

SEWER AUTHORITY MID-COASTSIDE  
Staff Report

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**Subject / Title**

Review and Possibly Recommend Action on Recycled Water Project Management Services

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**Staff Recommendation:**

Review and Possibly Recommend Action on Recycled Water Project Management Services

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**Fiscal Impact:**

Fiscal impact is unknown at this time. Project management services costs are estimated to be in the range of \$5,000 - \$15,000 per month for six months. No funds have been budgeted for this expenditure.

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**Discussion/Report:**

**Background**

At the November 18, 2009 Recycled Water Committee meeting, staff proposed to develop, in cooperation with CCWD, a scope of services, a schedule of activities, and cost sharing concepts for a Recycled Water Project Manager. Those ideas would then be brought back to the Recycled Water Committee and/or the SAM Board at an upcoming meeting. The Recycled Water Committee directed staff to present the concept of hiring a Recycled Water Project Manager to the SAM Board at their next meeting.

At their November 23, 2009 meeting, the SAM Board discussed this item and directed staff to continue that discussion to a special, one-agenda-item Recycled Water Committee meeting to be held on December 7, 2009.

**Recommendation**

In summary, staff recommends that SAM and CCWD jointly hire a project manager - a manager independent of either agency, whose activities SAM and CCWD would jointly direct, and whose costs would be shared by SAM and CCWD.

SAM staff is asking that the Recycled Water Committee direct staff to, jointly with CCWD staff, develop a scope and a budget:

- a scope that will later be incorporated into a project management services Request for Proposals (RFP)
- a Recycled Water Project budget for the remainder of FY2009-10. The budget that staff develops will include the additional anticipated costs for not only the project management

**Meeting Date: December 7, 2009**  
**RW Committee Agenda Item No: 5**

services, but also those additional planning and permitting costs as mentioned in the project timeline and cash flow schedule that were presented at the November 18, 2009 Recycled Water Committee meeting. These costs have not yet been budgeted by member agencies or SAM.

After staff development, the scope and the budget would then be separately presented to the SAM and CCWD Boards for their approval. In CCWD's case, their Board would hopefully approve them. In SAM's case, SAM would have to go through its three-step process for project approval;

1. SAM Board authorizes the matter be presented to the SAM Member Agencies for their project approval (including budget adoption),
2. SAM Member Agencies consider the matter and approve the project (and budget), and
3. SAM Board approves the project and budget.

Following all of these approvals, SAM and CCWD staff would issue an RFP, go through the RFP process, and select a project manager. SAM and CCWD staff would then recommend this selection to its respective Boards. Following SAM and CCWD Board approval of the recommended project manager, that person would be hired.

There are no attachments to this staff report.