



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: November 6, 2012

TO: Mayor and Councilmembers

FROM: Water Resources Division, Public Works Department

SUBJECT: Contract For Update To Operations And Maintenance Manual With Related Standard Operating Procedures

RECOMMENDATION:

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

DISCUSSION:

Background

The City owns and operates an activated sludge wastewater treatment plant (El Estero). This plant includes preliminary treatment, primary treatment, secondary treatment, chlorination and dechlorination facilities, ocean outfall, and solids handling unit processes. Currently, El Estero treats an average of eight million gallons per day of wastewater.

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

The original O&M Manual was written in the 1970's when the treatment plant was built; it has not been comprehensively revised since that time. The standard operating procedures were revised in 2003, but they are not comprehensive and need to be updated to reflect current practices and regulations.

Project Description

This project is intended to:

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

After mailing Requests for Proposals to twenty-one consulting firms, the City received a total of six proposals from firms interested in performing the requested updates. All six firms were interviewed by a team consisting of staff and a number of members from the City's Board of Water Commissioners. Kennedy/Jenks Consultants was selected to perform this work.

The Kennedy/Jenks Consultants team provided the most comprehensive strategy and resources to accomplish the necessary scope of work in a timely manner. Kennedy/Jenks Consultants will provide the following services:

- Assessment of existing documentation and current work processes;
- Updating El Estero detailed operational activities and processes through workshop reviews of all wastewater unit process operations with City staff and recommending procedural improvements;
- Development of a complete and updated O&M Manual using current USEPA Guidance For Preparing Standard Operating Procedures (EPA Qs/G-6) guidelines and procedures;
- Provision of new document management software for use on existing City information system hardware to allow City staff to continually update the new O&M Manual work products; and
- Coordination with El Estero and Information Systems staff to finalize procedures and related activities to ensure successful installation and operational implementation of final O&M Manual documentation with the consultant software on existing City information system hardware/software.

At its meeting on October 8, 2012, the Board of Water Commissioners voted 3-0-0 to approve staff's recommendation.

BUDGET/FINANCIAL INFORMATION:

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

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

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office