



April 15, 2022

Ms. Sonia Huff  
Principal Engineer - CIP  
Western Municipal Water District  
14205 Meridian Parkway  
Riverside, CA 92518

SUBJECT: Proposal for Extension of Water/Wastewater Project Management Consulting Services

Dear Ms. Huff,

Project Partners is pleased to offer a proposed extension of As-Needed Water/Wastewater Project Management Consulting Services for Western Municipal Water District (WMWD). Below is our proposed workplan and scope of work.

### **Scope of Work**

Project Partners understands that the District has expressed an interest in completing several key CIP and other identified projects. To assist the District to accomplish this goal, Project Partners is submitting this proposal to provide continued Project Management Consulting Services. We are proposing that our staff bring the projects identified in the section below to specific levels of completion. These levels include:

1. Completion of Project Scoping and/or RFP development
2. Completion of Consultant Development of Study or Design Plan and Specs,
3. Completion of Front End Docs, Bid Docs and Contractor Selection
4. Completion of Project Construction, Commissioning and Closeout

Our responsibilities will be primarily limited to working on the listed projects and managing them to a level of completion in a fashion that adheres to the agreed-upon District's goals and objectives. However, to further facilitate project delivery and to meet District needs, Project Partners may also assist with other related technical functions. These functions could include specification (Specs) development, design review, and development support. Development support would consist of plan checking and coordination with developers to address various design issues and other related plan review support.

### **Identified Projects**

The following projects will be undertaken and completed in this scope of work.

- WRCRWA - Digester
- WRCRWA - Odor Mitigation Project
- PRVs for 1515 zone - compliance
- North Well 2 Sound Enclosure
- Study to convert Non-Pot to Pot (Jim Jack)
- Linear Asset Mgmt Program
- 1269 Lift Station Improvements
- Perris Valley Pipeline Turnout
- Arlington Desalter Wells 5
- Inverted Siphon - WRCRWA (Structures on both ends of barrel)

- Study to convert Non-Pot to Pot (Jim Jack)
- WRCRWA Emergency Pump
- Victoria Basin Monitoring Wells
- Potable Tank Refurbishments
- WWRF Clean Room
- WRCRWA House Demo
- Non-potable Well #7

### **Project Duration & Level of Effort**

It is anticipated that the projects outlined in this work plan will be completed by December 31, 2023. This is based on our understanding of the District's project needs, the multitude and complexity of the tasks identified in the Scope of Work, and the anticipated number of projects.

Project Partners will assign our staff to work on these projects with a combined average level of effort of approximately 40 hours per week (20 hours per week per person). Project Partners will exclusively control our staff. We will adjust our staff's schedule, as needed, to accommodate project needs and to facilitate our ability to meet the District's goals. Our staff will not represent the District to the public or other outside entities.

### **Allocated Staff Resource(s)**

Project Partners has tremendous experience in water/wastewater engineering. We are proposing to assign two (2) part-time Senior Project Managers with at least 25 years of water/wastewater experience to assist the District with its projects. We are proposing this level of expertise due to their ability to operate independently without supervision. All our engineers will be subject to Project Partners' exclusive direction and control. They will also be supported by our staff at Project Partners.

### **Billing Rate and Project Budget**

Project Partners billing rates for our proposed Senior Project Manager will remain unchanged as is as follows:

<b><u>Classification</u></b>	<b><u>Hourly Billing Rate for 2022-2023</u></b>	<b><u>Estimated Budget</u></b>
<b>Senior Project Manager</b>	<b>\$134.00</b>	<b>\$375,000</b>

The proposed hourly rate will not be subject to increase through the term of the extension period.

Again, I would like to thank you for utilizing Project Partners services and as always, should you have any questions or desire additional information, please do not hesitate to call at any time. We look forward to providing continued services to you and your staff.

Sincerely,



Kimo Look, P.E.  
Project Partners