

**ROSS VALLEY SANITARY DISTRICT**

2960 Kerner Blvd  
San Rafael, CA 94901  
(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

---

**STAFF REPORT**

**For the Meeting of September 20, 2023**

September 11, 2023

To: Board of Directors

From: Steve Moore, P.E, General Manager

**Subject: Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 28 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the FY 2023/24 Gravity Sewer Improvements Project (Project #955) in an Amount Not to Exceed \$94,200**

**Summary**

This staff report presents the scope of services proposed to meet California Environmental Quality Act (CEQA) compliance requirements for the upcoming FY 2023/24 Gravity Sewer Improvements Project and recommends authorization of the general manager to approve Task Order No. 28 to the Master Services Agreement with Integral Consulting Inc. for an amount not to exceed \$94,200.

**Discussion**

The District established a Master Services Agreement with Integral Consulting Inc. to conduct environmental review and monitoring, pursuant to the California Environmental Quality Act (CEQA) for the District's numerous capital projects.

**CEQA Compliance**

For the FY 2023/24 Gravity Sewer Improvements Project, Integral Consulting is proposed to provide consulting services for CEQA compliance for capital work occurring in Fairfax, San Anselmo and Greenbrae. This capital improvement project will replace existing gravity sewer lines based on our system-wide risk assessment under the District 2021 Infrastructure Asset Management Plan (IAMP), and also addresses priority areas identified by review of maintenance activities and sanitary sewer overflow (SSO) locations.

The main impacts to be analyzed by the Integral CEQA study are cultural resources, biological resources, and air quality. Integral will work with a subcontractor Far Western to provide the cultural resource impact assessment in the various project areas. The scope includes a

consultation with Federated Indians of Graton Rancheria (FIGR) as well as development and implementation of a cultural resources testing plan in coordination with FIGR. The District will compensate FIGR directly for their time as needed.

Integral's scope of services for this project covers various tasks required for CEQA compliance. To begin, Integral will facilitate meetings and provide project management services to prepare the CEQA document, including tribal coordination. Following the initial meetings, Integral will research relevant CEQA documents and other studies conducted near the project areas. Following data collection and review, Integral will draft an initial study/mitigated negative declaration (IS/MND) under CEQA requirements with the consultation of the District. This study will analyze the overall environmental impacts of the sewer repair work occurring across all project locations.

Once the Board reviews the IS/MND draft, Integral will assist the District with public noticing and mailings so the public can provide comments on the environmental review. Once the Board approves the final IS/MND, Integral will file the document with the clearinghouse and the County Clerk.

Once authorized by the Board, Integral will begin conducting the necessary CEQA compliance work. Integral anticipates producing a draft IS/MND for District review in late October 2023 with the public comment period ending in December 2023. The expected adoption of the IS/MND would be in January 2024. The District expects construction for this capital project to begin in early 2024.

### **Recommendation**

Authorize the General Manager, upon review and approval of counsel, to approve Task Order No. 28 to the Master Services Agreement with Integral Consulting Inc. for CEQA compliance for the FY 2023/24 Gravity Sewer Improvements Project (Project #955) in an amount not to exceed \$94,200.

Attachment(s):

- A) Integral Master Services Agreement Task Order No. 28 for CEQA, 2023-2024 Gravity Sewer Improvements Project, Multiple Locations in Fairfax, San Anselmo, and Greenbrae in Marin County, California



## MASTER SERVICES AGREEMENT – TASK ORDER NO.28

### 2023-2024 GRAVITY SEWER IMPROVEMENTS PROJECT, MULTIPLE LOCATIONS IN FAIRFAX, SAN ANSELMO, AND GREENBRAE, MARIN COUNTY, CALIFORNIA

Integral Consulting Inc. (Integral) provides this scope and budget to the Ross Valley Sanitary District (District) for consulting services for California Environmental Quality Act (CEQA) compliance for the 2023-2024 Gravity Sewer Improvements Project, with multiple locations in Fairfax, San Anselmo, and Greenbrae in Marin County, California.

