessment, Zone 7 Water Agency, Livermore, CA** | *Deputy Project Manager*

**22 Years of Experience****Registration**

Professional Engineer - Civil - Washington (44270)

Project Management Professional, Project Management Institute

Current Workload: 90%**Availability:** 10%**David Seymour, PE, PMP Wastewater***Specialized Training and Professional Competence*

David has supported City's efforts through his roles as Technical Advisor on intermittent Wastewater Reclamation Facility (WRF) process upsets and the WRF Options Study and as Project Engineer for the Secondary Treatment Process Evaluation. With 22 years of experience leading KJ's Wastewater Treatment Community of Practice, he brings specialized knowledge in treatment facility planning, design, and performance optimization. His involvement has helped the City identify practical, cost-effective solutions to address capacity issues and improve system reliability.

Similar Experience

- **MBR Preliminary Design, City of Scotts Valley, CA** | *QA/QC*
- **Wastewater Reclamation Facility (WRF) Options Study, City of Scotts Valley, Scotts Valley, CA** | *Technical Advisor*
- **Secondary Treatment Process Evaluation, City of Scotts Valley, Scotts Valley, CA** | *Project Engineer*
- **Wastewater Treatment Facility Redundancy Project, South San Luis Obispo County, Oceano, CA** | *Project Manager/Process Design Lead*

**34 Years of Experience****Registration**

Professional Engineer -
Civil - California (50221)

Qualified SWPPP
Developer (QSD)

Current Workload: 80%
Availability: 20%

Sachi Itagaki, PE, QSD **Funding and Recycled Water Planning**

Specialized Training and Professional Competence

Sachi has 34 years of water resources and civil engineering experience, specifically in conducting water resource planning and management programs including surface water and groundwater investigations; utility (water, recycled water, wastewater, and stormwater) infrastructure management, master planning, modeling, and design studies; water quality and hazardous waste investigations; and supporting the preparation of CEQA Compliance documents and obtaining project permits. She has extensive experience in recycled water planning and permitting including preparation of recycled water feasibility studies, preparation of recycled water Title 22 Engineering Reports, and preparing successful recycled water planning and implementation grant and loan applications for state and federal funding.

Similar Experience

- **Integrated Wastewater Master Plan, Las Gallinas Valley Sanitary District San Rafael, CA** | *Project Manager*
- **2007 and 2015 Recycled Water Facilities Planning Grants and Studies, Scotts Valley Water District, Scotts Valley, CA** | *Project Manager*
- **Santa Cruz Regional Recycled Water Facilities Planning Study, Santa Cruz Water Department, Santa Cruz, CA** | *Technical Advisor*

**26 Years of Experience****Registration**

Project Management
Professional

Current Workload: 90%
Availability: 10%

Mark Cullington, PMP **Biosolids**

Specialized Training and Professional Competence

As a KJ Vice President and Oregon Client Director, Mark has 26 years of experience as a project manager, scientist, and regulator in the planning, designing, and constructing of multidisciplinary wastewater projects. He has a well-rounded technical background in Class A and B biosolids treatment, recycled water planning and design, and NPDES permitting, with expertise that spans feasibility studies, design and implementation of compost systems, and comprehensive biosolids management plans. His leadership and technical acumen have been instrumental in securing regulatory approvals, optimizing design elements, and ensuring project completion within budget and on schedule. Mark's commitment to excellence has made him a trusted advisor and leader in the field, where he consistently delivers sustainable and cost-effective solutions for his clients.

Similar Experience

- **Subregional System Master Planning and Implementation, City of Santa Rosa, Santa Rosa, CA** | *Technical Advisor*
- **Biosolids Management Plan, Ventura County Waterworks District No. 8, Ventura, CA** | *Project Manager*
- **Biosolids Master Plan for the Hill Canyon Treatment Plant, City of Thousand Oaks, Thousand Oaks, CA** | *Task Leader*

Trust in KJ's Proven Experience Providing Reliable and Usable Plans

KJ delivers wastewater and recycled water master plans and system assessments that integrate risk factors with the planning process, providing realistic projections to inform future planning and address system impacts. The **table below** highlights KJ's recent, relevant experience. A "★" indicates reference projects, which are described on the following pages; we invite you to contact these references who will attest to our team's track record of meeting schedules on similar projects.

Project Name Client Name	Relevant Features						
	Recycled Water Assessment	Grant Funding Applications	Wastewater Evaluation	Collection System Evaluation	Biosolids Management	Capital Improvement & Cost Development	Process and/or Hydraulic Analysis
★ Integrated Wastewater Master Plan Las Gallinas Valley Sanitary District	●		●	●	●	●	●
★ Capital Improvement Program 15-year Master Plan and Asset Planning Assistance Carmel Area Wastewater District	●	●	●		●	●	●
★ Recycled Water Feasibility Studies Scotts Valley Water District	●	●		●			●
Other Reference Projects							
City of San Jose - Filter Rehabilitation Project	●		●			●	
City of Scotts Valley - MBR Preliminary Design	●		●		●	●	●
City of Scotts Valley - WRF Options Study	●		●			●	●
City of Scotts Valley – MBR Analysis for Secondary Upgrade	●		●		●	●	●
Crescent City – Recycled Water Feasibility Study	●	●	●			●	
City of Santa Cruz – Recycled Water Feasibility Study	●	●	●			●	

Integrated Wastewater Master Plan | Las Gallinas Valley Sanitary District



KJ is developing Las Gallinas Valley Sanitary District's (LGVSD's) Integrated Wastewater Master Plan (IWMP) utilizing a risk and vulnerability assessment to identify the current conditions of LGVSD's assets and business processes which will drive the development of their IWMP.

KJ's strategy focuses on using business risks and vulnerabilities to tackle system threats, including climate-related issues like sea-level rise and storm surges, and other concerns such as outdated infrastructure, asset management, and security. This approach prioritizes IWMP component implementation to address critical and vulnerable assets first while meeting LGVSD's budget goals.

- Business Risk and Vulnerability Assessment.** As part of KJ's unique approach to the IWMP, we conducted a Business Risk and Vulnerability Assessment (BRVA) workshop with key staff. This workshop gathered information on LGVSD's assets and business practices across the entire enterprise. By collaboratively identifying crucial facilities, we ensured the District meets its customer obligations. The workshop covered various areas, including sewer collection system pump stations, the wastewater treatment plant, recycled water facilities, effluent disposal systems, biosolids facilities, lab management systems, data management systems, and financial management systems. Our team focused on equipment conditions, maintenance practices, documentation, and process reliability. Leveraging institutional knowledge and staff-driven solutions, we produced an enterprise risk profile.
- Integrated Wastewater Master Plan.** The IWMP evaluates all aspects of LGVSD's wastewater system, from collection to treatment, recycled water production and discharge, considering a wide range of risks including those associated with process operations and climate change. The IWMP is crucial for LGVSD to prioritize immediate needs while defining sustainable long-term solutions. KJ's streamlined approach integrates separate long-term improvement studies conducted by other engineering firms, aligning them directly with the IWMP. This integration ensures a consistent, defensible, and reliability-based framework.

Client Reference

Curtis Paxton, General Manager
Las Gallinas Valley Sanitary District
300 Smith Ranch Rd.
San Rafael, CA 94903
(415) 472-1734 ext 11
cpaxton@lgvsd.org

Team Members

Karina, Yap, David Seymour, Sachi Itagaki, Mark Cullington, Peter Symonds, Eun Kim

15-Year Wastewater Master Plan, Asset Planning Assistance and Phase 2 Design and Engineering Services During Construction | Carmel Area Wastewater District



In 2012, CAWD looked forward to the next era of successful operations and requested KJ perform a WWTP facility-wide condition assessment and asset management update, develop an asset database, and produce a 15- year Capital Improvements Plan (CIP) Master Plan. The CIP Master Plan used asset management evaluations (i.e., business risk) as a basis for decision making at the District's wastewater treatment plant (WWTP). Various specialists in engineering disciplines and WWTP processes were utilized to develop condition, replacement cost, and risk data for the assets in the WWTP. The District's goal in implementing the CIP is to efficiently utilize capital to upgrade its assets and reduce risk. The data used to develop the report provided a foundation for CAWD to continue to apply asset management in regular operations and maintenance and develop asset management best practices within the organization.

This effort also identified rehabilitation opportunities and new improvements to the WWTP and included detailed pre-design work for several major process areas. KJ conducted onsite training sessions and collaborative work sessions with CAWD staff to refine the projects and implementation schedule in the CIP. The resulting CIP projects were initially envisioned as a 15-year plan that is being accomplished in only 10 years using a two-phased approach which bundles the smaller projects.

One of the projects that has advanced is the \$8M Phase 2 project that included design and construction of four influent pumps, two automatic bar screens, grit washing unit, grit tank collector mechanism, modifications to reduce grit buildup in channels, 3W system pressure control bladder tank, valves, piping, pump VFDs, sludge holding tank and associated mixing system, and four MCCs. During the Phase 2 predesign, KJ prepared a TM evaluating the ragging problem at the influent pump station. The TM determined that the pumps were ragging due to a combination of the impeller shape and dead heading. The solution is to install two smaller pumps to keep velocities high during low flows and select pumps with appropriate impellers to handle the debris. The design included detailed sequencing plans, temporary pump station, and work/schedule constraints to allow the 10 MGD WWTP to remain operational throughout construction which is nearing completion with KJ support for Engineering Services During Construction.

Client Reference

Carmel Area Wastewater
District
Patrick Treanor, P.E. |
District Engineer
3945 Rio Road
Carmel, CA 93922
(831) 624-1248
Treanor@cawd.org

Team Members

Don Ervin

Recycled Water Feasibility Studies, Scotts Valley Water District | Scotts Valley, CA



KJ has a long history supporting Scotts Valley Water District (District) with the development of their recycled water program.

KJ prepared a Recycled Water Feasibility Study for expansion of the irrigation system in 2007 and submitted a plan of study to the State Water Resource Control Board (SWRCB) to obtain grant funding, under the Water Recycling Funding Program, to fund fifty percent of the costs for the preparation of a Facilities Planning Report which also served as the Master Plan Update. The study included developing a regional market assessment to determine potential recycled water customers, regulatory requirements associated with the use of recycled water for groundwater recharge, and an evaluation of several recycled water project treatment improvement options and distribution system alternatives, including storage, pumping and pipeline design requirements. Project alternatives were developed to provide a broad overview of the world of opportunities for expanding the recycled water system within and beyond the District's service area.

As follow-on to the original feasibility study work, KJ completed a Recycled Water Feasibility Study Update for the District to expand recycled water use both within and outside of the District's service area, provide customers with a reliable supplemental water supply, offset potable water demands, and to support sustainable management of the groundwater basin.

Since then, KJ has supported the District with multiple assessments and studies of their recycled water system and opportunities to improve or expand the system.

Client Reference

David McNair
General Manager
Scotts Valley Water District
2 Civic Center Drive, Scotts
Valley, CA 95066
(831) 600-1902
DMcNair@svwd.org

Team Members

Claudia Llerandi, Sachi
Itagaki, Don Ervin

PROJECT UNDERSTANDING

The City of Scotts Valley (City) has identified a need for professional engineering services to assist City staff in assessing the condition of the existing Water Reclamation Facility (WRF) and wastewater collection system to develop a comprehensive Wastewater Master Plan (WWMP) and a Capital Improvement Plan (CIP). The WWMP and CIP will be used to apply for potential grant funding to maintain and upgrade the WRF and collection facilities for continued compliance with regulatory requirements, deliver high quality recycled water, and to accommodate growth within the City of Scotts Valley.

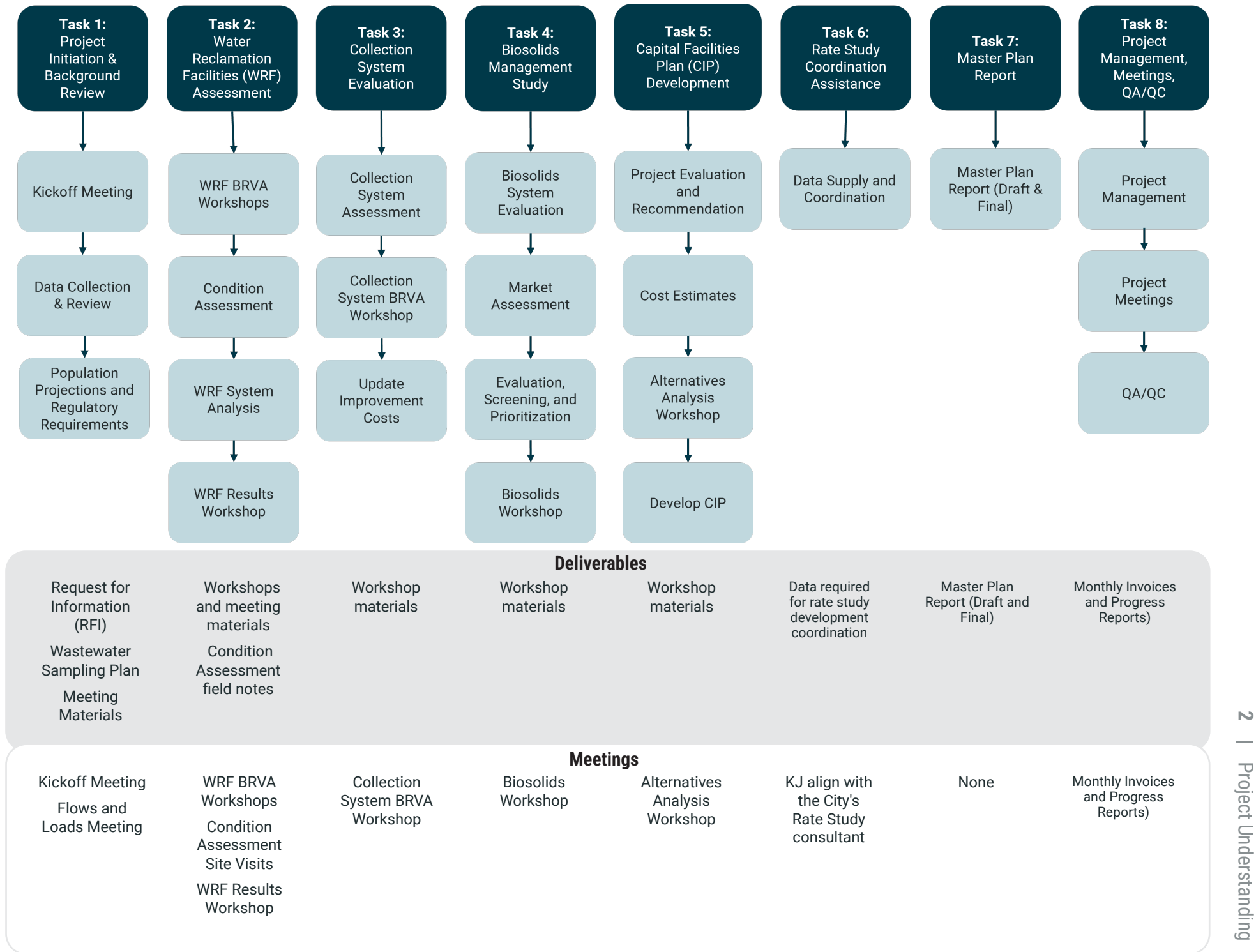
The WRF treatment system consists of primary, secondary, and tertiary treatment. The tertiary treatment facility currently produces and supplies recycled water to SVWD who distributes it within the City to use for irrigation to offset potable demands. Some of the improvements previously identified by the City for upgrading the WRF include replacing or expanding the existing tertiary treatment facility with a new Membrane Bioreactor (MBR) system that can produce recycled water of consistent water quality and potentially expand the recycled water production capacity to serve additional customers. The MBR would also alleviate current treatment constraints of the existing primary and secondary treatment at the WRF.

KJ is uniquely qualified to support the City with this effort due to our experience supporting the City with WRF projects since 1989, including major upgrades to the treatment process, planning studies, and preliminary 10% design of the MBR facility completed in 2025. KJ experience also includes supporting SVWD's water system needs since 1988 and their recycled water system development since 1995. KJ has prepared SVWD's 2007 and 2015 Recycled Water Master Plans which were both funded under SWRCB's Recycled Water Facilities Planning Grants. The 2007 study focused on irrigation expansion and minor recycled water production improvements while the 2015 study evaluated opportunities for expansion and improvement of treatment to include groundwater injection with purified water.

KJ experience with conducting wastewater system evaluations, master plans, recycled water studies and grant funding applications, allows us to understand the benefits of developing these studies together to prioritize the best projects to include in a CIP as well as to help clients apply and obtain state or federal funding to support them with the implementation of their capital projects. The KJ team has successfully helped clients obtain over approximately \$200 million in grants for recycled water projects out of \$935 million in total grant funding for similar projects over the past 10 years, and we will use our expertise to support the City with preparation of a robust application to obtain grant funding for the applicable improvements at the WRF.

