



Novato Fire District Board of Directors

Special Facilities Committee Meeting Agenda

August 27, 2024, at 9:00 AM

Location: NFD Administration Building and Via Zoom

95 Rowland Way, Novato, CA 94945

Website: www.novatofire.org

ATTENTION: This will be an in-person meeting of the Facilities Committee due to the expiration of Executive Order N-29-20 on February 28, 2023, however, any interested member of the public may participate virtually and/or telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jennifer Crayne at jcrayne@novatofire.org

The Facilities Committee meeting agenda and all supporting documents are available for public review at 95 Rowland Way, Novato, CA, 24 hours in advance of a special meeting. A fee will be charged for additional copies of board meeting documents. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Services Manager as soon as possible, but at least 48 hours prior to the meeting.

ROLL CALL

President Lj Silverman, Director Michael Hadfield

AGENDA ADJUSTMENTS

OPEN TIME FOR PUBLIC EXPRESSION

(Please observe a three-minute time limit.)

This is an opportunity for any member of the public to briefly address the Finance Committee on any matter that does not appear on this agenda. Items that warrant a lengthier presentation or Committee consideration will be placed on the agenda for discussion at a future meeting.

CONSENT CALENDAR ITEMS

1. Minutes of Facilities Committee Meeting 6/11/24

Zoom Conference Information Join at Zoom.com

Meeting ID: 232 811 1856
Password: 959595

Join the Zoom meeting and then dial in if you need audio by telephone
+1 669 900 6833 US (San Jose)

Join by telephone only:
+1 669 900 6833 US (San Jose)

For clarity of discussion, the Public is requested to MUTE except:

1. During Open Time for public expression item
2. Public comment period on agenda items.
3. You may use the "raise hand" zoom feature or press *9 if connecting only by phone.



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NEW BUSINESS

1. Review the Sewer Study Proposal from NUTE Engineering (presented by Mark Wilson of NUTE)

Facilities Committee to review the proposal for engineering services for the design and bidding of a new sewer pump station and force main to serve Fire Station #62 at Atherton Avenue and make a recommendation to the full Board.

FACILITY PROJECT UPDATES

Chief Whittet, Director of Organizational Resources, will provide an update on the status of facilities projects.

1. Administration Building Update
2. Station 61 Update
3. Station 62 Update
4. Station 63 Update
5. Station 64 Update
6. Station 65 Update

INFORMATIONAL ITEMS

1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS

Committee members may discuss or request future agenda items for Committee consideration.

ADJOURNMENT

Consent Calendar Items Section



Novato Fire District Board of Directors
Facilities Committee Meeting Minutes
June 11, 2024

1 The meeting was called to order by President Silverman at 9:00 a.m.

2

3 **ROLL CALL**

4 President Silverman, Director Hadfield

5

6 **STAFF MEMBERS PRESENT**

7 Fire Chief Bill Tyler, Deputy Chief John Dicochea, ASM Jenn Crayne, Purchasing and Contracts
8 Colleen Walraven, and B/C Jeff Whittet

9

10 **OTHERS PRESENT**

11 None.

12

13 **AGENDA ADJUSTMENTS**

14 Chief Tyler called attention to the new addition to the agenda, new business item 7, Possible
15 Future Capital Facilities Improvement Projects.

16

17 **OPEN TIME FOR PUBLIC EXPRESSION**

18 None.

19

20 **CONSENT CALENDAR ITEMS**

21 1. 4/4/24 Special Facilities Committee Meeting Minutes

22

23 There was no public comment.

24 M/s Hadfield/Silverman to approve the Consent Calendar.

25 Motion carried: 2-0-0

26

27 **NEW BUSINESS**

28 None.

29

30 **OLD BUSINESS**

31 Chief Whittet, Director of Organizational Resources, will provide an update on the status of
32 facilities projects.

33

34 **1. Administration Building Facilities Project Update**

35 Chief Whittet thanked Colleen for managing all the contract renewals that expired in June. He
36 provided updates on the progress of the following projects for the Admin Building:

37

38 • Admin backyard project- the layout has been selected, and there will be a meeting on
39 Thursday to discuss the next phase

40

41 • Admin lobby and women's bathroom received a facelift- thank you, Jenn.

42

43 • President Silverman asked if there were plans to replace the carpet. Chief Whittet
44 responded that the flooring has not been considered yet because we may be reconfiguring
45 the cubicles which would require new IT wiring and removal of the existing carpet.