This Task Order is pursuant to the Master Services Agreement (MSA) between Ross Valley Sanitary District (District), and Integral Consulting Inc. (Integral) dated March 15, 2018.

Ross Valley Sanitary District 2960 Kerner Boulevard San Rafael, CA 94901	Integral Principal: Bridgette DeShields (707) 630-4890
Contact: Steve Moore	Integral PM: Samantha Eanes
Phone: (415) 259-2949	(415) 787-6309

Site	Task
Multiple locations in Fairfax, San Anselmo, and Greenbrae in Marin County, California.	Task 28: 2023-2024 Gravity Sewer Improvements Project

## TASK ORDER DOCUMENTS

- This Task Order with its Scope of Services and Budget Estimate (see **Attachment A**, Integral's proposal, including Integral's hourly labor, equipment and expenses estimate).

## PROJECT UNDERSTANDING

The District is requesting support for CEQA compliance for the 2023-2024 Gravity Sewer Improvements Project, with multiple locations in Fairfax, San Anselmo, and Greenbrae, Marin County, California.

## SCOPE OF SERVICES

The following information constitutes the Performance of Services, as provided in the MSA. The proposed scope of services to be provided by Integral for Task Order 28 are described below and in the attached proposal (Attachment A).

- Meeting and Project Management
- Data Collection and Review
- Cultural Resource Testing Program
- Draft Initial Study/MND
- Public Notice and Clearinghouse
- Finalize Initial Study/MND

## BUDGET ESTIMATE

The scope of services will be completed on a time and materials not-to-exceed basis in accordance with the rates provided in the attached proposal and compensation as provided in the MSA.

The proposed budget is based on the scope of services described above and is summarized in the table below.

<b>Task Order 28 Description</b>	<b><i>Integral Labor and Expenses</i></b>	<b><i>Sub- contractor</i></b>	<b><i>Task Budget</i></b>
Meeting and Project Management	\$2,170	\$0	\$2,170
Data Collection and Review	\$10,840	\$29,260	\$40,300
Cultural Resource Testing Program	\$895	\$25,850	\$26,745
Draft Initial Study/MND	\$18,920	\$0	\$18,920
Public Notice and Clearinghouse	\$3,920	\$0	\$3,920
Finalize Initial Study/MND	\$2,145	\$0	\$2,145
<b>Totals</b>	<b>\$37,390</b>	<b>\$55,110</b>	<b>\$94,200</b>

## SCHEDULE

Integral is prepared to start this work as soon as authorized. Assuming authorization by late August 2023, testing would occur in late September/early October (following tribal consultation). Assuming that all necessary information is available, a draft IS/MND would be available for review by the District by late October or early November 2023. The public review draft would be circulated starting in mid-November 2024 with the public comment period ending in mid-December. It is anticipated that the District's board would adopt the IS/MND in January 2024.

The District and Integral have executed this Task Order as of the date of the authorizing signatures below, which is the Effective Date.

## SIGNATURES

IN WITNESS WHEREOF, the undersigned below represent and warrant that they are a corporate officer or representative explicitly vested with the powers to commit their organization to a binding agreement and have duly executed this Task Order as of the Effective Date written above.

### Integral Consulting Inc.

Signature: \_\_\_\_\_

Printed Name: Bridgette DeShields

Title: Principal

Date: \_\_\_\_\_

### Ross Valley Sanitary District

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A – PROPOSAL



Integral Consulting Inc.  
2455 Bennett Valley Rd  
Suite C101  
Santa Rosa, CA 95404

telephone: 707. 360-4890  
www.integral-corp.com

August 23, 2023

Project No. C1888

Steve Moore  
Ross Valley Sanitary District  
2960 Kerner Boulevard  
San Rafael, CA 94104

Subject: **Task Order 28 Proposal for CEQA, 2023-2024 Gravity Sewer Improvements Project, Multiple Locations in Fairfax, San Anselmo, and Greenbrae in Marin County, California**

Dear Mr. Moore

Integral Consulting Inc. (Integral) is pleased to provide this proposal for consulting services to support California Environmental Quality Act (CEQA) compliance for the 2023-2024 Gravity Sewer Improvements Project (#955), with multiple locations in Fairfax, San Anselmo, and Greenbrae in Marin County, California. This project would require a new task order (Task Order 28) under our master services agreement (MSA) with the Ross Valley Sanitary District (the District).