APPROACH

The approach for delivering the scope of services consists of assessing the condition of existing wastewater treatment and collection facilities, identifying required improvements, and screening of project concepts to provide a comprehensive WWMP for implementation of projects to improve the condition and operations of the WRF and collection system. The WWMP will be for use in pursuing funding applications to the SWRCB and US Bureau of Reclamation Title XVI recycled water programs. The preferred projects will be used to prepare a CIP that will inform the development of a financing plan and rate study to be completed by others, outside of this scope of work. The findings will be summarized in the WWMP and will serve as a road map to meet the City's needs for the next 20 years.



*Task 9: Optional Services/As-needed support - Deliverables and Meetings will be as specified in scope of work as approved by the City.

Figure 1. Flow Chart to Develop the Wastewater Master Plan and CIP.

Scope of Services

The proposed scope of services includes the following tasks as described below.

Task 1 – Project Initiation and Background Review

This task is intended to collect and review the information needed to develop the master plan and CIP. The findings from the data collection and review will be presented to the City in a meeting to discuss flow and load projections.

Task 1.1 Kickoff Meeting

KJ will coordinate a project Kickoff meeting to establish the City's goals and objectives for the WWMP and CIP process. The meeting is anticipated to be one hour in duration and will be attended by up to five (5) KJ team members virtually. The Kickoff meeting will define client roles and responsibilities, review project scope, schedule, budget, deliverables, and the RFI request. The meeting agenda and meeting notes will be provided.

Task 1.2 Data Collection and Review

KJ will submit a request for information (RFI) for the City's use in collecting information required to complete the evaluation. KJ will review the background information provided by the City along with prior KJ reports to assess existing conditions, compliance with regulatory requirements, determine flows, loads and population projections and establish the basis for the performance of the WRF and collection system. Data to be collected may include historical trend data from SCADA, wastewater flows and effluent quality data, diurnal peaking factors, recycled water deliveries, permit compliance reports, population growth projections, inspection reports, GIS database, as-built drawings, existing O&M manuals, and maintenance records.

KJ will also review permits and compliance requirements including the NPDES permit and existing agreements with Scotts Valley Water District and Pasatiempo Golf Club to understand current and future treatment objectives and recycled water demands. KJ will summarize permit and agreement requirements to inform future treatment and recycled water delivery objectives for the WRF.

Task 1.3 Population Projections and Regulatory Requirements

As indoor water use objectives are becoming more stringent (currently 47 gallons per capita per day (gpcd) down to 42 gpcd by 2030), wastewater quantities are expected to decline and wastewater strength is anticipated to increase. Once the information from the City is collected and reviewed, KJ will prepare a sampling plan for the City's use in collecting wastewater data to create a wastewater loading profile for use in the process analysis and improvements evaluations that is critical to right-sizing future infrastructure. The population growth projections, wastewater influent and effluent flow rates, and wastewater quality data will be used to establish wastewater characterization and 20-year projected influent flows to the WRF. The findings will be summarized and presented in a virtual meeting with City staff and KJ team members. The meeting agenda and meeting notes will be provided.

Task 1 Assumptions:

- One (1) Kickoff meeting (Task 1.1), one hour in duration, conducted virtually and attended by up to five (5) KJ staff.
- One (1) Flow and Loads meeting (Task 1.3), one hour in duration, conducted virtually and attended by up to three (3) KJ staff.

- Samples recommended in the sampling plan will be collected and analyzed by the City. The proposed budget does not include any budget for KJ for sample collection or laboratory testing.
- The City will submit the information requested in the RFI within two weeks of receiving the RFI.

Task 1 Deliverables:

- Requests for Information (RFI) (Excel, submitted electronically)
- Wastewater Sampling Plan (Word, submitted electronically)
- Meeting agendas, materials, and meeting notes (Word, PDF, submitted electronically)

Task 2 – Water Reclamation Facility (WRF) Assessment

KJ shall evaluate the WRF treatment system by first developing a risk and vulnerability assessment of the WRF systems to identify the systems most at risk. A preliminary assessment, founded on the preliminary BRVA from 2022 described below, will be completed through workshops with City staff to obtain input on the system conditions, operational challenges and known issues to identify the systems most at risk. With those systems identified, the KJ team will conduct condition assessment site visits for key systems with visual inspections from technical specialists from different engineering disciplines (Civil, Process, Mechanical, Electrical, Structural) focusing on the highest risk assets to verify system risks and identify other vulnerabilities. KJ process technical staff will then conduct system hydraulic modeling and process assessment to identify constraints. The KJ team will summarize the findings from the risk and vulnerability assessment, condition assessment, and system modeling in a presentation for the City and document the findings in the WWMP report described in Task 7.

Task 2.1 WRF BRVA and Workshops

KJ will use the Consequence of Failure analysis methodology to conduct the Business Risk and Vulnerability Assessment (BRVA). A preliminary BRVA was conducted for the City in 2022 as part of the City of Scotts Valley Wastewater Reclamation Facility Options Study. The initial BRVA results from this study are shown on **Figure 2**.

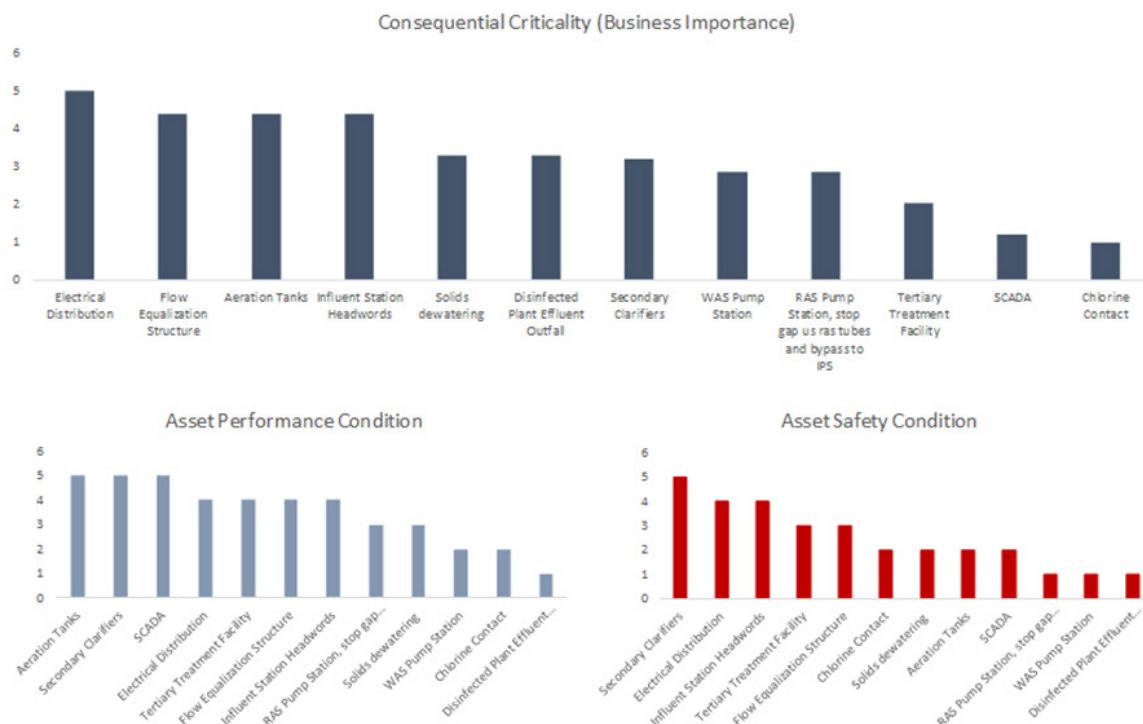


Figure 2 - 2022 Preliminary Wastewater Reclamation Facility BRVA Results for City of Scotts Valley

Starting with the knowledge from this initial BRVA, the KJ team will prepare the BRVA tool analysis and risk matrix populated with information from the discussions with the City during the BRVA workshops. The BRVA tool will use a triple-bottom-line assessment considering safety, regulatory and economic risks as well as level of consequence. A risk matrix will be developed by the KJ team and presented to City staff for input on the criteria to be used for the screening of the systems. An example risk matrix is shown on **Figure 3**.

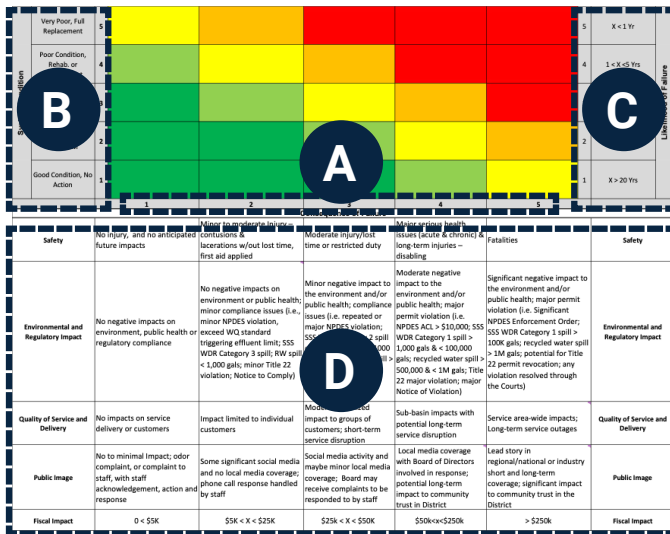


Figure 3 Example Risk Matrix for BRVA

- A** Consequence of Failure
- B** Likelihood of Failure
- C** Vulnerability Rating
- D** Corporate Service Levels

Two (2) four-hour in-person BRVA workshops will be held at the City WRF. The workshops will be used to obtain input from City staff on each system's condition, operational challenges and overall concerns and should be attended by the City's key technical, operations, and maintenance staff. Through the BRVA workshops, KJ will confirm system function, consequence of potential system failure, and overall WRF performance vulnerability from such system failures.

Based on the findings of the BRVA, KJ will identify the City's top high-risk systems and will focus the condition assessment and field effort around those systems.

Task 2.2 Condition Assessment

KJ will conduct two days of field visits to observe the top high-risk systems identified with the BRVA effort. Site assessment will focus on the following disciplines: treatment process, mechanical, structural, electrical and instrumentation & controls. The field visits are expected to be visual inspections only without operation of equipment or confined space entry by KJ staff. Survey123 data collection tool will be used for collection of the assessment findings, and field notes will be provided to the City.

If additional investigations are deemed necessary, KJ will provide recommendations for follow-up condition assessment investigations. Additional investigations could require a scope and budget amendment with approval by the City.

Task 2.3 WRF System Analysis

KJ will further evaluate the WRF systems by developing hydraulic and treatment process models. These analyses will result in the identification of deficiencies or constraints within the existing WRF. Modeling and analysis efforts include:

- Developing a hydraulic model for the WRF using Visual Hydraulics. The hydraulic analysis will be based on the current plant configuration and used to identify hydraulic bottlenecks based on current and projected peak day and peak hour flows for the planning period from Task 1.3. The model will be set to a level appropriate for planning level evaluations using flow data provided by the City.
- Preparing a desktop analysis for the treatment process for the purpose of assessing performance and capacity against current and future projected flows and loads.
- Reviewing regulatory compliance requirements. No major changes are anticipated to current permit requirements. Should more stringent nutrient limits be imposed upon the WRF, the scope and budget can be amended to include an assessment of the existing WRF and identify process changes necessary to meet these proposed permit limits.

Based on the WRF assessment and initial model findings, the City may choose to develop a comprehensive process model using BioWin. This effort is listed as an optional task under Task 9.

Task 2.4 WRF Results Workshop

KJ will summarize the findings from the BRVA, Condition Assessment and System Modeling Analysis tasks and present the findings to the City in a virtual one-hour workshop. The objective of this workshop is to get consensus from City staff on the priority systems to focus on for developing project alternatives.

Task 2 Assumptions:

- Up to two (2) WRF BRVA Workshops (Task 2.1) are assumed, each four hours in duration and attended in person by up to four (4) KJ staff.
- City will provide a conference or meeting room with a screen for the BRVA workshops.
- BRVA workshops will address up to ten (10) systems.
- Up to two (2) full-day field visits (Task 2.2) are assumed for the condition assessment attended in person by up to seven (7) KJ staff.
- Site condition assessment will not require shutdowns of existing facilities, entry into impaired facilities (e.g. submerged conditions) or entry into confined spaces as defined by OSHA.
- Site condition assessment will not include seismic assessments of structures, equipment, piping or other facilities.
- City shall provide access to needed records and to physical asset locations (WRF and associated structures) for field assessments.
- City staff knowledgeable of asset conditions and repair/maintenance histories shall be present during site condition assessments and will operate all equipment, as needed, to facilitate assessments.
- One (1) WRF System Analysis Workshop (Task 2.4), one hour in duration and attended virtually by up to four (4) KJ staff.

Task 2 Deliverables:

- Workshop agendas, materials, and meeting notes (Word, PDF, submitted electronically)
- Condition Assessment Field Inspection Notes (Word, PDF, submitted electronically)
- Modeling results will be included as appendices to the WWMP under Task 7.

Task 3 – Collection System Evaluation

KJ will utilize the Sewer System Management Plan developed for the City in 2021 as the basis for developing the collection system condition assessment update.

Task 3.1 Collection System Assessment

A summary of projects identified in the 2021 Sewer System Management Plan will be reviewed and summarized to be discussed with the City to confirm the same projects and findings are current and identify any potential gaps.

Task 3.2 Collection System BRVA Workshop

The projects identified in the 2021 Sewer System Management Plan will be discussed with the City during one collection system BRVA workshop. The goal of the workshop is to obtain input from the City on the previously identified system constraints and recommended projects to be carried forward in the CIP. The projects prioritized from the workshop will be used to inform the CIP.

Task 3.3 Update Improvement Costs

The estimates of project costs identified in the 2021 Sewer System Management Plan will be escalated to current costs for the CIP. This task assumes that KJ will not develop new improvement projects or cost estimates and will focus on updating previous findings from the 2021 Sewer System Management Plan.

Task 3 Assumptions:

- One (1) Collection System BRVA Workshop (Task 3.2), 2 hours in duration and attended in person by up to four (4) KJ staff.
- Hydraulic modeling of the collection system is not included in the scope of this task. If hydraulic modeling is required a scope and budget amendment will be needed.
- No field inspections or condition assessments are included in the scope of this task effort. If site inspections are required a scope and budget amendment will be needed.
- Existing estimated costs from 2021 Sewer System Management Plan (Task 3.3) will be escalated to current project costs and summarized in the WWMP under Task 7.

Task 3 Deliverables:

- Workshop agenda, materials, and meeting notes (Word, PDF, submitted electronically)

Task 4 – Biosolids Management Study

KJ will develop a biosolids management study to evaluate short-term and long-term approaches for improving the treatment, handling, and beneficial use or disposal of biosolids generated at the WRF.

Task 4.1 Biosolids System Evaluation

KJ will review information provided by the City related to existing biosolids handling facilities and management practices to form a basis for discussions of existing challenges, limitations and drivers for existing and future biosolids management goals with City staff.

Task 4.2 Market Assessment

Identify economic and non-economic criteria that will be used to select alternatives for the City's biosolids program. With City staff input these criteria will be used to identify, assess and rank potential biosolids treatment, handling and beneficial use/disposal short-term and long-term alternatives.

Criteria will be developed to assess the biosolids management options. Criteria may include: cost, odor control, ease of regulatory permitting, marketability of biosolids product, operations & maintenance requirements, beneficial use and disposal.

KJ will assess the viability for markets of City's biosolids product(s) based on discussions with City staff and their knowledge of these markets and how current regulations and future regulatory trends may impact these markets.

A summary table will be developed to document the market alternatives along with concise narratives describing markets, potential customers/end-users of the biosolids products, regulatory requirements, and recommendations. The biosolids markets to be evaluated include:

- Northern and Central California Beneficial Use Facilities for Class B beneficial use
- Potential Class A biosolids beneficial use markets
- Landfilling unstabilized and/or Class B biosolids

Task 4.3 Evaluation, Screening and Prioritization

Based on the facility and market assessment developed above, the biosolids management concepts will be developed for consideration by City focusing on Class A and Class B treatment, handling, beneficial use and/or disposal. Concepts will be evaluated at a high level using the screening criteria identified. Up to two alternatives will be developed to facilitate a more detailed comparison of costs, operational requirements, benefits and limitations. The evaluation will be summarized in a comparison table. The objective of this table is to concisely describe the details for these options for solids handling market, costs, improvements required and other operational considerations.

Task 4.4 Biosolids Workshop

KJ will present the findings from the market assessment and evaluation of alternatives during a Biosolids Workshop that will be attended by up to three (3) KJ staff virtually. The workshop is estimated to be one hour in duration.

Task 4 Assumptions:

- One (1) Biosolids Workshop, one hour in duration and attended virtually by up to three (3) KJ staff.
- City will assist with providing information for biosolids land application or disposal vendors where they have existing relationships and negotiated contracts.
- The evaluation of biosolids management alternatives will be documented as part of the WWMP under Task 7.

Task 4 Deliverables:

- Workshop agendas, materials, and meeting notes (word, PDF, submitted electronically)

Task 5 – Capital Improvement Plan (CIP) Development

KJ will work collaboratively with City staff to prioritize a list of improvements projects for a comprehensive CIP plan based on previous work and the findings from Tasks 2, 3 and 4. The CIP will use a programmatic approach to develop Near-Term and Long-Term solutions. This task will include a collaborative workshop to develop a CIP based on risks, priorities and goals identified for the WWMP.