46



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- 40
- Chief Tyler noted that part of the workplace violence prevention plan

41 **2. Station 61 Facilities Project Update**

42 Chief Whittet reported on the following projects for S61:

- 43
- Server room- the split for the cooling unit went bad causing a leak. That is being replaced
- 44 today.
- Plumbing repair- calcium build-up caused the valve to stick open, the valve was replaced,
- 45 however, it failed again and caused a flood.
- PG&E heat pump- large tank, delay at the City of Novato for permits, this is part of the
- 46 cancer prevention program, there was no cost to the District (\$130K)
- Roof repair- leak was caused by a clogged drain, preventative maintenance at all stations
- 47 and Admin.
- MERA- grounding project, electrician installing consoles
- 48
- Ring cameras installed
- 49
- 50
- 51
- 52
- 53

54 **3. Station 62 Facilities Project Update**

- Roll up door repaired
- 55
- Retaining wall project will begin in July, V-ditch was extended, walking path complete
- 56
- The extractor is ready for use
- 57
- Toilets were replaced by the crews which saved the District a lot of money
- 58
- Koni lifts were installed, received a \$70K reimbursement check
- 59
- Lighting in the front was replaced
- 60
- 61

62 **4. Station 63 Facilities Project Update**

- HVAC repairs needed, A/C is ok, bids needed
- 63
- Generator fence was painted
- 64
- MERA grounding project
- 65
- Roof repairs
- 66
- Crews replaced the kitchen floor, and it looks great - thank you Captain Pacheco and
- 67 crew.
- 68
- Server room was moved out of the laundry room to a cooler, dust-free environment
- 69

70 **5. Station 64 Facilities Project Update**

- Resealed the solar tube
- 71
- MERA grounding project- a lot of wiring was needed
- 72
- 73

74 **6. Station 65 Facilities Project Update**

- Need to replace lighting fixtures- getting a quote from Fowler
- 75
- Re-faced the stucco, patched the cracks, and fresh paint (done by Marianne)
- 76
- Wood doors are warped and need to be replaced
- 77



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- 78 • Hose dryer fixed
79 • MERA grounding project
80

81 **INFORMATIONAL ITEMS**

82 1. Next Facilities Committee Meeting 9/10/24 @ 9:00 am

83

84 **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS**

85 *Committee members may discuss or request future agenda items for Committee consideration.*

- 86 • President Silverman proposed looking into grants for solar energy. Tom Welch is
87 researching energy grant options.
88 • Chief Whittet noted that they are looking into hiring a contractor to conduct regular bi-
89 annual inspections for each station. Estimates a cost of \$10K per year. Colleen is
90 reviewing a scope of work report from Clark Brownstein.
91 • Director Hadfield asked if there were any future plans for S63. Chief Whittet commented
92 that S63 is solid but needs another bathroom. Chief Tyler commented that we need to
93 start asking crews about ideas/options for reconfiguring/remodeling S63.
94 • Director Hadfield noted the age of S61 and recommended adding discussions about
95 remodeling this station to the items for future meetings.
96

97 **ADJOURNMENT**

98 There being no further business to conduct, President Silverman adjourned the meeting at 9:55
99 a.m.

100

101 Submitted by,
102 *Jennifer Crayne*

103 ASM, Clerk of the Board

104

105

106

New Business Section



August 5, 2024

Bill Tyler, Fire Chief
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945

**Re: Novato Fire Protection District Sewer Feasibility Study
Proposal for Engineering Services**

In accordance with your request Nute Engineering is pleased to offer our proposal for engineering services for design and bidding of a new sewer pump station and force main for the Novato Fire Protection District (NFPD) to serve Fire Station #62 at Atherton Avenue in Novato, California.

BACKGROUND

The NFPD fire station, which includes a fire house, a training facility, classrooms and a storage area, is currently on a septic sewer system. The septic system has not performed well over the past several years and in spite of recently investing a large number of resources into rehabilitating the septic system, the District is looking to implement a lasting alternative solution that does not require onsite treatment/disposal and can accommodate future growth.

The Novato Sanitary District (NSD) is the local sewerage agency and has a gravity sewer system approximately 2,300 feet in proximity to the fire station and a sewer force main which is approximately 400 feet away from the fire station.

PROJECT UNDERSTANDING

The condition of the current fire station's on-site septic system, even after recently being updated, is still not reliable. The NFPD would like to expand their facilities (and wastewater load) at the fire station site which will place even more burden on an already inadequate sewer system.

The NFPD approached the Novato Sanitary District about the possibility of constructing a public facility to connect to their sewer force main. NSD management declined the request as they do not want to add another pump station (PS) to the District, increasing the service area, and they do not allow private (non-NSD) force mains to connect into NSD force mains.