Task 5.1 Project Evaluation and Recommendation

The information collected from the assessments and analyses conducted in Tasks 2 through 4 will be used to develop a list of project improvements for the WRF and collection system. The team will identify major system improvements that involve process changes to the WRF and would otherwise require approval to implement. The team will also identify minor improvements that can alleviate current system constraints that will have a positive impact to overall operations without requiring major system improvements.

The City and KJ will collaborate to develop screening criteria to compare the project alternatives and score and rank the options. The screening approach will be used to:

- Develop a “scorecard” to compare alternatives using qualitative and quantitative information applied to a set of decision criteria using a scoring, weighting, and ranking process.
- The intent is to establish general categories and a consistent approach to compare wastewater, and collection system alternatives.
- The results from the scoring and ranking will be used to prioritize the implementation of projects to develop the CIP plan over a 20-year horizon.

Task 5.2 Cost Estimates

KJ will prepare opinions of probable construction costs (OPCC) for projects at a Class 5 level based on AACE with an accuracy of -30% to +50%. Costs will be developed for the project alternatives considered for both major and minor system improvements. The OPCCs will include new infrastructure and demolition of facilities, if needed, project soft costs, markups and escalation to mid-point of construction. Operations and maintenance (O&M) costs will be developed based on information provided by the City for existing O&M costs.

Task 5.3 Alternatives Analysis Workshop

The cost estimates and the results of the project alternatives evaluation, scoring and ranking will be presented to the City during a workshop, assumed to be attended virtually by up to four (4) KJ staff. The objective of the workshop is to obtain alignment with the City in the priority projects to be used to develop the CIP.

Task 5.4 Develop CIP

KJ will develop a 20-year CIP based on the recommended priority projects, when they would occur and the funding necessary to implement the priority projects. This CIP will aim to balance risk and financial resources to identify projects necessary to move forward and those that can be deferred to spread out investments. The CIP will not include a financing plan, but it is intended to support a rate study effort to be completed by others separate from this scope effort.

Task 5 Assumptions:

- Up to eight (8) project alternatives combining major and minor improvements/projects will be developed for evaluation and cost-estimating

- One (1) Alternatives Analysis Workshop (Task 5.3), one-hour in duration and attended virtually by up to four (4) KJ staff.

Task 5 Deliverables:

- Workshop agendas, materials, and meeting notes (Word, PDF, submitted electronically)
- CIP (Excel, Word, submitted electronically)

Task 6 – Rate Study Coordination Assistance (by Others)

The CIP is intended to support the City with developing a financing plan and rate study to be completed by others. This task provides limited budget for KJ staff to provide support for coordination with a separate consulting team selected by the City to complete the financing plan and rate study.

Task 6 Assumptions:

- Financing plan is to be developed by others outside of this scope. Up to 12 hours are budgeted for coordination with financing plan consulting team.

Task 6 Deliverables:

- None.

Task 7 – Master Plan Report

This task will be used to consolidate the findings from Tasks 1 through 5 into a comprehensive master plan that will be developed to serve as a roadmap for the WRF and collection system improvements identified and summarized in the CIP. The master plan will document the findings from previous tasks and summarize the proposed recommendations for facility systems improvements over a 20-year implementation period for the CIP.

KJ will first develop an outline of the master plan, using the proposed Recycled Water Master Plan report outline provided in the request for proposals, to be submitted to City for review and input. A Draft master plan will be submitted to the City for review and comment. Once comments are received from the City, they will be incorporated into the final master plan.

Task 7 Assumptions:

- City will review and provide consolidated comments on the Draft within three (3) weeks.
- Only one (1) round of review comments is anticipated.

Task 7 Deliverables:

- Outline (Word, submitted electronically)
- Draft Report (Word, PDF, submitted electronically)
- Final Report (Word, PDF, submitted electronically)

Task 8 – Project Management, Meetings and QA/QC

KJ will develop and implement the appropriate management procedures and actions to facilitate timely and cost-effective delivery of quality service and deliverables to the City for the Project. This includes project

administration related to schedule, budget, and scope management and communication of project activities with the City.

Task 8.1 Project Management

This task addresses the management and administrative responsibilities associated with project initiation, schedule, budget control, monthly invoices and progress reports preparation. The scope of work assumes an 18-month duration with submittal of 18 monthly invoices and status reports. A health and safety plan will be prepared for KJ staff attending in-person site visits and performing condition assessments.

Task 8.2 Project Meetings

The following meetings are assumed for this project:

- Progress Meetings – Regular check in calls with the City are assumed to provide updates on progress on the scope and schedule and budget status. Meetings will be scheduled at a frequency agreed upon with the City. Meetings are assumed to be thirty (30) minutes in duration and will be attended virtually by the KJ PM and one (1) KJ staff for support.
- Internal coordination meetings – internal coordination meetings are budgeted for the KJ team to coordinate progress on scope task items.

Task 8.3 Quality Assurance and Quality Control (QA/QC)

All deliverables to the City will be reviewed in accordance with KJ's QA/QC process. Additionally, KJ will conduct an in-house Concept and Criteria Review (C&CR) meeting early in the Project to obtain focused technical input from senior KJ staff based on their experience from other similar projects. This process is a component of KJ's quality control process and allows for senior staff, not directly involved in the project, to provide technical review and input into the project. It helps address opportunities for improvements and address potential future challenges prior to expending effort.

Task 8 Assumptions:

- KJ's schedule and compensation are based on providing services for a period of eighteen (18) months.
- Up to eight (8) progress meetings, assumed to be thirty (30) minutes in duration, conducted virtually and attended by the KJ project manager.

Task 8 Deliverables:

- Eighteen (18) monthly invoices and progress reports (PDF, submitted electronically)
- Meeting agendas, materials, and meeting notes (Word, PDF, submitted electronically)

Task 9 – Optional Services/As needed support

The tasks below include specific tasks to:

Task 9.1: Develop a comprehensive wastewater process model beyond the Task 2.3 WRF System Analysis,

Task 9.2: Apply for a recycled water planning grant that could provide a 50% matching grant for this planning effort as well as prepare recycled water-specific content, and provide coordination for grant-funded planning; and

Task 9.3: Provide a budget allowance for as-needed support.

Task 9.1 - BioWin Model

Based on the WRF assessment and initial model findings in Task 2.3, the City may choose to develop a comprehensive process model using BioWin. The process model will be based on current WRF process configuration. The BioWin model will be calibrated by comparing model predictions with historic WRF performance data. Model parameters will be adjusted to achieve a level of calibration appropriate for planning level evaluations.

Task 9.2 – RWMP and Grant Funding Support

KJ has supported multiple agencies in applying for and obtaining planning and construction grant funding through the California SWRCB Water Recycling Funding Program and the U.S. Bureau of Reclamation Title XVI Funding Program. We have prepared several SWRCB recycled water planning grant applications for studies for SVWD and also conducted the recycled water studies. We have found that support document requirements can differ depending on the type of grant (state vs. federal) is pursued.

As noted in the scope of services for Task 7, KJ will prepare a master plan using the outline provided in the request for proposals. However, based on our experience with these grant applications, we are including the following optional tasks that might be needed to complete a planning grant application and administer grant requirements to this project. We can also advise on the different requirements and process to prepare a state or federal recycled water construction grant application.

- **Prepare a Plan of Study:** KJ can support the City with preparing a plan of study to submit to SWRCB to apply for planning grant funding to develop a Recycled Water Master Plan. This planning type of grant funding can cover up to 50% of the costs of developing a Recycled Water Master Plan Report which is required for an application for construction funding under the Water Recycling Funding Program.
- **Recycled Water Market Assessment Update:** To develop a Recycled Water Master Plan, a recycled water market study update will be required. KJ prepared the recycled water market study for SVWD for their grant application in 2007 and helped review potential updates to this plan. This task includes budget for potential updates to the recycled water market evaluation to include in the Recycled Water Master Plan as is required under the SWRCB Proposed Report Outline for Recycled Water studies
- **Recycled Water Master Plan Review:** Preparing a Recycled Water Master Plan for construction grant funding application may require additional coordination with the SWRCB to meet their requirements for a complete report and application. This task assumes additional budget to revise the wastewater master plan content to address State grant requirements.
- **Agency Coordination:** A recycled water master plan would potentially require coordination with SVWD for updates related to the recycled water market study and coordination on the construction grant application efforts. Also typically a Recycled Water Master Plan prepared with planning grant funds includes a review period and potentially a presentation to the SWRCB on the plan. This task assumes budget for coordination with these agencies for a complete application.

Task 9.3 – As Needed Support

This task includes a budget allowance to provide additional support as requested by the City. Additional support may include but is not limited to:

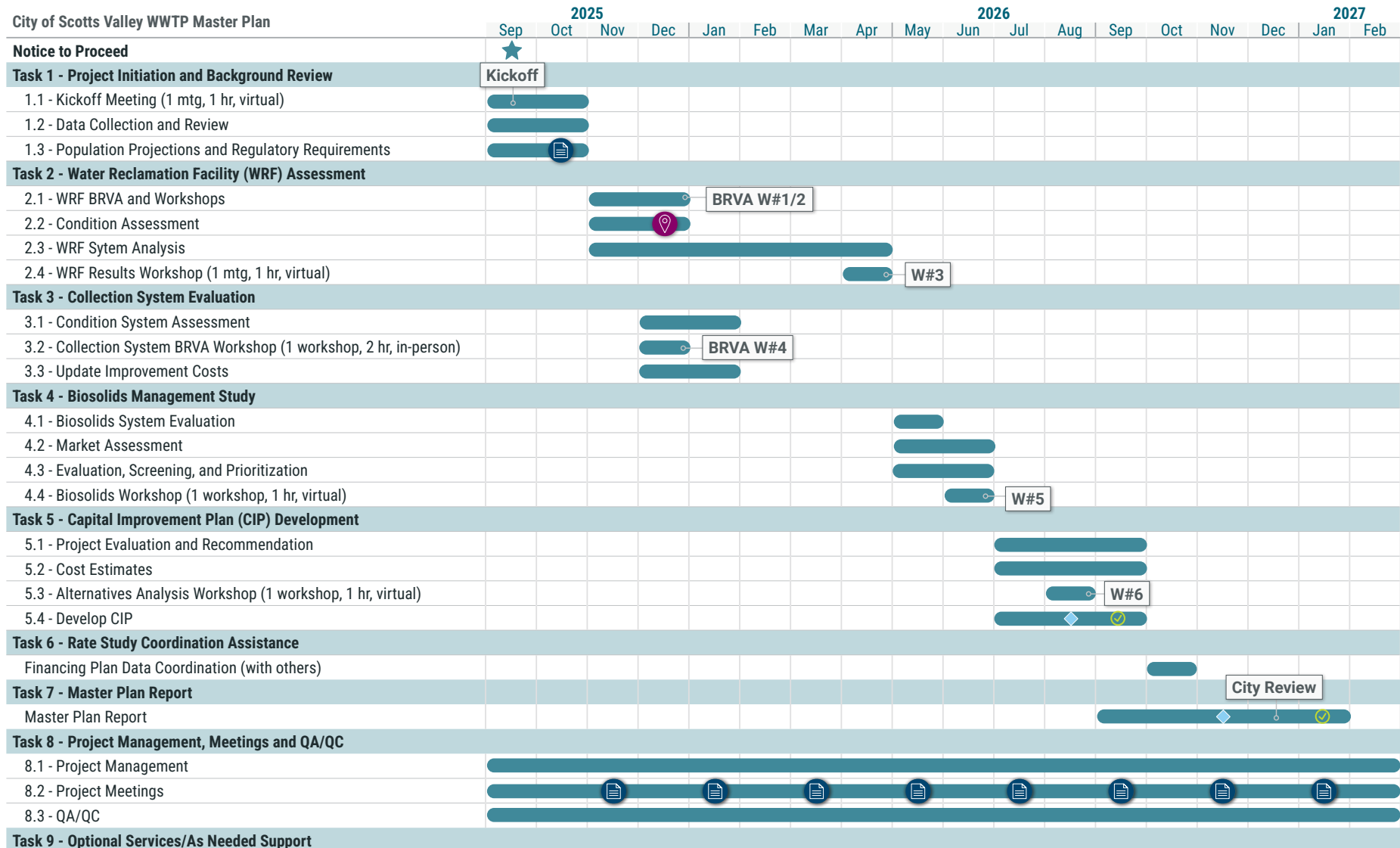
- Extended scope, schedule and duration.
- Providing additional meetings or workshops with the City.
- Providing additional days for field inspections.
- Additional system process or hydraulic modeling.

Work under task 9 will not be initiated without prior approval from the City.

4 | Schedule

Proposed Schedule

The estimated schedule is 18 months starting from Notice to Proceed (NTP). KJ will develop a detailed project schedule following NTP. The KJ project manager will regularly update the schedule as the work progresses and will keep the City informed of any impacts to the proposed schedule. The proposed schedule is shown below.



MEETINGS : W# Workshops Progress Meetings Site Visit **DELIVERABLES** : Draft Final

5 | Insurance Acknowledgement

Kennedy/Jenks Consultants, Inc. has reviewed the City of Scotts Valley's insurance requirements as outlined in Appendix A: Agreement Item 6. Insurance in the Request for Proposals and acknowledges and agrees to comply with all specified insurance provisions.

In addition, Kennedy/Jenks Consultants, Inc. also requests that Appendix A: Agreement Item 7. Indemnity in the Request for Proposals be modified (inserts made in bold) to be consistent with the May 15, 2024 Agreement for Membrane Bioreactor (MBR) Package Plant Preliminary Design between the City and Kennedy/Jenks Consultants, Inc. as follows

" CONSULTANT shall hold harmless, indemnify and defend CITY, its elective and appointive boards, commissions, officers, agents, servants, volunteers, and employees from and against any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, **to the proportionate extent caused by**, the willful or negligent acts, errors, or omissions of CONSULTANT or CONSULTANT'S contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity shall not apply to any claims brought by CONSULTANT for default of this Agreement, or for claims brought by CITY or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise **solely** from the negligent or willful misconduct of CITY."

City of Scotts Valley
Wastewater Treatment Plant Master Plan

Appendix | Resumes

Don Ervin, P.E.

Principal-In-Charge/QA/QC

PROFESSIONAL SUMMARY

Don Ervin has extensive experience in civil engineering, spanning 38 years. His expertise includes designing new facilities and enhancing existing ones, with a specialization in process-mechanical-structural rehabilitation for older facilities. He is knowledgeable in condition assessments, treatment process performance criticality assessments, project management, construction management and onsite observations, and providing various engineering services throughout project planning, design, and construction.

Don's portfolio encompasses condition assessments of wastewater facilities and supporting the development of related CIPs with treatment process criticality assessments, development of alternatives review criteria, and development of conceptual-level improvement designs. It also includes the detailed design of both new construction and upgrades at wastewater and water treatment facilities, university campuses, federal naval facilities, and city corporation yards. His work has involved rehabilitating deteriorated structures in wastewater treatment facilities, replacing existing equipment and piping, repairing leaking joints on wastewater force mains, and designing new facilities. Additionally, he has converted existing facilities for new functions, designed the application of protective coatings, and conducted seismic evaluations of existing structures and equipment. His experience also covers selecting utility alignments, designing site grading and drainage improvements, and overseeing the demolition of outdated equipment.

Don served as resident engineer and performed construction management and observation services during the construction of the 1994 upgrade of the City of Scotts Valley Wastewater Reclamation Facility and has provided the City consultation on various issues subsequent to construction completion. Additionally, he has provided construction observation and contractor coordination for design-build projects, managed smaller improvements at wastewater treatment facilities, and observed the construction of new federal research facilities.

TOTAL YEARS OF EXPERIENCE

38

EDUCATION

BS, Civil Engineering,
Oregon State
University, 1985

REGISTRATIONS

Professional Engineer -
Civil - California
(50633)

PROJECT EXPERIENCE

MBR Preliminary Design, City of Scotts Valley, Scotts Valley, CA | *Project Manager, Technical Advisor, QA/QC*

Don supported the KJ team with his knowledge of the Scotts Valley WRF to prepare the 10% Design package for the MBR/UV package plant. He provided project management, technical input, and quality assurance/quality control review of the deliverables.

Secondary Treatment Process Evaluation and MBR Feasibility Study, City of Scotts Valley, Scotts Valley, CA | *Project Manager*

Managed a team to address treatment process upsets at the City's 1.5-MGD WRF resulting from suspected high-strength discharges. Worked with City staff and the design team to troubleshoot ideas and evaluate potential solutions. The evaluation concluded that the WRF cannot operate within recommended treatment ranges and sustain year-round removal of nitrogen if the City tries to accommodate waste loading beyond the average levels seen in 2016. As a result of the evaluation, it was recommended that the City explore treatment process optimization opportunities, WRF facility planning, and capital improvements at the WRF to accommodate growth within the WRF's service area.

Aeration Diffuser Replacement Project, City of Scotts Valley, Scotts Valley, CA | *Project Manager*

Led a team in the design the replacement of the existing aeration diffuser system at the City of Scotts Valley WRF. Improvements under this contract included design and installation of a fine-

bubble diffuser system that was pre-purchased by the City to replace an existing panel diffuser system.

General Engineering Services, City of Scotts Valley, Scotts Valley, CA | *Project Manager*

Led various teams to assess existing infrastructure and process conditions, collaboratively identify alternatives with the City, and design improvements. This has recently included evaluating process upsets and recommending successful improvements, evaluating the condition of existing secondary clarifier infrastructure, developing concepts for replacing existing UV disinfection systems, and identifying sources for equipment replacement parts. It also included designing a turnout from the City's existing secondary effluent outfall to the Pasatiempo Golf Club for the golf club's treatment and use for golf course irrigation.

General Engineering Services, Scotts Valley Water District, Scotts Valley | *Project Manager*

Led and supported various teams to provide general engineering services for the Scotts Valley Water District over a span of more than 10 years including services such as Source and Treated Water Quality Evaluation, Operations Evaluation and Optimization, Regulatory Permitting Assistance, Hydrogeologic Services and Groundwater Modeling, Pilot and Tracer Studies, Feasibility Studies and Facilities Planning, Well Facilities Evaluation and Design, Multi-Discipline WTP Facility Design, Distribution System Storage and Pipeline Evaluation and Design, Construction Management, Facility Start-up, Training, and O&M Manuals, Asset Management Planning and Facility Assessment, Distribution System Hydraulics and Modeling, Grant Research and Application Support, and Support with Reporting to the SWRCB.

San Jose-Santa Clara Regional Wastewater Facility Filter Rehabilitation, City of San Jose, San Jose, CA | *Project Engineer*

The Filter Rehabilitation Project consisted of the implementation of critical improvements to the RWF tertiary filtration process to enable continued regulatory compliance and long-term operational reliability. The RWF's tertiary filtration process operates at an annual average flowrate of 110 mgd and consisted of filtration process elements that were constructed in the 1970s and 1980s and required significant refurbishment. The Filter Rehabilitation Project consisted of implementing critical improvements to the filtration process and supporting mechanical, electrical and controls equipment to enable continued regulatory compliance and long-term operational reliability. As Project Engineer, Don assisted with the structural, mechanical, and electrical condition assessments; development of a project implementation prioritization process; preliminary design reporting; detailed design; and engineering services during construction.

Water Pollution Control Plant Renovations Project, City of Millbrae, Millbrae, CA | *Project Engineer*

Provided support for process-mechanical systems design and specification development for construction. Provided instrumental review of pipe routing and equipment layouts, and reviewing historical information on the WPCP digesters and primary sedimentation tanks. Also, Project Engineer, Construction Manager, and Construction Inspector for the rehabilitation of a 30-year-old concrete wastewater digester that included the design of the repair of a deteriorated concrete column supporting the digester cover, the replacement of piping and equipment, and the installation of high-performance coatings. Additionally, Don reviewed design details for anaerobic selector walls added to the aeration tanks at the WPCP, focusing on connection details to the existing tank concrete.

Claudia Llerandi, PE

Project Manager

PROFESSIONAL SUMMARY

Claudia Llerandi is a Professional Civil Engineer in California with 11 years of consulting experience in planning, permitting, design and construction of water and wastewater treatment systems, pump stations and conveyance systems. Claudia's focus is on planning, permitting, designing, and implementing recycled water projects to develop local, sustainable water supply alternatives that are adaptable to climate change. Claudia has served as the Project Manager for significant recycled water programs, including the City of Scotts Valley MBR Preliminary Design and the Westside Recycled Water Program for the San Francisco Public Utilities Commission (SFPUC). Claudia has been a lead member of WaterReuse for since 2014.

TOTAL YEARS OF EXPERIENCE

11

EDUCATION

BS, Chemical Engineering, Simon Bolivar University, 2010

MS, Civil and Environmental Engineering, University of California, Davis, 2013

REGISTRATIONS

Professional Engineer - Civil - California (86734)

PROJECT EXPERIENCE

MBR Preliminary Design, City of Scotts Valley, CA | *Project Manager*

As project manager, Claudia led the development of the 10% design for the Scotts Valley MBR Preliminary Design project building on the 2022 Options study. She guided and coordinated the work of the team to define design criteria, evaluate site layouts, screen MBR/UV vendor information, prepare cost estimates and to develop the 10% design package comprised of a hydraulic profile, conceptual yard piping plan, MBR site plan, electrical and process and instrumentation diagrams for the MBR system and influent pump station.

Alternatives Evaluation for Continued and Expanded Recycled Water Use, Scotts Valley Water District, Scotts Valley, CA | *Project Engineer*

Developed a feasibility study for Scotts Valley Water District to compare alternatives for recycled water use. The alternatives evaluated included three local and three regional projects. Alternatives included options to supply the District customers with recycled water for nonpotable demands, or to develop an advanced water treatment facility to produce purified water for groundwater augmentation. The evaluation included developing conceptual schematics, defining the facilities required, estimating the treatment capacity, capital, and operational costs, and scoring and ranking the project alternatives based on a set of criteria and goals defined with SVWD.

Santa Cruz Regional Recycled Water Facilities Planning Study (RWFPS) Phase 2, Santa Cruz Water Department, Santa Cruz, CA | *Project Engineer*

Responsible for developing a Water Supply Augmentation Implementation Plan to evaluate the feasibility for the City Water Department to use alternative water sources to augment their existing water supply portfolio to increase the City's resiliency to drought and future impacts on water availability. Alternate sources considered include excess surface water used for aquifer storage recharge, recycled water, purified water, and desalination. Recycled water alternatives evaluated included non-potable recycled water reuse for irrigation, potable purified water reuse for surface augmentation, groundwater augmentation or direct potable reuse. Evaluation included defining treatment and conveyance infrastructure requirements, estimating the treatment capacity, capital and operational costs, energy use, and greenhouse gas emissions, and scoring and ranking the project alternatives based on a set of criteria and goals defined with

the stakeholders. Alternatives were evaluated based on capacity to reliably augment the City's water supply portfolio under changing climate conditions and multiyear drought events.

City of Crescent City Feasibility Study for Recycled Water (as a subconsultant), Stover Engineering, Crescent City, CA | *Project Manager*

Prepared a Recycled Water Feasibility study to evaluate feasible alternatives for the City of Crescent City to produce and use recycled water as an alternative water supply. Alternatives to be evaluated included non-potable recycled water reuse for irrigation and industrial effluent reuse for irrigation. The evaluation included developing conceptual schematics, defining the facilities required, estimating the treatment capacity, capital, and operational costs, and scoring and ranking the project alternatives based on a set of criteria and goals defined with the City.

Westside Recycled Water Project - Recycled Water Permitting Support, San Francisco Public Utilities Commission, San Francisco, CA | *Project Manager*

Project Manager for the Westside Recycled Water Program. Responsible for preparation of Task Orders, overall contract management, general communication with SFPUC, and providing responsive support to project teams to facilitate completion of the Program. Responsible for leading SFPUC through the startup of the new Recycled Water Treatment Facility, developing operations and maintenance plans and standard operating procedures, and providing training for system operators. Supported SFPUC with permitting required to obtain approval from regulatory agencies for recycled water production, delivery, and use at customers' sites. Permitting support included preparing the Irrigation System Retrofit Report, assistance with updating Title 22 Engineering Report, and application for a permit under the Recycled Water General Order with the Regional Water Quality Control Board. Supervised the development of retrofit design plans and led the team for implementation of the retrofits and cross-connection testing efforts at Golden Gate Park, as planned recycled water customer. Prepared an overall system operations plan that included guidelines and strategies for the operation of the Recycled Water Treatment Facility, the recycled water distribution system, and the retrofitted irrigation systems at the customer sites. Developed customer irrigation demand analyses and led the development of the hydraulic model to evaluate the capacity of the Recycled Water System to serve additional future recycled water customers.

San Francisco Westside Recycled Water Irrigation Project, San Francisco Public Utilities Commission, San Francisco, CA | *Project Manager*

Specialized Engineering Services for Recycled Water Projects, developing a regulatory strategy and appropriate permitting documents; field investigation and ground truthing of existing irrigation systems, identifying system repairs that could provide operational benefits, and devising an approach for completing Title 22/17 irrigation system retrofits.

Design of Recycled Water Reservoirs Improvements, Napa Sanitation District, Napa, CA | *Civil Engineer*

Assisted with engineering design and construction support services for the constructions of improvements to a recycled water reservoir in Napa with an approximate capacity of 6.5 MG.

Karina Yap, EIT

Project Engineer

PROFESSIONAL SUMMARY

Karina Yap is an associate engineer with six years of experience in planning, asset management, and management consulting. Since joining Kennedy Jenks, she has lead risk assessments for water and wastewater facilities, developed risk-based capital improvements plans, and assisted with grant-funded projects in disadvantaged communities and feasibility studies to identify water supply alternatives.

TOTAL YEARS OF EXPERIENCE

6

EDUCATION

BS, Civil and
Environmental
Engineering,
University of
California, Berkeley,
2017

MS, Civil and
Environmental
Engineering,
University of
Washington, 2019

REGISTRATIONS

Engineer-in-Training

PROJECT EXPERIENCE

Integrated Wastewater Master Plan Ph3, Las Gallinas Valley Sanitary District, San Rafael, CA | Deputy Project Manager/Project Engineer

The LGVSD Integrated Wastewater Master Plan (IWMP) is the culmination of a multi-phase project to synthesize a Business Risk Vulnerability Assessment (BRVA) in collaboration with LGVSD staff and a condition assessment of both the water reclamation facility and the wastewater collection system by KJ with the work of other consultants. The IWMP is a comprehensive document that includes consideration of sea level rise on LGVSD facilities, collection system performance, beneficial use of biosolids and the water reclamation plant into a risk-based approach to prioritize CIP projects. The CIP will balance the needs of the water reclamation facility with those of the wastewater collection system by evaluating the various facilities through a common BRVA lens. Karina is leading the update of the BRVA to reflect current conditions

Laguna Treatment Plant BRVA, City of Santa Rosa, Santa Rosa, CA | Deputy Project Manager/Project Engineer

KJ conducted a business risk and vulnerability analysis with City operations, maintenance, and management staff to identify how wastewater system assets can be improved and sustained relative to repair, rehabilitation, replacement, operations, and maintenance, allowing the City to effectively “buy down” risk and minimize vulnerabilities. Karina’s tasks included workshop facilitation, data gathering and review, synthesis of workshop results, development of recommendations for operational and capital improvements, and report development.

Livermore - Recycled Water White Paper, City of Livermore, Livermore, CA | Project Engineer

KJ prepared a recycled water white paper to better document the limitations on wastewater and recycled water availability and provide context to inform future recycled water commitments. Karina led the background information and data collection efforts, conducted the wastewater availability and recycled water demand analysis, developed a recycled water buildout projection of the City, and authored the white paper.

2025 Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP) Update, Zone 7 Water Agency, Livermore, CA | Project Manager/Project Engineer

Worked on updating, reviewing, and building upon data from the initial RRA development and the 2020 RRA. Responsibilities included identifying and gathering relevant data, conducting workshops to update the assessment, and preparing a comprehensive report. The updated

RRA provided a detailed analysis of the Agency's facility-level assets, threats, and vulnerabilities and offered recommendations for mitigating risks and improving resilience.

CMMS Needs Assessment, Zone 7 Water Agency, Livermore, CA | Deputy Project Manager

KJ is working with Zone 7 to select, procure, and implement a CMMS that is appropriate for their needs, agency, size, and desired goals. KJ assessed Agency needs, developed procurement materials, and is currently guiding the implementation phase and development of a reliability-centered maintenance program. Karina facilitated and documented the needs assessment workshops, criticality workshops, and workflow development workshop and lead the procurement effort. Additionally, Karina is responsible for client communication, communication and coordination with the selected CMMS vendor, and project management.

2020 Risk and Resiliency Assessment (RRA), Alameda County Zone 7 Water Agency, Livermore, CA | Project Team Member

Zone 7 is local water wholesaler for the four retail supply agencies. In addition to supplying treated water, Zone 7 also supplies raw or untreated water for agricultural purposes. The purpose of the Risk and Resilience Assessment (RRA) is to assess risk and resilience of water supply system to serve as a guide to prioritize security upgrades, modifications of operational procedures, and policy changes to mitigate risk to critical assets. In addition to resilience assessment, the project included development of the Emergency Response Plan (ERP) for the entire agency.

Asset Management Standards and CMMS Needs, Delta Diablo Sanitation District, Antioch, CA | Staff Engineer

In collaboration with a designated Asset Management Group at Delta Diablo, KJ is developing asset management business process standards (including operations, maintenance, and engineering design) and Computer Maintenance Management System (CMMS) improvement planning. Responsibilities included interviewing District staff to assess the current state of their asset management program and developed technical memoranda to guide future decision-making.

Integrated Water Master Plan, City of Petaluma, Petaluma, CA | Project Engineer

KJ developed an Integrated Water Master Plan (IWMP) and Recycled Water Facility Planning Study (RWFPS). The IWMP included identification, screening, and analysis of water supply alternatives to meet the City's anticipated water supply gap. The RWFPS explored non-potable reuse expansions, potable reuse, and storage options for inclusion in the City's CIP. Tasks included conducting supply and demand assessments for potable and recycled water and report preparation.

Front of Plant O&M Documentation, Regional Environmental Sewer Conveyance Upgrade, Silicon Valley Clean Water, San Francisco, CA | Project Technical Lead

Supported the development of an asset management program for the RESCU project, which included creating preventative maintenance plans, job plans, and strategic maintenance workshops. Coordinated with the RESCU Program Management team to integrate O&M documentation with startup processes and the client's existing equipment management system. Conducted client-facing meetings and assisted in the creation of comprehensive O&M documentation to support operations, maintenance, and planning/scheduling staff.

David Seymour, PE, PMP

Wastewater

PROFESSIONAL SUMMARY

David's professional career has focused on wastewater treatment plant design, including facility planning, biological process design, and the application of wastewater process simulators to predict, validate, and optimize treatment process performance. He has worked at over 50 different wastewater treatment facilities in Washington, Oregon, California, and Hawaii. These facilities range in size from 0.5 MGD to 300 MGD, and he has served in various roles on these projects, including Project Manager, Project Engineer, Process Lead, and Technical Advisor. David's relevant experience includes the design of eleven (11) membrane bioreactor facilities, including packaged treatment systems, facilities planning of BNR upgrades, design and construction support of WWTP upgrades, and performance optimization of operating WWTPs. His unique qualifications include 22 years as KJ's Wastewater Treatment Community of Practice Leader, specializing in wastewater treatment facility planning, design, and performance optimization. He has led the process or mechanical design of eleven (11) MBR facilities, including a package MBR treatment system for the Tesoro Viejo development. He is familiar with alternative delivery for wastewater treatment plants; he is currently working with PCL on the Ventura MBR/UV upgrades (CMAR delivery) and has worked with WM Lyles on the delivery of the Tesoro Viejo MBR and Hi-Desert MBR facilities PDB.

TOTAL YEARS OF EXPERIENCE

22

EDUCATION

BS, Civil/Environmental Engineering,
University of Washington, 2003

REGISTRATIONS

Professional Engineer - Civil - Hawaii (PE-16905)

Professional Engineer - Civil - Washington (44270)

CERTIFICATIONS

Project Management Professional, Project Management Institute

MEMBERSHIPS / AFFILIATIONS

Water Environment Federation (WEF)
Pacific Northwest Clean Water Association, Member

PROJECT EXPERIENCE

MBR Preliminary Design, City of Scotts Valley, Scotts Valley, CA | *Technical Advisor*

David provided valuable continuity to the KJ team to develop the preferred option from the 2022 options study into a 10% Design package for the MBR/UV package plant to prevent process upsets and meet the City's recycled water demands. He provided both technical oversight on MBR/UV evaluation and quality assurance/quality control review of the deliverables.

Wastewater Reclamation Facility (WRF) Options Study, City of Scotts Valley, Scotts Valley, CA | *Technical Advisor*

The City was experiencing treatment process upsets at its 1.5 mgd Wastewater Reclamation Facility (WRF) due to suspected high-strength discharges. Upon reviewing plant data, KJ discovered that the treatment plant was operating at capacity, and capital improvements were needed to mitigate the upsets and handle future additional loading. Due to the high cost associated with the improvements, the City asked KJ to evaluate alternatives and identify the most cost-effective approach. Alternatives included improving the plant in place, mothballing the plant and sending flow to another regional treatment plant, and constructing a satellite treatment facility to offload flow from the plant and produce recycled water. The City elected to construct a 0.5 mgd satellite treatment facility, consisting of a package MBR system with UV disinfection. This project is currently in predesign and David is serving as a technical advisor and QA/QC review.

Secondary Treatment Process Evaluation, City of Scotts Valley, Scotts Valley, CA | *Project Engineer*

The City was experiencing treatment process upsets at its 1.5 mgd Wastewater Reclamation Facility (WRF) due to suspected high-strength discharges. Responsibilities included evaluating the secondary process and recommended adjustments to help mitigate the upsets, as well as assisting with evaluating the capacity of the WRF and its ability to handle future additional loading.