Private Sewer System

NFPD would like to proceed with designing and preparing construction documents for bidding the construction of a private pump station and force main (FM) to discharge wastewater from the Atherton Fire Station (Station 62) along the public right-of-way (ROW) of Atherton Avenue and Olive Drive to connect into the NSD gravity sewer system on Olive Drive at Club Drive. The new sewer improvements (PS and FM) will be owned and maintained by the NFPD. The PS and FM shall be designed to meet NSD standards in compliance with connection requirements.

SCOPE OF WORK

Nute Engineering will provide engineering design services including preparation of plans, specifications, and a cost estimate to facilitate public bidding of the project for construction.

The electrical requirements for the new pump station are assumed to be 240V 3 Phase for pump efficiency. Based on the reclaimed water improvement project record drawings (dated 12/07) provided by NFPD, the electrical panel seems to have room to add breakers for the proposed pumps and controller so electrical upgrades are assumed to be minor and panel or service upgrades will not be needed. Nute will work closely with Beecher Engineering, Inc. to confirm the above in the field. Beecher will then provide the required electrical design for the new pump station.

Construction projects involving excavation, backfill and compaction like this project use geotechnical information about the specific site conditions. Nute will contract with Miller Pacific Engineering Group (MPEG), a locally respected geotechnical engineering firm, to prepare a report regarding local subsurface conditions that will provide direction for design and construction.

All work to be done within the Marin County public road right-of-way requires a two-part encroachment permit from the County. The first part (A) is filled out by the project proponent and the second (B) part is filled out by the contractor prior to construction. Nute will coordinate and apply for the A part of the permit on behalf of the NFPD.

The proposed project (PS and FM) is assumed to be categorically exempt from the California Environmental Quality Act (CEQA) as the use of the land is not changing with this project. The station currently produces and handles wastewater, and the constructed road ROW conveys utilities. However, we propose confirming this through the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) monthly project coordination (MPC) meeting to solicit input from the regional regulators to determine appropriate environmental permitting needed for the project. Nute will prepare draft plans and present the project at an MPC meeting.

A detailed description of the engineering services is provided below:

Schedule A Services – Design and Construction Document Preparation

The engineering services will include the following items of work to support the design and construction document preparation task:

1. Perform a topographic survey of the fire station site sufficient to prepare construction plans to locate the proposed sewer pump station on the existing site and connect the existing onsite sewer system to the PS. Perform background title research.
2. Perform a topographic survey of the force main alignment sufficient to prepare construction plans to connect the pump station to the NSD gravity system at the intersection of Olive Ave. and Club Dr. Conduct soil borings along the force main alignment.
3. Provide Electrical Engineer visit to Station site to verify existing electrical system adequacy for new pump circuit.
4. With input from NFPD staff, design a pumping system and sewage force main to meet current and projected future NFPD sewer requirements. The design will balance the cost and maintenance considerations of materials and infrastructure configuration while complying with applicable standards.
5. Prepare a preliminary draft set of construction plans to coordinate with environmental regulators at the Marin Countywide Stormwater Pollution Prevention Program (MCSTOPPP) monthly project coordination (MPC) meeting to determine appropriate environmental permitting needed.
6. Prepare 65% level set of plans and specifications for NFPD review and comment.
7. Apply for and complete the first part of the Marin County Encroachment permit.
8. Finally, incorporating NFPD comments, prepare final bid documents to include construction plans and specifications along with an engineer's estimate of probable cost for construction.

Deliverables: Upon completion of this work, we will furnish electronically and in print if desired, a complete set of construction documents ready for public bidding.

Schedule B Services – Engineering Support During Bidding

The services during bidding include notification to interested contractors, maintenance of a planholders list along with the following items of work to support the design and construction document preparation task:

1. With the support of NFPD project manager, prepare an agenda and lead a pre-bid meeting prior to bidding to provide potential bidders an opportunity to see the site of work and ask questions in person.
2. Review and respond to requests for information or questions that arise during bidding and prepare formal electronic responses.
3. Prepare addenda to modify the contract documents to address reasonable changes that come up during bidding and provide electronic copies to the planholders.
4. Attend the bid opening to record received bids and prepare a list of apparent bids for contractors.
5. Review the received bids for completeness, review licenses and bonding (as required) and summarize bids to prepare bid recommendations to assist NFPD in moving forward.