Ventura Water Reclamation Facility Membrane Bioreactor and Ultraviolet Disinfection Project, City of San Buenaventura, Ventura, CA | Design Manager

Coordinated a team of over 40 multidisciplinary design staff on this \$240 million project. Had overall design responsibility for the general, civil, architectural, structural, process mechanical, building mechanical, electrical, and I&C work - with over 500 drawings being produced. Provided quality control review on deliverables and quality assurance to confirm that discipline QC reviews were completed. Responsible for the delivery of two early works packages for deep structures and standby generators to expedite the construction schedule. Lead communication with the client on technical issues, and has led several technical workshops with City O&M staff to communicate design alternatives and receive feedback. Fee: \$10.6M.

Comprehensive Wastewater Planning, City of Port Angeles, Port Angeles, WA | QA/QC

Providing review of the wastewater process technical analyses and associated deliverables for the City of Port Angeles' Comprehensive Sewer Plan. The project includes development of a new sewer collection model, and analysis of limitations of the Wastewater Treatment Plant under a range of effluent limits associated with a new Puget Sound Nutrient General Permit. The project also includes a nutrient reduction study to identify opportunities for the City of Port Angeles to maintain its existing Trickling Filter/Solids Contact secondary process by utilizing side-stream treatment and other nutrient reduction strategies.

Wastewater Reclamation Facility Progressive Design-Build Project, Hi-Desert Water District, Yucca Valley, CA | Process Design Engineer/Modeler

KJ provided planning, design, and construction support services for the Hi-Desert Water District's (HDWD) 1.0 mgd average dry weather flow (expandable to 1.6 mgd) Water Reclamation Facility (WRF). The design included a 4-stage Bardenpho process for ammonia removal and effluent total nitrogen less than 10 mg/L. The design also included a single-cell rectangular 0.5-MG covered and ventilated influent flow equalization tank. Led the process and hydraulics design of the facility, including sizing of the equalization tank, process tanks, and major process mechanical equipment (pumps, blowers, etc.) and preparing process and hydraulic models to simulate plant operation. Led the process and hydraulics design of the facility, including sizing of the equalization tank, aeration tanks, and major process mechanical equipment (pumps, blowers, etc.) and preparing process and hydraulic models to simulate plant operation.

Reclaimed Water System, Chambers Creek Regional Wastewater Treatment Plant, Pierce Co. Planning & Public Works, University Place, WA | Project Engineer

KJ led the planning, design, and construction of a 1.3 mgd reclaimed water production facility (RWPF) and planning for a 2.4 MG equalization and storage facility (ESF). The RWPF and ESF are constructed to produce Class A reclaimed water for irrigation of the Chambers Bay Golf Course and are integrated into the Chambers Creek Regional WWTP. This project included design and construction of sand filters, UV disinfection, and a hypochlorite system for maintaining chlorine residual. This project also included 30% design of 6,000 feet of 8- to 12 inches force main, a lined reclaimed water storage pond, and a 3.5 mgd irrigation pump station. David was the Project Engineer for the RWPF and ESF through planning and 30% design. He was the process mechanical design lead for all unit processes and coordinated the efforts of a multi-disciplinary design team to produce plans and specifications.

Mark S. Cullington, PMP

Biosolids

PROFESSIONAL SUMMARY

As a KJ Vice President and Oregon Client Director, Mark brings 25 years of experience as a principal in-charge, project manager, scientist, and regulator in the planning, designing, and constructing of multidisciplinary wastewater projects. He has a well-rounded technical background with expertise that spans feasibility studies, design and implementation of compost systems, and comprehensive biosolids management plans. His leadership and technical acumen have been instrumental in securing regulatory approvals, optimizing design elements, and ensuring project completion within budget and on schedule.

TOTAL YEARS OF EXPERIENCE

26

EDUCATION

BA, Humanities, Ithaca College, 1990

BS, Soil Science, University of Washington, 1998

MS, Soil Science, University of Washington, 2000

CERTIFICATIONS

Project Management Professional

MEMBERSHIPS / AFFILIATIONS

Oregon Association of Clean Water Agencies, Member

Biosolids & Recycled Water Committee, Board Member and Co-chair of

Northwest Biosolids; Co-chair Annual Conference Committee

PROJECT EXPERIENCE

Subregional System Master Planning and Implementation, City of Santa Rosa, Santa Rosa, CA | *Technical Advisor*

KJ assisted the City in preparing a comprehensive master plan to evaluate the long-term expansion, renewal, and replacement needs for the Subregional Water Resources Recovery Facilities (SWRRF). Key drivers for completing the Master Plan were to: develop a management strategy to comply with current and anticipated future regulatory requirements that significantly limit surface water discharge, prepare a strategic road map for managing wastewater, biosolids, recycled water, and energy, and developing technical alternatives for the various Subregional Facilities to align with and support these strategies, and develop a complete CIP for all facilities that prioritizes near-term projects and identifies future studies required for implementation of the long-term strategic goals. Provided biosolids technical guidance for the development of the plan.

Biosolids Management Plan, Ventura County Waterworks District No. 8, Ventura, CA | *Project Manager*

Responsible for the dewatering, treatment and beneficial use analyses for a biosolids master plan for four municipalities in Ventura County, including: Simi Valley, Camrosa Water District, Camarillo Sanitation District, and Ventura County Waterworks District No. 1 (Moorpark). Thousand Oaks also partakes in this project in order to evaluate the possibility of a regional biosolids treatment facility that serves Ventura County. Combined, these facilities generate approximately 52,000 wet tons of biosolids annually. This master planning includes the evaluation of digestion optimization and improvements, biosolids treatment and disposal, Triple-Bottom-Line accounting, and food waste/FOG processing.

Biosolids Master Plan for the Hill Canyon Treatment Plant, City of Thousand Oaks, Thousand Oaks, CA | *Task Leader*

Responsible for the development of economic and non-economic alternatives for the City's biosolids management program. This includes evaluating Class A and B treatment and disposal options for onsite, offsite and regional partnerships. A multi-faceted decision-making matrix was developed that weighed the City's criteria for each alternative. Regulatory, product marketing and liquid process integration are considerations of this study.

National Association of
Clean Water
Agencies, Member

Pacific Northwest Clean
Water Association,
Member

Biosolids Handling Facilities & Odor Control Improvements, City of Washougal, Washougal, WA | *Principal-In-Charge*

Oversaw the project and its goals, and working to ensure appropriate staffing. Additionally, Mark is leading the collaboration with the Washington Department of Ecology to obtain regulatory approval of the solids improvements design. As needed, Mark has been involved in technical aspects of the design elements regarding solids digestion, biosolids dewatering, storage, beneficial use, and the decommissioning of existing wastewater solids treatment lagoons. This project included designing and constructing a new aerobic digester, a solids handling building, an anoxic selector to improve sludge treatment, chemical storage, feed facilities, an odor control system, and decommissioning of the sludge lagoon. KJ oversaw the design, permits, and funding options, aiming to minimize costs and enhance efficiency. Cost: \$28M.

Hauled Waste and Aerobic Digester Alternatives Evaluation and Design, Three Rivers Regional Wastewater Authority, Longview, WA | *Project Manager*

KJ has been working with the Three Rivers Regional Wastewater Authority since 2015 on their biosolids program. We are currently responsible for one of their largest capital improvements in the region involving completion of the planning, preliminary design, design, bid period services, and construction management services for a new hauled waste facility, greenfield aerobic digester complex, dewatering improvements, biosolids dryer, clarifier replacement and headworks upgrades. This work spans between 2015 through 2024. Responsibilities included coordinating with the client and project team to meet the scope of work, schedule, and budget. The project delivered on all scope items was on time and was under budget. Cost: \$55M.

Wastewater Treatment Plant Engineering Report, City of Monroe, Monroe, WA | *Task Leader*

Responsible for the development of economic and non-economic alternatives for the City's biosolids management program. This includes evaluating Class A and B treatment and disposal options for onsite and offsite technologies. A multi-faceted decision-making matrix was developed that weighed the City's criteria for each alternative. Regulatory, product marketing and liquid process integration are considerations of this study.

Class A Biosolids Compost, City of Albany, Albany, OR | *Project Manager*

Responsible for the planning and design activities of a new covered aerated static pile biosolids program for the City's 12.6 mgd Water Reclamation Facility. This included design services for two new solids dewatering screw press facilities, storage buildings, HVAC, structural, mechanical, electrical, conveyance, and composting facilities. The design included layouts for an offsite and onsite composting facility

Biosolids Management Plan, County of Kauai, DPW, WW Management Division, City of Kaua'i, HI | *Project Technical Advisor and Quality Control*

KJ provided engineering services for the evaluation of biosolids reuse alternatives and the development of a Biosolids Management Plan. The key objectives of this project included: identifying alternatives for beneficially reusing biosolids, identifying alternatives for collecting and processing biosolids to enhance the reuse opportunities, assess how biosolids processing options may yield a source of renewable fuel for producing energy, engaging stakeholder input and support, and prepared a biosolids management plan that provides clear guidelines for making future biosolids decisions on the Island.

Sachiko Itagaki, PE, QSD

Funding and Permitting

PROFESSIONAL SUMMARY

Sachi Itagaki has over 34 years of water resources and civil engineering experience, specifically in conducting water resource planning and management programs including surface water and groundwater investigations; utility (water, recycled water, wastewater, and stormwater) infrastructure management, master planning, modeling, and design studies; water quality and hazardous waste investigations; and supporting the preparation of CEQA Compliance documents and obtaining project permits. She has extensive experience in recycled water planning and permitting including preparation of recycled water feasibility studies, preparation of recycled water Title 22 Engineering Reports, and preparing successful recycled water planning and implementation grant and loan applications for state and federal funding.

TOTAL YEARS OF EXPERIENCE

34

EDUCATION

BS, Ocean Engineering,
Stanford University,
1984

MS, Civil Engineering,
Water Resources,
Stanford University,
2001

REGISTRATIONS

Professional Engineer -
Civil - California
(50221)

CERTIFICATIONS

Qualified SWPPP
Developer (QSD)

MEMBERSHIPS /

AFFILIATIONS

Peninsula Water Works
Association, Member

Groundwater Resource
Association of
California, Member

California Stormwater
Quality Association,
Member

PROJECT EXPERIENCE

2007 and 2015 Scotts Valley Recycled Water Planning Services, Scotts Valley Water District, Scotts Valley, CA | *Project Manager*

Managed multi-disciplinary teams for services in groundwater management and well design, recycled water facilities planning grant application, wastewater treatment and recycled water distribution facilities planning report preparation. The 2015 Recycled Water Facilities Planning Report included updated the original 2007 Recycled Water Master Plan to include evaluation of remaining recycled water demand within Scotts Valley as well as regionally within Santa Cruz. Scotts Valley is unique in that the projected available supply exceeds the potential demand; therefore, careful consideration of uses and benefits were explored. Recycled water uses considered included groundwater recharge with advanced purified recycled water, Santa Cruz golf course irrigation in exchange for wintertime potable water, and additional local irrigation and interior reuse. The analysis included the associated regulations and permitting required to implement these uses.

Integrated Wastewater Master Plan (IWMP) Ph3, Las Gallinas Valley Sanitary District, San Rafael, CA | *Project Manager*

The LGVSD Integrated Wastewater Master Plan (IWMP) is the culmination of a multi-phase project to synthesize a Business Risk Vulnerability Assessment (BRVA) in collaboration with LGVSD staff and a condition assessment of both the water reclamation facility and the wastewater collection system by KJ with the work of other consultants. The IWMP is a comprehensive document that includes consideration of sea level rise on LGVSD facilities, collection system performance, beneficial use of biosolids and the water reclamation plant into a risk-based approach to prioritize CIP projects. The CIP will balance the needs of the water reclamation facility with those of the wastewater collection system by evaluating the various facilities through a common BRVA lens.

Santa Cruz Regional Recycled Water Facilities Planning Study, Santa Cruz Water Department, Santa Cruz, | *Technical Advisor*

Provided review of the range of non-potable uses such as irrigation of parks, golf courses and at University of California, Santa Cruz and potable uses such as for groundwater recharge in the Santa Margarita Groundwater Basin.

American Public Works
Association, Member

East County Advanced Water Purification Planning and Funding, Padre Dam Municipal Water District, Santee, CA | *Project Manager*

KJ led the preparation of the \$500M SWRCB Proposition 1 Recycled Water Grant, SRF Funding, SWRCB Recycled Water Planning Grant funding, USEPA WIFIA Application; supported Metropolitan Water District Local Resources Program and USBR Title XVI funding applications for Recycled Water Potable Reuse Program for reservoir augmentation at Lake Jennings. Technical reports, financial analyses, climate change analyses, and other materials were prepared.

Prepared a Recycled Water Facilities Plan for the ECAWP Program, prepared CEQA documentation for Phase 1 program and provided technical support to environmental team for full program CEQA document, Lead Source Control Framework and support of Title 22 Engineering Report including development of Source Control plan to identify range of industrial and other activities that could contribute contaminants to interfere with advanced water purification, as well as regulatory and other control measures.

Livermore - Recycled Water White Paper, City of Livermore, Livermore, CA | *Project Manager*

KJ prepared a recycled water white paper that included evaluation of historic and projected wastewater collected, recycled water usage and remaining wastewater availability during both the dry season and wet season. KJ then evaluated future additional recycled water scenarios including the potential to deliver tertiary effluent to Lawrence Livermore National Laboratory for irrigation and cooling tower uses; secondary effluent to the Tri-Valley Potable Reuse and to Dublin-San Ramon Services District for irrigation. The White Paper outlines the limitations on wastewater and therefore recycled water availability and provides context to inform future recycled water commitments, if any.

Westside Recycled Water Project - Recycled Water Permitting Support, San Francisco Public Utilities Commission, San Francisco, CA | *Technical Advisor*

Sachi advised the project team in the preparation of a Notice of Intent for coverage under the statewide general recycled water permit and consultation with Regional Water Quality Control Board Staff. The Westside Project includes tertiary treatment from the Oceanside wastewater treatment plant and use areas that include Golden Gate Park, Lincoln Park, and San Francisco Zoo.

Recycled Water Facilities Planning Grant and Report Preparation | *Project Manager*

Sachi was the project manager for a multi-disciplinary team for preparation of State Water Resources Control Board Recycled Water Planning Grant application and has prepared feasibility study report for evaluation of recycled water for the following agencies

- City of Petaluma
- North Coast County Water District
- City of San Leandro
- Elsinore Valley Municipal Water District
- City of Crescent City
- Monterey One Water



Contact Information

Claudia Llerandi, PE
Project Manager
(415) 243-2506

San Francisco Office
275 Battery St., Suite 550
San Francisco, CA 94111



City of Scotts Valley

Wastewater Master Plan

July 25, 2025



Fee Proposal

7 | Separate Fee Proposal

KJ proposes to perform the services described below on a time and materials basis in accordance with the attached January 1, 2025 Schedule of Charges in the not-to-exceed amount of \$392,165 including optional tasks.

The proposed fee estimate for this scope effort is summarized in **Table 3** and detailed in the tables that follow..

Table 3. Project Fee Summary

Project Tasks	Total Hours	Total KJ Labor	Total Expenses	Total Labor + Expense
Task 1 - Project Initiation and Background Review	109	\$25,665	\$ -	\$25,665
Task 2 - Water Reclamation Facility (WRF) Assessment	388	\$91,640	\$1,100	\$92,740
Task 3 - Collection System Evaluation	80	\$18,930	\$220	\$19,150
Task 4 - Biosolids Management Study	130	\$30,510	\$ -	\$30,510
Task 5 - Capital Improvement Plan (CIP) Development	204	\$52,229	\$ -	\$52,229
Task 6 - Rate Study Coordination Assistance	12	\$2,808	\$ -	\$2,808
Task 7 - Master Plan Report	198	\$50,346	\$ -	\$50,346
Task 8 - Project Management, Meetings, and QA/QC	162	\$43,467	\$ -	\$43,467
Total	1283	\$315,595	\$1,320	\$316,915
Task 9 - Optional Services/As Needed Support	270	\$75,250	\$ -	\$75,250
Total with Optional Tasks	1553	\$390,845	\$1,320	\$392,165

Task 3 - Collection System Evaluation																																																																																
3.1 - Collection System Assessment	2	4								6								12								24	\$5,580			\$0	\$5,580	\$0	\$5,580																																															
3.2 - Collection System BRVA Workshop (1 workshop, 2 hr, in person)	4	4								12								8								28	\$6,900		\$200	\$20	\$6,900	\$220	\$7,120																																															
3.3 - Update Improvement Costs	2																8	2																16	28	\$6,450			\$0	\$6,450	\$0	\$6,450																																						
Task 3 - Subtotal	6	0	0	0	0	0	0	0	10	8	0	20	0	36	0	0	0	80	\$18,930	\$0	\$200	\$20	\$18,930	\$220	\$19,150																																																							
Task 4 - Biosolids Management Study																																																																																
4.1 - Biosolids System Evaluation	8																4																16																28	\$7,060			\$0	\$7,060	\$0	\$7,060																								
4.2 - Market Assessment	8																4																24																36	\$8,620			\$0	\$8,620	\$0	\$8,620																								
4.3 - Evaluation, Screening, and Prioritization	4																4																40																48	\$10,340			\$0	\$10,340	\$0	\$10,340																								
4.4 - Biosolids Workshop (1 workshop, virtual, 1 hr)	4																4																10																18	\$4,490			\$0	\$4,490	\$0	\$4,490																								
Task 4 - Subtotal	0	0	0	24	0	0	0	0	16	0	0	0	0	90	0	0	0	130	\$30,510	\$0	\$0	\$0	\$30,510	\$0	\$30,510																																																							
Task 5 - Capital Improvement Plan (CIP) Development																																																																																
5.1 - Project Evaluation and Recommendation	2	2	2	2	2	2	2	6	16								24								60	\$14,760	\$590		\$0	\$15,350	\$0	\$15,350																																																
5.2 - Cost Estimates																	8								36	12								24								80	\$20,100	\$804		\$0	\$20,904	\$0	\$20,904																															
5.3 - Alternatives Analysis Workshop (1 workshop, virtual, 1 hr)	4																	4								4								8								20	\$4,980	\$199		\$0	\$5,179	\$0	\$5,179																															
5.4 - Develop CIP	4																	8								12								20								44	\$10,380	\$415		\$0	\$10,795	\$0	\$10,795																															
Task 5 - Subtotal	10	2	2	2	2	2	2	26	36	0	44	0	76	0	0	0	0	204	\$50,220	\$2,009	\$0	\$0	\$52,229	\$0	\$52,229																																																							
Task 6 - Rate Study Coordination Assistance																																																																																
6.1 - Assistance and Coordination for Rate Study	4																8																12	\$2,700	\$108		\$0	\$2,808	\$0	\$2,808																																								
Task 6 - Subtotal	0	0	0	0	0	4	4	4	0	0	0	8	8	0	0	0	0	12	\$2,700	\$108	\$0	\$0	\$2,808	\$0	\$2,808																																																							
Task 7 - Master Plan Report																																																																																
Outline	2																2																4								10	\$2,490	\$100		\$0	\$2,590	\$0	\$2,590																																
DRAFT Report	8	6	8	6	24																32	8	40	6	138	\$34,310	\$1,372		\$0	\$35,682	\$0	\$35,682																																																
Final Report	4	4																8								20								6	50	\$11,610	\$464		\$0	\$12,074	\$0	\$12,074																																						
Task 7 - Subtotal	12	6	14	6	0	0	0	34	0	0	42	8	64	0	0	0	12	198	\$48,410	\$1,936	\$0	\$0	\$50,346	\$0	\$50,346																																																							
Task 8 - Project Management, Meetings, and QA/QC																																																																																
8.1 - Project Management	1																1																24								2								1																															
Project Setup, Work plan, Closeout																	1																								2								1								2	\$430	\$17		\$0	\$447	\$0	\$447																
Health & Safety Plan																																									2								1								4	\$865	\$35		\$0	\$900	\$0	\$900																
Monthly Reports and Invoicing (18 months, monthly)																	24																																24								48	\$10,320	\$413		\$0	\$10,733	\$0	\$10,733																
8.2 - Project Meetings	1																8																12																12								8								16															
PM Meetings (up to 8 assumed, virtual)																	8																								8								16								\$3,840	\$154		\$0	\$3,994	\$0	\$3,994																	
Internal Coordination Meetings																	12																12								12								36								\$8,640	\$346		\$0	\$8,986	\$0	\$8,986																	
8.3 - QA/QC	1																2																1																2								8								2															
C&CR	1	1	1	2																1								2								8								\$2,190	\$88		\$0	\$2,278	\$0	\$2,278																														
QA/QC	12	8	8	6	4	4																6																48	\$15,510	\$620		\$0	\$16,130	\$0	\$16,130																																			
Task 8 - Subtotal	14	9	9	6	4	0	4	47	0	6	13	0	24	0	0	0	26	162	\$41,795	\$1,672	\$0	\$0	\$43,467	\$0	\$43,467																																																							
Total	63	33	29	38	16	12	6	181	44	30	204	18	547	0	24	38	1283	\$ 309,870	\$ 5,725	\$ 1,200	\$ 120	\$ 315,595	\$ 1,320	\$ 316,915																																																								
Task 9 - Optional Services/As Needed Support																																																																																
9.1 - OPTIONAL - WRF System Biowin Process Modeling	4																60																80																144	\$34,020			\$0	\$34,020	\$0	\$34,020																								
9.2 - OPTIONAL - RWMP and Grant Funding Support	8																4																12																8																24															
Prepare a Plan of Study																	4																								12								24								\$6,120			\$0	\$6,120	\$0	\$6,120																	
Recycled Water Market Assessment Update																	8																								16								36								\$9,000			\$0	\$9,000	\$0	\$9,000																	
Recycled Water Master Plan Review																	12																								24								42								\$10,080			\$0	\$10,080	\$0	\$10,080																	
Agency Coordination (SVWD and SWRCB)																	6																								12								24								\$6,030			\$0	\$6,030	\$0	\$6,030																	
9.3 - OPTIONAL - As needed Support	6																6																12																0								10,000																							
Task 9 - Subtotal	0	4	24	0	0	0	0	30	0	60	0	0	64	80	8	0	270	\$75,250	\$0	\$0	\$0	\$75,250	\$0	\$75,250																																																								
hidden line - task groups end																																																																																
Total with Optional Tasks	63	37	53	38	16	12	6	211	44	90	204	18	611	80	32	38	1553	\$ 385,120	\$ 5,725	\$ 1,200	\$ 120	\$ 390,845	\$ 1,320	\$ 392,165																																																								

Client/Address: City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066

Contract/Proposal Date: July 25, 2025

Schedule of Charges

January 1, 2025

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$165
Engineer-Scientist-Specialist 2	\$195
Engineer-Scientist-Specialist 3	\$220
Engineer-Scientist-Specialist 4	\$240
Engineer-Scientist-Specialist 5	\$265
Engineer-Scientist-Specialist 6	\$285
Engineer-Scientist-Specialist 7	\$310
Engineer-Scientist-Specialist 8	\$330
Engineer-Scientist-Specialist 9	\$350
Senior CAD-Designer	\$200
CAD-Designer	\$190
Senior CAD-Technician	\$180
CAD-Technician	\$160
Project Assistant	\$145
Administrative Assistant	\$135

In addition to the above Hourly Rates, a four percent Communications Charge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2025 through December 31, 2025. After December 31, 2025, invoices will reflect the Schedule of Charges currently in effect.



Contact Information

Claudia Llerandi, PE
Project Manager
(415) 243-2506

San Francisco Office
275 Battery St., Suite 550
San Francisco, CA 94111

RESOLUTION NO. 2071

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AUTHORIZING THE CONTRACT AWARD OF THE WASTEWATER MASTER PLAN
AND AUTHORIZING CITY MANAGER TO EXECUTE THE AGREEMENT WITH
KENNEDY/JENKS CONSULTING, INC.**

WHEREAS, on June 20, 2025, the City issued a Request for Proposals (RFP) from qualified consultants to develop a Wastewater Master Plan; and

WHEREAS, the City received two (2) submittals from qualified design consultant firms within the deadline of July 25, 2025; and

WHEREAS, staff have reviewed the submittals to meet the criteria established; and

WHEREAS, staff have chosen to award the contract to Kennedy/Jenks Consulting, Inc.; and

WHEREAS, upon City Council approval, the City will execute a standard Consultant Services Agreement with Kennedy/Jenks Consulting, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scotts Valley that the Contract for the Wastewater Master Plan be awarded to Kennedy/Jenks Consulting, Inc. and authorizing the City Manager to execute the agreement with Kennedy/Jenks Consulting, Inc.

The above and foregoing Resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 17th day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Derek Timm, Mayor

Attest: _____
Cathie Simonovich, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 9/17/2025
TO: Honorable Mayor and City Council
FROM: Rodolfo Onchi, Public Works Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Contract Award for Al Shugart Park Design in Amount of \$443,854**

SUMMARY OF ISSUE

On June 23, 2025, the City issued a Request for Proposals from qualified design consultants to provide design services and environmental analysis/permitting for a dog park located at Al Shugart Park, 350 Glenwood Drive in Scotts Valley.

The designated area is between the existing Siltanen Community Park (to the east), Glenwood Preserve (to the north), Glenwood Drive (to the west) and the existing parking lot (to the West along Glenwood Drive). The area was donated to the City of Scotts Valley with the intent of developing a dog park, complemented by additional park amenities. In 2008, a conceptual design for the 7-acre site was created (see Attachment A), outlining a phased development plan.

The original plan consisted of four phases. To date, only the initial phase- establishing access between Siltanen Park and Glenwood Drive, including the construction of a pedestrian bridge- has been completed. Due to budget limitations and changes in City staffing, further development has not progressed.

The City now seeks to complete the park's development by updating the original design and completing environmental analysis/permitting. This revised plan will maintain the integrity of the 2008 concept, while adapting to current budget constraints and evolving community needs.

The Al Shugart Park is to be utilized citywide by dog owners, families with children and by various programs conducted or coordinated by the City of Scotts Valley Recreation staff. The project will include, but is not limited to, the following project components:

- Two separate off leash spaces (one for small dogs and one for large dogs)
- Pet proof fence and gate which includes dog park entry corals
- Site Amenities, including waste bag dispensers, trash bins, recycle bins, dog waste bins, drinking fountains with pet bowls, interpretive signage, park benches, metal shade features, community information board, picnic tables, bike racks, drinking fountains
- Agility Course Features
- Linear walking path around perimeter of entire park space

- Restroom Facilities
- Water-wise landscaping, including trees and landscape mounds
- Site lighting
- Automatic irrigation system
- Parking Lot
- Dog Park Sculpture/Donor Memorial
- Storm Water Mitigation
- Geotechnical Report which tests soil, includes infiltration testing, and provides recommendations for remediation if necessary
- Environmental Clearance
- Annual maintenance and operational cost estimates

The deadline for submissions ended on July 24, 2025, with a total of six (6) proposals received. Upon carefully reviewing the design firm's submittals, City staff chose Verde Design, Inc. as the awardee of the Al Shugart Park Design.

Upon City Council approval of the Park Design Contract, the City will execute a standard consultant agreement with Verde Design, Inc.

FISCAL IMPACT

The consultant has proposed a design fee of \$403,504. Staff recommends including a 10% contingency to address unforeseen needs or additional services that may arise during the project.

- Consultant Design Fee: \$403,504
- 10% Contingency: \$40,350
- **Total Recommended Authorization: \$443,854**

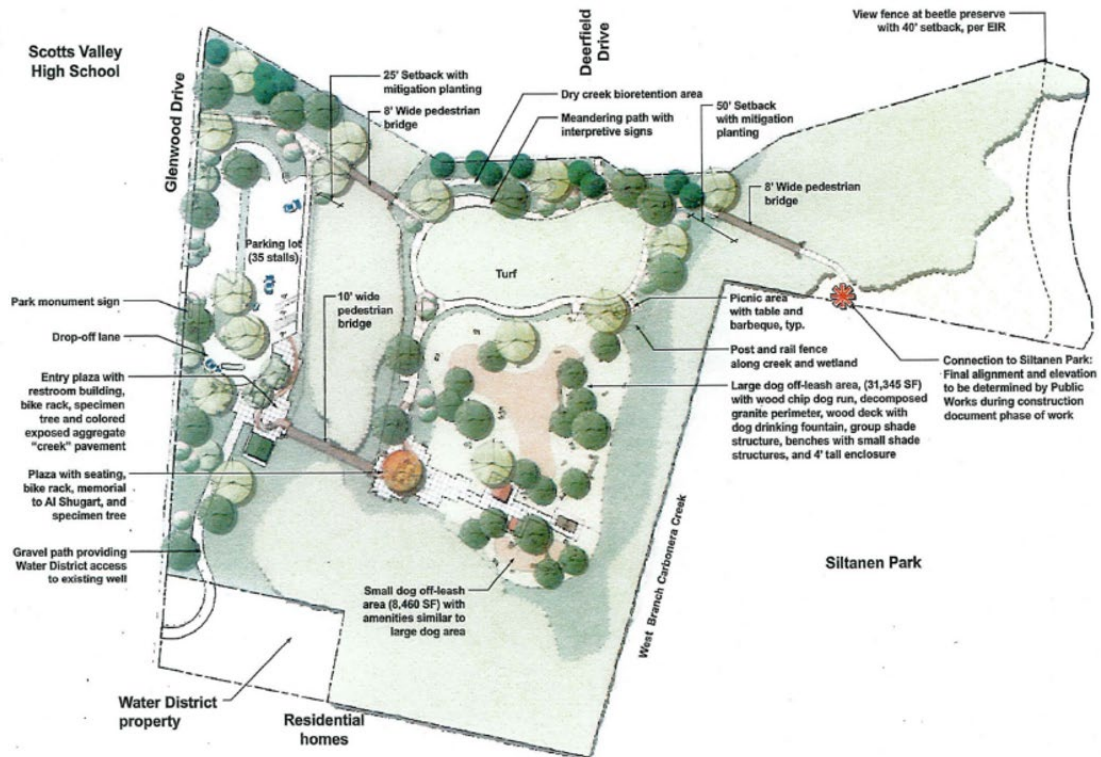
Currently, in the 5-year CIP, the Shugart Park Buildout (CIP #37) is budgeted at \$500,000 for use of Parks Development Impact Fees (DIF) for fiscal year 2025/2026. There are sufficient funds allocated for this Contract Award in the amount of \$443,854.

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution No. 2069 authorizing the contract award of the Al Shugart Park Design to Verde Design, Inc. and authorizing the City Manager to execute the contract.

TABLE OF CONTENTS

1. Master Plan Design Al Shugart Park
2. Proposal-Verde Design
3. Resolution No. 2069 Contract Award for Al Shugart Park Design



Master Plan
Al Shugart Park
City of Scotts Valley
April 16, 2008



Verde Design

2455 The Alameda
Santa Clara, CA 95050
(408) 985-7200
www.verdedesigninc.com

September 5, 2025

Rodolfo Onchi, Public Works Director/City Engineer
Public Works Department
City of Scotts Valley
ronchi@scottsvalley.gov
ph: (831) 783-5662

SUBJECT: Al Shugart Dog Park Design Services
Verde Design Proposal No. 2511800

Dear Mr. Onchi,

Verde Design is pleased to submit the following proposal for the design services for Al Shugart Dog Park. The design scope is to be based on the programming and design elements indicated on the City's current conceptual design for the park, and revisions to this current design proposed by Verde Design. We believe that this revised design approach will allow the City to build this park within the current overall budget of approximately \$2.6 million, while still meeting the integrity and essence of the original conceptual plan. This approach may also relate better to the park site's existing conditions, only applying a "light touch" to the current natural features of the site. This includes the following highlights:

- Dog park with areas designated for large and small dogs, with features that include appropriate surfacing options, dog agility course, perimeter fencing, gates, entry coral.
- Design scope includes shade structures, picnic, seating and BBQ areas. Park furnishings include (benches, drinking fountains, trash and recycling receptacles, dog bag dispensers, community message display board, bike racks, etc.
- The project to include pavement repair, and rehabilitation for the existing trail to maintain ADA access and connection to new walkways and plaza areas included in the design.
- Parking Lot upgrades and expansion, including requirements for EV charging stations to be included in the scope, potentially as a bid alternate or future scope.
- City to consider direct purchase of Prefabricated Restroom Building. This will reduce Architectural/MEP consultant fees and General Contractor markup. Verde Design will include in our scope, coordination, selection and review of the restroom product to assist the City in its procurement.
- Miscellaneous fencing may be required based on environmental requirements, in addition to the dog park perimeter fencing, to be included in the project scope.
- Design scope to include Al Shugart Memorial feature.
- Scope to include designing to minimize impacts to the existing natural features, including trees and sensitive plant and biological habitats. Design scope includes new

trees, shrubs and groundcover planting, and required automatic and weather-based irrigation to meet City standards and code requirements.

- Design scope to include wet and dry utilities to support the site, new restroom building, drinking fountains and site lighting. This includes storm drainage, sewer, potable water, irrigation, electrical and telecommunication or internet as necessary. This includes the anticipated new PG&E service, and connections to other utilities currently available on site or from the adjacent Siltanen Community Park.
- Verde Design believes that the proposed new Pedestrian Bridge is not required for pedestrian access to the new dog park, since there already is an existing trail and bridges.

As clarified in our August 20, 2025 meeting, we understand that the city is open to Verde Design's proposed revised conceptual design and scope, that we believe allows the project to be delivered within the current overall budget. (*Refer to Appendix A: Proposed Revised Conceptual Design*).

Verde Design is partnering with the following consultants to contribute to the delivery of the project.

- **EMC Planning Group (EMC)** – CEQA and environmental consulting
- **Pacific Crest Engineering (PCE)** – Geotechnical Engineer
- **Bowman and Williams (B&W)** – Survey
- **American Consulting Engineers Electrical (ACEE)** – Site Electrical and PG&E scope
- **Ahearn Knox and Hyde (AKH)** – Structural Engineer
- **Russ Mitchell and Associates (RMA)** – Irrigation design
- **Woodreeve Consulting (WC)** – Arborist

PROPOSED SCOPE OF SERVICES

Verde Design proposes the following scope of services for the project as indicated above.