Deliverables: Pre-Bid Meeting Agenda, Addenda, Bid Review Memo

SERVICES NOT INCLUDED IN THIS PROPOSAL

The following services are not included in this proposal and will need to be provided by others:

- Environmental permitting required based on results of Marin Project Coordination Meeting.
- Payment of permit fees.
- Televising sewer lines.
- Special investigation and design if hazardous waste is found at the site.
- Legal services in connection with the project or for site acquisition.
- Construction management services including onsite inspection or construction observation services.
- Construction easement negotiations with adjacent landowner(s).
- Potholing of utilities.
- Compaction testing of trench backfill and final pavement inspection services.
- Any legal services associated with the project.

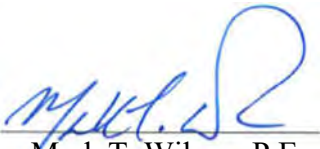
PROJECT COST

We propose to do all the work on a time and materials basis to be billed according to the Schedule of Hourly Rates attached hereto as Attachment A. The estimated labor hours and costs for the work by task and job classification are shown in Attachment B. The following are budgets for the engineering fees for the schedules listed above:

Schedule A Services – Design and Construction Document Preparation	\$92,992
Schedule B Services – Engineering Support during Bidding	\$ 6,592

Very truly yours,

NUTE ENGINEERING

By: 
Mark T. Wilson, P.E.

Attachment A – Schedule of Hourly Rates
Attachment B – Project Estimating Sheet
Attachment C – Subconsultant Company Descriptions



ATTACHMENT A

2024 HOURLY RATE SCHEDULE

OFFICE PERSONNEL	HOURLY RATE
Principal Engineer	\$279
Senior Engineer	\$228
Engineer III	\$215
Engineer II	\$202
Engineer I	\$178
Field Representative*	\$196
Assistant Engineer II	\$140
Assistant Engineer I	\$129
Engineering Technician II	\$185
Engineering Technician I	\$164
1-Person Survey Crew w/Robotic Total Station	\$262
Office Surveyor	\$216
CAD Drafter II	\$171
CAD Drafter I	\$149
Technical Administrative Support	\$128
Clerical	\$109
 LITIGATION SERVICES	
Court Appearance/Deposition	391.00

*Field Representative for construction is a Prevailing Wage category as required by the California Department of Industrial Relations.

REIMBURSABLE EXPENSES

Sub-consultants will be charged at 1.10 times cost. Charges for reproductions, blueprinting, outside computer services, rental of special equipment, delivery, express mail, insurance certificates (where client requires to be listed as an additional insured) and meals and lodging will be charged at 1.10 times cost. Mileage and technology charges are included in the hourly rates. Nute Engineering reserves the right to adjust its hourly rate structure for all ongoing contracts.

EFFECTIVE DATE: January 1, 2024

ATTACHMENT B
 NOVATO FIRE PROTECTION DISTRICT
 STATION NO. 62 SEWER PUMP STATION AND FORCE MAIN
 PROPOSAL FOR ENGINEERING SERVICES
 PROJECT ESTIMATING SHEET

Description	Rate \$/Hr	Senior Engineer	1 Person Surveyor	Office Surveyor	Engineer II	CAD Drafter I	Tech Admin Support	MPEG	Beecher Engineering	Direct Cost Markup	TOTAL
		\$228	\$262	\$216	\$202	\$149	\$128				
Schedule A Services – Design and Construction Document Preparation											
1. Perform Topo Survey, title research of PS Site at Fire Station			13	17	2						
2. Perform Topo Survey and Geotech Investigation of FM Alignment			13	21	2			10,800		1,080	
3. Perform Fire Station Electrical System Field Inspection					2						
4. Design Preliminary Pump Station and Force Main 50% Review Set		1			26	100			1,400	140	
5. Prepare Presentation for MCSTOPPP Mtg., Permit Requirements		1			6	2	2		10,350	1,035	
6. Prepare 65% Set of Plans and Specs for NFPD Review and Comment		2			14	30	20				
7. Apply For and Complete First Part of Marin County Encroachment Permit					8	4			4,000	400	
8. Prepare Final Bid Docs Incl. Construction P&S, Engineer's Const Cost Estimate		2			16	20	24			2,650	265
	Hours	6	26	38	76	156	46				
	Cost	\$1,368	\$6,812	\$8,208	\$15,352	\$23,244	\$5,888	\$10,800	\$18,400	\$2,920	\$92,992
Schedule B Services – Engineering Support During Bidding											
1. Prepare Agenda and Lead Pre-Bid Meeting for Contractor's Site Review/Questions					4		2				
2. Review/Respond to Requests For Information and Prepare Electronic Responses					4		8				
3. Prepare and Distribute Addenda to Contract Documents in Response to Questions					4	4	8				
4. Attend Bid Opening and Prepare Preliminary List of Contractor's Bids					1		2				
5. Review Bids, Check License and Bonding, and Recommend Award to NFPD						2	4				
	Hours				13	6	24				
	Cost				\$2,626	\$894	\$3,072				\$6,592
											\$99,584