1. **Data Collection and Field Surveys**
 - a. Attend kick-off meeting with City staff. Meeting report, project schedule.
 - b. Obtain available existing data that will aid in design, including the 2024 Park and Recreation Master Plan and 2008 Concept Design.
 - c. Prepare and transmit project notification to utilities with a request to identify existing facilities.
 - d. Review existing utility maps and perform utility coordination, identify and submit applications for points of connection and service upgrades and obtain clearances.



- e. Perform site reconnaissance to gain an understanding of the existing site conditions, relationships with surrounding sites, circulation, and other relevant factors.
- f. Topographic and Boundary Survey Map (Provided by Verde Design's Sub-consultant B&W) to be provided for area within the project limits to support design and environmental analysis/permitting for the project. The survey will show the right-of-way for Glenwood Drive, locate the fog line paint stripe, lip of pavement, flowline, top of curb and concrete sidewalk along the easterly side of Glenwood Drive. Property lines, and any easements there may be for the subject parcel. Locate all trees 12 inches in diameter and greater within the general survey and limit of work area. In the Environmentally Sensitive Areas, we will locate trees within 10 feet of the outer perimeter of the tree line as shown on "Exhibit B-Limits of Survey". Locate fencing, general ground vegetation limits (especially ones within the environmentally sensitive areas), surface visible utility boxes, pedestals, fire hydrants, water valves, backflow preventors, poles, signs and any other miscellaneous utility, edge of pavement, parking stalls, concrete flatwork, pathways, storm water catch basins, curb inlets, area drains, junction boxes, etc. Once the fieldwork is complete, all items surveyed will be shown on the Topographic Map and their relationship relative to the boundary lines. Contours will be shown at 1-foot intervals. The basic Surveying and Mapping services for which we will be responsible include the following tasks:
 - i. Perform research of relevant notes on file, recorded maps, and deeds.
 - ii. Compile the current parcel boundaries based on the Title Report/Grant Deed and for the fieldwork.
 - iii. Calculate coordinates for performing survey.
 - iv. Perform a field survey to set or locate existing on-site control and monuments to determine the boundary location of the subject parcel.
 - v. Tie into a Published Elevation Benchmark.
 - vi. Perform a site Topographic Survey and map the existing site conditions, as outlined above.
 - vii. Locate utilities based on surface evidence within the area surveyed.
 - viii. Prepare a Site Topographic Survey Map showing the improvement relative to the Boundary lines, 1-foot contours and spot elevations.
- g. Geotechnical Engineering Services and Report (Provided by Verde Design's Sub-consultant PCE) – Review and assess soil conditions for the proposed improvements, including the existing parking lot retrofit and expansion, restroom structure, site paving and surfacing (slab on grade for park furnishings, walkways, asphalt trail, permeable paving/surfacing).
- h. Tree Survey and Arborist Report (Provided by Verde Design's Sub-consultant WC) to support the development of the tree disposition plan, design and



environmental analysis/permitting for the project. This includes the following tasks:

- i. Identify the species and measure the trunk diameter of each tree 12" and greater in diameter measured at 54" above natural grade (up to 100 trees).
 - ii. Tag each tree with a metal tag for identification purposes.
Evaluate the health and structural condition of each tree based on a visual assessment of external condition performed from the ground.
 - iii. Identify trees suitable for retention, based on their health, structural condition and potential longevity and suitability in the landscape.
 - iv. Identify any Heritage trees, as defined in the City of Scott's Valley Municipal Code Chapter 17.44.
 - v. Evaluate impacts to trees based on proposed design and development. Identify trees proposed to be preserved and removed.
 - vi. Provide guidelines for tree preservation during the design, construction and maintenance phases.
 - vii. Prepare a Tree Location Plan showing location of tree tag numbers
- i. Assess drainage characteristics and identify stormwater management requirements.
- j. Electrical and data investigation. Includes PG&E coordination assistance.
- k. Investigation and review of existing irrigation system.
- l. Attend virtual bi-weekly project update meetings with City.
2. **Environmental Compliance and Clearance: CEQA Consultation and Initial Study/Mitigated Negative Declaration** (Provided by Verde Design's Sub-consultant EMC) preparation as required for the anticipated mitigated negative declaration as necessary for the proposed project. Tasks include the following:
 - a. Project Understanding
 - i. Project Location and Existing Setting – The seven-acre, undeveloped project site is located on Glenwood Drive in the City of Scotts Valley. Surrounding uses include the Shugart Walkway and Bridges, a residential neighborhood, and Glenwood Opens Space Preserve to the north; a residential neighborhood and water district well site to the south; Siltanen Community Park to the east; and the existing parking lot, Glenwood Drive, a residential neighborhood, and Scott Valley High School parking lot to the west.
 - b. Proposed Project
 - i. The project site, known as Al Shugart Park, was donated to the City of Scotts Valley with the intent of developing a dog park, complemented by additional park amenities. In 2008, a conceptual design for the seven-acre site was created, outlining a phased development plan.

- ii. The original plan consisted of four phases. To date, only the initial phase—establishing access between Siltanen Park and Glenwood Drive, including the construction of a pedestrian bridge—has been completed. The City now seeks to complete the park's development by updating the original design and completing environmental analysis/permitting. This revised plan should maintain the integrity of the 2008 concept.
- iii. The proposed Al Shugart Park would be utilized citywide by dog owners, families with children and by various programs conducted or coordinated by the City of Scotts Valley Recreation staff. A conceptual design has been prepared. The project will include, but is not limited to, the following project components:
 - Two separate off-leash spaces (one for small dogs and one for large dogs).
 - Pet proof fence and gate which include dog park entry corals.
 - Site Amenities, including waste bag dispensers, trash bins, recycle bins, dog waste bins, drinking fountains with pet bowls, interpretive signage, park benches, metal shade features, community information board, picnic tables, bike racks, drinking fountains.
 - Agility Course Features.
 - Linear walking path around perimeter of entire park space.
 - Restroom facilities.
 - Water wise landscape, including trees and landscape mounds.
 - Site lighting.
 - Automatic irrigation system.
 - Parking Lot.
 - Dog Park Sculpture/Donor Memorial.
 - Storm Water Mitigation; and
 - Annual maintenance.
- c. Scope of Work – The following scope of work assumes the following:
 - Preliminary site investigation work (biological and cultural resources) can begin upon authorization to proceed, to assist in informing the park design.
 - Preparation of the CEQA initial study will commence upon receipt of the 65 percent design.

Task 1 Project Management – This task includes coordinating the project team staff and subconsultants, general management and administration, and providing CEQA consultation for City staff. One (1) virtual kick off meeting and three (3) hours of virtual meetings are included.

Task 2 Tribal Consultation – EMC Planning Group will contact the Native American Heritage Commission (NAHC) for a sacred lands search and obtain a list of Native American tribes traditionally and culturally affiliated with the

project area. The tribes will be offered consultation associated with the proposed project. We will prepare a tribal consultation letter pursuant to Assembly Bill (AB) 52 and CEQA and provide one electronic copy to City staff to send to the tribes on the NAHC list (on City letterhead). This task also includes EMC Planning Group participating in one meeting (no more than one hour in length) should City staff request support during consultation with any responding Native American tribal representatives.

Task 3 Archaeological Resource Evaluation – An archaeologist will prepare an archaeological resources evaluation for the proposed project. The evaluation will include a surface reconnaissance of the project site and a written report on the findings. The written report will include an archival background study of cultural resources in and near the project areas with the Northwest Information Center; a surface reconnaissance of the project area; and a description of findings with appropriate recommendations.

The conclusion of this report will be incorporated into the Environmental Conditions and Considerations Analysis.

Task 4 Biological Resources Analysis – Based on a preliminary review of aerial photographs, the proposed park project would impact areas of mown meadow or annual grassland and two drainages identified in the *National Wetlands Inventory* (U.S. Fish and Wildlife Service 2025). It is likely that the drainages fall under the jurisdiction of the U.S. Army Corps of Engineers, Regional Water Quality Control Board and/or the California Department of Fish and Wildlife. If applicable, EMC Planning Group will consult with relevant regulatory agencies, including local, state, and federal agencies.

According to the California Natural Diversity Database (California Department of Fish and Wildlife 2025), there are a number of special-status species with the potential to occur within the project area, including:

Plants:

- Ben Lomond buckwheat (*Eriogonum nudum* var. *decurrens*).
- Ben Lomond spineflower (*Chorizanthe pungens* var. *hartwegiana*).
- Bent-flowered fiddleneck (*Amsinckia lunaris*).
- Bonny Doon manzanita (*Arctostaphylos silvicola*).
- Choris' popcornflower (*Plagiobothrys chorisianus* var. *chorisianus*).
- Kellogg's horkelia (*Horkelia cuneata* var. *sericea*).
- Northern curly-leaved monardella (*Monardella sinuata* ssp. *nigrescens*).
- Pacific Grove clover (*Trifolium polyodont*).
- San Francisco popcornflower (*Plagiobothrys diffuses*).
- Santa Cruz clover (*Trifolium buckwestiorum*).
- Santa Cruz wallflower (*Erysimum teretifolium*).
- Scotts Valley polygonum (*Polygonum hickmanii*).
- Scotts Valley spineflower (*Chorizanthe robusta* var. *hartwegii*).

- Swamp harebell (*Eastwoodiella californica*); and
- White-rayed pentachaeta (*Pentachaeta bellidiflora*).

Animals:

- Antioch specid wasp (*Philanthus nasalis*).
- Behrens' snail-eating beetle (*Scaphinotus behrensi*).
- Obscure bumble bee (*Bombus caliginosus*).
- Ohlone tiger beetle (*Cicindela ohlone*).
- Opler's longhorn moth (*Adela oplerella*).
- Mount Hermon (=barbate) June beetle (*Polyphylla barbata*).
- Zayante band-winged grasshopper (*Trimerotropis infantilis*).
- Coho salmon (*Oncorhynchus kisutch*).
- Steelhead (*Oncorhynchus mykiss irideus*).
- California giant salamander (*Dicamptodon ensatus*).
- Foothill yellow-legged frog (*Rana boylei*).
- Santa Cruz black salamander (*Aneides niger*).
- Yellow rail (*Coturnicops noveboracensis*).
- Santa Cruz kangaroo rat (*Dipodomys venustus venustus*).
- Roosting special-status bats; and
- Protected nesting birds and raptors.

Although not within the Glenwood Open Space Preserve, this project is located immediately adjacent and may contain similar habitats for the listed species addressed in the Long-Term Management Plan with an Emphasis on the Ohlone Tiger Beetle, Scotts Valley Spineflower, and Scotts Valley Polygonum (WRA 2017). A review of current and historical aerial photographs indicate that large portions of the project site have been mown or disturbed that would limit habitat for special-status species. This evaluation will assess potential habitat present for special-status species in the area and recommend mitigation measures for the protection of biological resources. If suitable habitat is identified, recommendations may also include the need for additional specific or protocol-level surveys to be conducted during an appropriate time of year.

The following scope of work includes tasks to conduct a reconnaissance-level biological survey for use in the Environmental Conditions and Considerations Analysis and prepare a section addressing biological resources in an initial study. Optional tasks for focused plant surveys and Ohlone tiger beetle surveys are included below.

Sub Task 1 Research

Compile and review available project information, including preliminary site plans and aerial photographs. Conduct a review to determine the special-status species that have been recorded as occurring within the general project vicinity based on current database searches of California Department of Fish



and Wildlife's *California Natural Diversity Database*, the California Native Plant Society *Rare and Endangered Plant Inventory*, the U.S. Fish and Wildlife Service's *Information for Planning and Consultation* database, the U.S. Fish and Wildlife Service's *National Wetlands Inventory*; and other biological studies conducted in the vicinity of the project site, if available.

Sub Task 2 Reconnaissance-level Field Survey

Complete a reconnaissance-level field survey to (1) identify and map the principal plant communities; (2) assess the potential for special-status species and their habitats, wildlife movement corridors, potentially jurisdictional wetlands and waterways, regulated trees, and other significant biological resources to occur; and (3) identify and map any observed locations of special-status species and/or habitats. Plant and wildlife species observed during the survey will be recorded in field notes. Any special-status species observed will be reported to the *California Natural Diversity Database* in compliance with California Department of Fish and Wildlife permit requirements, after the information is provided to the client.

To encourage limiting impacts to protected biological resources, EMC Planning Group will conduct the reconnaissance-level site visit early in the process and provide the project team the limits of special-status species, aquatic, and/or riparian habitats in GIS format for use in the design process.

Sub Task 3 Initial Study Section

Prepare the biological resources section of the initial study, describing existing habitats and plant and animal species found on the project site, and the occurrence of and/or potential for special-status species and their habitats. If needed, one or more figures will be prepared to illustrate habitat types and the location(s) of special-status species occurring on or in the vicinity of the project site. Potential impacts to biological resources will be identified, and mitigation measures will be provided to minimize potential impacts when possible.

Note: Focused surveys for specific plant and/or animal species are not included in this proposed scope of work. The presence or absence of certain species can be determined during the reconnaissance-level site assessment. If appropriate habitat for other sensitive species is observed during the site assessment, species-specific surveys may be required (i.e., surveys for annual plants not in bloom at the time of the reconnaissance-level survey, protocol-level surveys for special-status wildlife species, etc.).

Sub Task 4 OPTIONAL Biological Resources Sub Tasks, if Determined to be Necessary

Based on a preliminary review of the *Long Term Management Plan with an Emphasis on the Ohlone Tiger Beetle, Scotts Valley Spineflower, and Scotts*



Valley Polygonum (WRA 2017) and the California Natural Diversity Database (CDFW 2025), additional surveys for special-status plant species and the Ohlone tiger beetle may be recommended after a habitat assessment has been completed during the reconnaissance-level survey. Should those surveys be ultimately recommended, the following optional tasks are included here for consideration.

Optional Sub Task Focused Plant Surveys

According to a preliminary search of the California Natural Diversity Database (CDFW 2025), the following species were identified as having the potential to occur on the project site: Ben Lomond buckwheat, Ben Lomond spineflower, Bent-flowered fiddleneck, Bonny Doon manzanita, Choris' popcornflower, Kellogg's horkelia, northern curly-leaved monardella, Pacific Grove clover, San Francisco popcornflower, Santa Cruz clover, Santa Cruz wallflower, Scotts Valley polygonum, Scotts Valley spineflower, swamp harebell, and white-rayed pentachaeta.

This optional task includes focused presence/absence special-status plant surveys and preparation of a letter report. Focused plant surveys must be completed during a year of adequate rainfall to ensure that the target species are observable if present. A biologist qualified in botany will conduct three focused surveys for special-status plant species during March, June, and July 2026. Prior to the survey, reference populations will be visited to ensure that target species are identifiable if possible.

Special-status plant species observed during the survey will be recorded in field notes and mapped using a sub-meter GPS unit. Any special-status species observed will be reported to the California Natural Diversity Database in compliance with California Department of Fish and Wildlife's permit requirements, after the information is provided to the client.

A letter report will be prepared describing existing habitats and the occurrence of special-status species, if found. One or more figures will be prepared to illustrate habitat types and the location(s) of special-status plant species occurring on or in the vicinity of the project site, if found. A pdf version of the report will be provided to the client.

Please note: If special-status plant species are identified, the extent of potential impacts will need to be quantified based on the proposed project plans, and development of a mitigation strategy would be required.

Optional Sub Task Ohlone Tiger Beetle Focused Surveys

The Ohlone tiger beetle is federally listed as endangered. As such, any disturbance to or handling of the species must be conducted by a biologist with a federal handling permit. EMC Planning Group would subcontract with a

qualified entomologist with a handling permit to conduct the focused surveys. Depending on the extent and quality of habitat present, either presence/absence surveys or transect routes would be proposed. Adult Ohlone tiger beetles are typically active from mid-January to mid-May, and larval burrows can also be observed throughout that period. For transect surveys, in order to maintain a similar sampling scheme as what was conducted at the Glenwood Preserve, 15 surveys would be conducted to document activity along one or more transect lines. For purposes of this project, the budget for this optional task includes a range of costs from simpler presence/absence surveys to more complex transect surveys. The level of survey needed would be decided based on the quality and extent of the habitat present, as well as the preferred permitting pathway as determined by the project team.

Optional Sub Task Environmental Permitting

Should environmental permitting be required from the U.S. Fish and Wildlife Service and/or the California Department of Fish and Wildlife, EMC Planning Group can assist with the applications.

Task 5 Environmental Conditions and Considerations Analysis

An Environmental Conditions and Considerations Analysis addressing archaeological and sensitive biological resources will be addressed in this report. The report will be used to inform the project design.

Task 6 Transportation (Vehicle Miles Traveled) Analysis

Hexagon Transportation Consultants, as a subconsultant to EMC Planning Group, will conduct this analysis as required to meet CEQA requirements.

Task 7 Air Quality, Greenhouse Gas Emissions, and Energy Analysis

7.1 Emissions Modeling

The California Emissions Estimator Model (CalEEMod) will be used to forecast the criteria air pollutant emissions generated by the project based on information provided by the applicant. The model assumptions and methodology will be described in the initial study, and the model results will be presented in appendices.

EMC Planning Group will review the project description to identify proposed construction and operational information for use as model data inputs and conduct up to two model runs to quantify construction and operational emissions under unmitigated, and, if necessary, mitigated scenarios.

7.2 Air Quality Analysis

The project is located within the North Central Coast Air Basin, which is under the jurisdiction of the Monterey Bay Air Resources District (air district). The air district is responsible for providing guidance on air

quality analysis. The analysis will reference the air district's air quality management plans, CEQA guidance documents, and relevant project materials. The amenities included as part of the proposed dog park are not expected to generate criteria air pollutant emissions that exceed the air district's thresholds. However, this assumption will be verified by comparing the CalEEMod results to the air district's thresholds of significance. If modeled emissions exceed the threshold, mitigation measures will be presented to minimize the potential impact. The analysis will also identify sources of hazardous air pollutants or odors and evaluate associated health risks.

7.3 Greenhouse Gas Emissions

Neither the City nor the air district has developed detailed guidance for assessing the greenhouse gas impacts of new land use projects. In the absence of local guidance, the County may rely on standards developed by other agencies, provided such guidance is supported by substantial evidence. Accordingly, the 2023 CEQA Greenhouse Gas Thresholds and Guidance document prepared by the San Luis Obispo Air Pollution Control District will be utilized. This guidance includes both an absolute ("bright line") threshold and a GHG efficiency-based threshold of significance. GHG emissions estimated using CalEEMod will be evaluated against the selected threshold of significance. If modeled emissions exceed the threshold, mitigation measures to reduce GHG emissions will be identified.

7.4 Energy Analysis

Energy will be required to construct and operate the project. The primary sources of energy consumption will be fuel use in vehicles traveling to and from the project site and electricity used in the restrooms and park lighting. The thresholds of significance for energy impacts are qualitative. Consequently, potential impacts will be discussed qualitatively. The proposed project will be required to comply with uniformly applied regulations and potentially to reduce air emission criteria and/or GHG emission via measures that also reduce energy demand. Applicable regulations and GHG reduction measures will be discussed to identify how energy demand will be moderated. The project's potential to result in wasteful or inefficient energy use will be evaluated in the context of these variables, as well as its land use character and whether its energy demand can inherently be considered wasteful.

Energy demand will be calculated and reported based on the CalEEMod results. Vehicle miles traveled data taken from the CalEEMod results will

serve as an input for estimating the volume transportation fuel consumption using the Emissions Factor Model.

Task 8 Initial Study/Mitigated Negative Declaration

8.1 Research & Development

This task includes a review of the project description, as well as other documents applicable to the proposed project, including but not limited to the following: Scotts Valley General Plan, Scotts Valley General Plan EIR, Long Term Management Plan with an Emphasis on the Ohlone Tiger Beetle, Scotts Valley Spineflower, and Scotts Valley Polygonum for the Glenwood Open Space Preserve, prepared by WRA, Inc., the 2024 Park and Recreation Master Plan, and other environmental documentation prepared for projects in the vicinity.

8.2 Draft Initial Study/Mitigated Negative Declaration

EMC Planning Group will prepare the draft initial study/mitigated negative declaration and provide one (1) electronic version to City staff for review and comment. We will use the State Office of Land Use and Climate Innovation (previously the Office and Planning & Research) initial study template. The initial study will address all environmental issues listed in the CEQA Guidelines Appendix G checklist but is expected to focus on biological and cultural resources. Impacts and potential impacts will be identified, and mitigation measures will be provided to eliminate or minimize impacts.

8.3 Screen Check Initial Study/Mitigated Negative Declaration

EMC Planning Group will review City staff's comments on the draft initial study/mitigated negative declaration and prepare the screen check initial study/mitigated negative declaration and provide one (1) electronic copy to City staff for final review.

8.4 Public Review Initial Study/Mitigated Negative Declaration and Noticing/Distribution Assistance

EMC Planning Group will review City staff's comments on the screen check initial study/mitigated negative declaration and prepare the public review initial study/mitigated negative declaration and provide one (1) electronic copy to City staff for posting on the City website.

In addition, EMC Planning Group will prepare all required CEQA noticing forms (Notice of Intent, Notice of Completion and State Clearinghouse Summary Form). EMC Planning Group will also submit all noticing electronically to the State Clearinghouse (via the online submittal portal, CEQASubmit); file a copy of the Notice of Intent with the Santa Cruz County Clerk Recorder, and distribute a copy of the Notice of Intent

to a list of local and regional agencies for the required 30-day public review period. We will contact the City planning department for their CEQA document distribution list. We will then review it and make recommendations for additions or deletions. City staff will be responsible for placing the notice in a local newspaper.

Task 9 Response to Public Comments

Upon completion of the 30-day public review period, EMC Planning Group will evaluate the comments received and prepare written responses to the comments. This scope and budget assume no more than five (5) public comments will be received and require a response but will not require additional analysis. This task includes changes to the mitigated negative declaration, if necessary.

Provide one (1) electronic copy of the draft responses to comments for City staff to review, and one (1) electronic copy of the final responses to comments.

Task 10 Mitigation Monitoring and Reporting Program

EMC Planning Group will prepare a draft mitigation monitoring and reporting program. EMC Planning Group will incorporate City staff comments into a final mitigation monitoring and reporting program.

Provide one (1) electronic copy of the draft and final mitigation monitoring and reporting program.

Task 11 City Council Hearing Staff Report & Resolution/CEQA Findings of Fact

EMC Planning Group will prepare draft and final staff report and the CEQA findings of fact to be incorporated into the City Council's resolution for approval of the project and adoption of the mitigated negative declaration and mitigation monitoring and reporting program (all one resolution), unless otherwise directed by City staff.

Provide one (1) electronic copy of the draft staff report and findings and one (1) electronic copy of the final staff report and findings.

Task 12 City Council Hearing

EMC Planning Group has budgeted to attend, in person, or virtually if approved by City staff, one (1) City Council hearing for adoption of the mitigated negative declaration and mitigation monitoring and reporting program. EMC Planning Group will be prepared to support City staff with responses to questions from the City Council.

Task 13 Notice of Determination

EMC Planning Group will prepare the notice of determination and post it with the Santa Cruz County Clerk and State Clearinghouse.

Assumption

When filing the notice of determination, the Santa Cruz County Clerk collects a fee for a negative declaration (including a County Clerk Handling fee). EMC Planning Group will obtain a check from City staff for this fee prior to filing.

Task 14 CEQA Records Package

Prepare a package of the City's record of compliance with CEQA for use in implementation of the project. Provide one (1) electronic copy of all applicable project records documenting compliance with CEQA for the proposed project, including copies of all noticing and environmental documents, and receipts for filings of documents/notices.

3. **Public Outreach/Stakeholder Engagement and Conceptual Design Development**
 - a. Meet with internal stakeholders to gain an understanding of issues, concerns, and aspirations for the project.
 - b. Develop Preliminary Conceptual Design for major elements and potential options considering preliminary cost estimates.
 - c. Meeting with City staff – Present Preliminary Conceptual Design.
 - d. Conceptual Design development based on City comments and design refinement.
 - e. Parks & Recreation Commission Meeting – Present Conceptual Design. Receive comments from Commission.
 - f. Attend virtual bi-weekly project update meetings with City.
4. **Permitting, Construction, Bid Documentation (Plans, Specifications and Estimates)**
 - a. 65% Plans, Specifications and Estimate – For City permit review
 - i. Cover Sheet
 - ii. Emergency Vehicle and ADA Accessibility Plan
 - iii. Existing Conditions/Topographic Plan
 - iv. Tree Survey/Tree Disposition Plan
 - v. Demolition Plan
 - vi. Grading Plan
 - vii. Drainage and Utilities Plan
 - viii. Layout Plan (Dimensioning)
 - ix. Material and Site Improvements Plan
 - x. Irrigation Plan (Provided by Verde Design's Sub-consultant RMA)
 - xi. Planting Plan
 - xii. Construction Details (including sections, elevations, enlargements, as necessary)

- xiii. Pre-fabricated Restroom Building coordination. Includes review foundation, fixtures and finishes, doors and locking mechanisms, colors, architectural features. Incorporate into design, permitting, bidding and construction documents. Building architectural and structural design including permitting to be pre-approved by the California Department of Community Development (HCD) prior to submittal to City building department. Verde Design's geotechnical and structural consultants to review foundation design based on existing soil conditions and to comply with local building codes.
 - xiv. Electrical plans and details (Provided by Verde Design's Sub-consultant ACEE)
 - xv. Structural details (Provided by Verde Design's Sub-consultant AKH)
 - xvi. Prepare specifications and bid documents, which will include at a minimum, detailed project description, working days for construction, bid schedule, bid item descriptions, payment methods, special provisions, technical specifications, and any specification detail sheets or standard plans necessary to construct the project.
 - xvii. Prepare engineering estimates consistent with the specifications and bid documents.
 - xviii. Comment Resolution Matrix and checked redlines as required.
 - b. 65% Design review meeting with City.
 - c. 95% Plans, Specifications and Estimate development.
 - d. 95% Design review meeting with City.
 - e. 100% Plans, Specifications and Estimate – Based on City comments on 65% design package, develop permit, bid and construction documents. Final submittals to include the following.
 - i. Submit two full-size and two half-size final plan set with the design engineer's seal and signature on each plan sheet and title sheet of specifications.
 - ii. Submit an electronic copy of all plans in AutoCAD and Adobe Acrobat format via USB drive or City-designated file-sharing platform.
 - iii. Submit specification document in Microsoft Word format.
 - iv. Submit one set of quantity calculations and final engineering estimate in Microsoft Excel format.
 - v. Submit all electronic files, including correspondence, photo log, and analyses, used in the project design. Files that are not in electronic format shall be scanned into a commonly used digital format.
 - vi. Submit final public-facing renderings and concept site signage if requested.
 - f. Attend virtual bi-weekly project update meetings with City.
5. **Bidding Phase: Administration and Support**

- a. Attend pre-bid meeting. Prepare meeting agenda and report.
- b. Respond to bidders' questions. Prepare bid documentation addenda as required.
- 6. **Construction Phase: Administration and Support**
 - a. Attend pre-construction meeting. Provide City meeting agenda items and report. Update project schedule.
 - b. Respond to construction-related questions from the City or contractor not addressed during the pre-construction meeting. Prepare design change documentation.
 - c. Provide review and approval of shop drawings and submittals.
 - d. Attend up to twelve (12) periodic site visits or on-site construction meetings at construction schedule milestones and as requested by City. Develop and update project punchlist and site visit/meeting report. Number of meetings based on average of one meeting per month during the anticipated construction duration.
 - e. Attend final punchwalk and confirm that punchlist items are addressed for project approval.

ANTICIPATED PROJECT SCHEDULE

Verde Design acknowledges the City's design completion deadline of **February 28, 2026**. We present the following anticipated project schedule from the beginning of the design phase to City acceptance of the park's construction. These dates are based on our experience in this nature of project but may be subject to factors including internal design approvals by City staff and stakeholders, Recreation Commission, City Council, CEQA and Environmental Clearance, and Bidding and Construction factors.

Consultant Notice to Proceed	Sep 17, 2025
Data Collection and Field Survey	Sep 17, 2025 to Oct 2025
CEQA/Environmental Compliance and Clearance: Initial Study and Mitigated Negative Declaration	Oct to June 2026
Public Outreach/Stakeholder Engagement And Conceptual Design Development	Oct to Dec 2025
<i>Preliminary Conceptual Design; Recreation Commission approval</i>	<i>Oct 2025</i>
<i>Conceptual Design: City Council approval</i>	<i>Nov 2025</i>
Permitting, Construction, Bid Documentation (Plans, Specifications and Estimates)	Dec 2025 to Feb 28, 2026 <i>(required completion date by City)</i>
<i>65% Plans, Specifications and Estimates –</i>	<i>Dec 2025 to Jan 2026</i>

<i>For City permit review</i>	
<i>100% Plans, Specifications and Estimates –</i>	<i>Jan 2026 to</i>
<i>For City permit review</i>	<i>Feb 28, 2026</i>
PG&E design and service application/approval	Mar 2026 to Oct 2026
Building Permit Approval	Jan to Mar 2026
Bidding Phase and City Council Award	Mar to Jun 2026
Construction Phase	Jun 2026 to Summer/ Fall 2027
<i>Mobilization, Site Preparation, Demolition, Tree Removals</i>	<i>Jun to July 2026</i>
<i>Rough grading, underground utilities, irrigation mainline</i>	<i>July to Sep 2026</i>
<i>Building foundation, paving, and surfacing</i>	<i>Sep to Nov 2026</i>
<i>Placement or construction of building, shade structures</i>	<i>Nov 2026 to Apr 2027</i>
<i>PG&E meter and energize site</i>	<i>May to June 2027</i>
<i>Irrigation, Planting (w/ Plant Establishment, Maintenance Period)</i>	<i>Apr to June 2027</i>
<i>Construction Completion/City Acceptance</i>	<i>Summer/Fall 2027</i>

SPECIAL PROVISIONS

Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:

1. Meetings other than those listed.
2. Additional presentations to public bodies or public hearings.
3. Architectural design for custom designed restroom building.
4. Design for a new bridge.
5. Project design documentation or costing in addition to what is noted above.
6. QSP responsibilities after NOI is obtained from State.
7. Permit Fees.

Services will be diligently pursued, and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of City, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

The fee for the above services is based on the current hourly rate of the office as defined in the attached Charge Rate Schedule. Verde Design respectfully requests a not-to exceed fee of **\$403,504** for the services outlined in the Scope of Work, including anticipated and identified reimbursable expenses. This fee is based on the anticipated work effort that will be required to successfully complete the scope above. (*Refer to Appendix B: Verde Design Fee Estimate Spreadsheet for detailed task and fee breakdown; Appendix C: Verde Design Charge Rate Schedule*).

<u>Project Phase</u>	<u>Fee</u>
1. Data Collection and Field Surveys	\$ 77,547
2. Environmental Compliance and Clearance: CEQA Consultation and Initial Study/Mitigated Negative Declaration	\$ 71,167
3. Public Outreach/Stakeholder Engagement and Conceptual Design Development	\$ 35,365
4. Permitting, Construction, Bid Documentation	\$ 165,280
5. Bidding Phase	\$ 10,475
6. Construction Phase	\$ 43,670
TOTAL FEE	\$403,504

OPTIONAL SCOPE

Verde Design offers the following optional scope items that may be required to implement the project.

1. Final Conceptual Design (if required for City Council approval). *Optional Fee \$6,010*
2. Attend up to one (1) additional meeting or site visit (include meeting report, update project schedule, etc.). *Optional Fee \$2,130*
3. Design Phase: Additional community meeting (Parks & Rec Commission, City Council, stakeholder pop-up). *Optional Fee \$2,840*
4. Design Phase: 3D design rendering (for community presentation, project marketing). *Optional Fee \$10,830*
5. Design Phase: Develop and administer online community survey. *Optional Fee \$3,980*
6. Design Phase: Additional Electrical Improvements – Park lighting, EV charger (Provided by Verde Design’s Sub-consultant ACEE). *Optional Fee \$10,000*



7. Design Phase: Custom design for new park restroom (architecture/MEP, Verde sub-consultant). *Optional Fee \$60,000*
8. CEQA/Environmental Clearance Phase: Focused plant survey: CEQA/Environmental Clearance Requirements (if necessary). *Optional Fee \$9,000*
9. CEQA/Environmental Clearance Phase: Ohlone Tiger Beetle Focused Surveys CEQA/Environmental Clearance Requirements (if necessary). *Optional Fee \$10,000 to \$25,000*
10. CEQA and Environmental optional scope as shown in Environmental Compliance and Clearance: CEQA Consultation and Initial Study/Mitigated Negative Declaration section above. *Optional Fee \$50,000 to \$90,000*

Appendices:

1. Appendix A: Verde Design scope
2. Appendix B: Verde Design Fee Estimate Spreadsheet
3. Appendix C: Verde Design Charge Rate Schedule

RESOLUTION NO. 2069

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AUTHORIZING THE CONTRACT AWARD OF THE AL SHUGART PARK DESIGN
AND AUTHORIZING CITY MANAGER TO EXECUTE THE AGREEMENT WITH
VERDE DESIGN, INC.**

WHEREAS, on June 23, 2025, the City issued a Request for Proposals (RFP) from qualified design consultants to provide design services and environmental analysis/permitting for a dog park located at Al Shugart Park, 350 Glenwood Drive in Scotts Valley; and

WHEREAS, the City received six (6) submittals from qualified design consultant firms within the deadline of July 24, 2025; and

WHEREAS, staff have reviewed the submittals to meet the criteria established; and

WHEREAS, staff have chosen to award the contract to Verde Design, Inc.; and

WHEREAS, upon City Council approval, the City will execute a Professional Services Agreement with Verde Design, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scotts Valley that the Contract for the Al Shugart Park Design be awarded to Verde Design, Inc. and the City Manager is hereby authorized to execute the agreement with Verde Design, Inc.

The above and foregoing Resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 17th day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Derek Timm, Mayor

Attest: _____
Cathie Simonovich, City Clerk