Firm Description

Beecher Engineering, Incorporated (BEI) is an electrical engineering consulting firm based in Copperopolis, California. The firm's President is Mr. Todd Beecher, P.E. Todd is responsible for performing all engineering design, analysis and construction inspection work.

Since 1992, Todd has worked exclusively in the water and wastewater industry as an electrical engineer specializing in the design and analysis of low and medium voltage power distribution systems, motor control center and PLC-based plant and pump station control systems and construction support and inspection services.

Although past projects have included new facility power and control system designs, a large majority of past project work has included upgrades and improvements to existing facilities. The firm is based on the strong belief that successful projects require detailed design documents, extensive existing project site field investigations and carefully planned construction sequencing. Most importantly, however, is to listen to the Owner and develop designs that meet specific system needs and challenges. Past and present project experience has proven that developing documents that facilitate accurate bidding and facilitate contractor construction minimize change orders and yield a high quality end product that is geared towards the Owner's operation and maintenance needs.

It is understood that Owners have several choices when it comes to selecting a consulting engineer to work on a specific project. Over the past 20+ years, Todd has developed strong relationships with several Districts and Cities by adhering to the attitude that client trust must be earned with each and every project. Prospective new clients are encouraged to discuss Beecher Engineering's performance and capabilities with past project Owners and Contractors.



Miller Pacific Engineering Group

504 Redwood Blvd., Suite 220
Novato, CA 94947
415/382-3444

FIRM DESCRIPTION

Miller Pacific Engineering Group (MPEG) provides clients with special services in the Geosciences by drawing on forty years of professional expertise in Geology, Civil and Geotechnical Engineering. The majority of our projects are in the Northern San Francisco Bay Area. With a home office in Novato and additional offices in Napa and Petaluma (including soil laboratory), the firm serves numerous public agencies and private clients. Their services span the range of Geotechnical Planning, Geological Hazards Analysis, Geotechnical Exploration and Testing, Foundation Engineering, Construction Monitoring, Geo-Civil Engineering and Distressed Property Evaluation. The firm's resource library provides a wealth of background information on local geologic and soil conditions, and their project records document the constructability of their various geotechnical designs. MPEG is an employee-owned California Corporation and registered as a California Small Business (SBE) and Micro-Business. MPEG provides a variety of geotechnical and geologic services including:

Geotechnical Engineering: Feasibility Studies, Geotechnical Investigations, Earthquake Engineering, Site Grading Criteria, Stability and Settlement Analyses, Foundation Design, Distressed Property Evaluation, Forensic Studies, and Expert Witness.

Engineering Geology: Geologic Hazard Investigation, Fault and Seismicity Studies, Environmental Impact Assessment, Ground Water Studies, Geologic Resource Evaluation, Quarry Closure Reports.

Geo/Civil Engineering: Landslide Mitigation Design, Embankment Design, Foundation Rehabilitation, Retaining Structures, Bridges, Shoreline Protection, Earth Dam Design, Design Plans and Specifications.

Construction Monitoring and Testing: QA/QC geotechnical inspection and testing including site grading, foundations construction, subsurface drainage, pavement sections and concrete.

More information is available at www.millerpac.com



Novato Fire Facilities Meeting

08/27/2024

Facilities General Maintenance Update:

Administrative Offices:

1. Backyard Project – Moving forward with Demo Plan and Construction of Concreted surfaces and Pergola Structure.
2. HVAC Replacement – 1 Unit to be replaced by Peterson Mechanical.
3. Electric Vehicle Chargers Installed.

Station 61:

1. PG & E Heat Pump Program – Permits approved – Heat pumps are installed and working. Shed is still in need of Metal Doors. 2 -3 weeks for delivery.

Station 62:

1. Broken Garage Door Opener – awaiting proposal for replacement.
2. Retaining wall and V ditch complete.
3. Irrigation system repairs in process.

Station 63:

- 1) New HVAC system project completed.

Station 64:

1. Front door lock repair on going.

Station 65:

1. Working on Carpet Replacement for Dorms, TV Room and Office.
2. PG&E Heat Pump project completed and final inspection done.