## **Scope of Work**

This proposal includes the following CEQA tasks.

- **Task 1, Meetings and Project Management.** Assumes preparation for and attendance of a meeting/call and scoping of the CEQA document, including tribal coordination under AB52. This task also includes minimal time for project management.
- **Task 2a, Data Collection/ Review:** Includes obtaining and review of prior and relevant CEQA documents and other studies conducted near the project area relevant to the CEQA analysis as well as project-specific information. Information from these prior documents and as well as completion of relevant studies (e.g., geotechnical) will be reviewed for use in the initial study. Far Western (subcontractor) will provide a cultural resource assessment. Integral will provide a

biological resources assessment. Consultation with Federated Indians of Graton Rancheria (FIGR) is included as well. The completion of this task will also assist in identifying data/information gaps, and the level of effort for this task may need to be modified based on initial document review. Drawings and figures, as well as a description of the project components, will be obtained from the design engineer for the project.

- **Task 2b, Cultural Resource Testing Program:** Based on some of the areas of disturbance being within moderate and high cultural sensitivity areas and past discussions with FIGR, we assume a testing program is necessary. Far Western will prepare a Testing Plan that will be reviewed and approved by the District and FIGR prior to conducting the testing. This task includes a testing plan, presence/absence testing (up to 5 field days), and a testing report as well as coordination with FIGR for the testing. This scope assumes no new resources will be found and does not include creation of new Department of Parks and Recreation (DPR) site records. The District will compensate Graton Rancheria directly for their time. If less testing is required, the cost would be adjusted.
- **Task 3, Draft Initial Study/MND:** Prepare an initial study/mitigated negative declaration in accordance with CEQA requirements in consultation with the District. It is assumed that prior documents are sufficient to prepare a detailed project description and analyze impacts, and that minor comments from the District will be addressed on the initial draft.

The Initial Study will analyze environmental impacts associated with the sewer repair and rehabilitation in multiple locations where this work is expected to occur - Fairfax, San Anselmo, and Greenbrae. The impact analysis will analyze environmental impacts against the relevant and guiding documents of each city or unincorporated area where work is expected to occur for each sewer repair and rehabilitation segment. One report will be prepared to address environmental impacts in all areas.

Main impacts to be analyzed include biological resources, cultural resources, and air quality. It is assumed that minor comments from the District will be addressed on the initial draft version.



- **Task 4, Public Review and Clearinghouse:** Integral staff will assist the District with noticing (provide noticing and mailings) and file the document with the State Clearinghouse. It is assumed that no public meeting will be necessary.
- **Task 5, Finalize Initial Study/MND:** It is assumed that minor comments from the public will be addressed. It is assumed that the Integral will submit the filing to the County Clerk. Filing fees will be covered by RVSD.

## Schedule

Integral is prepared to start this work as soon as authorized. Assuming authorization by late August 2023, testing would occur in late September/early October (following tribal consultation). Assuming that all necessary information is available, a draft IS/MND would be available for review by the District by late October or early November 2023. The public review draft would be circulated starting in mid-November 2024 with the public comment period ending in mid-December. It is anticipated that the District's board would adopt the IS/MND in January 2024.

## Cost Estimate

A cost estimate for the tasks identified above is \$94,200, including \$55,110 in subcontractor fees. Integral will providing the noticing but the District is assume to cover filing fees. A summary of the costs is presented in the table below, and details are presented in Attachment A. The work will be conducted on a time-and-materials basis under the rates provided in the attached estimate.

Task	Description	Cost (\$)
1	Meetings and Project Management	2,170
2a	Data Collection/Review	40,300
2b	Cultural Resource Testing Program	26,745
3	Initial Study/MND	18,920
4	Public Notice and Clearinghouse	3,920
5	Finalize Initial Study/MND	2,145
<b>Total</b>		<b>94,200</b>

Steve Moore  
August 23, 2023  
Page 4

We look forward to working with you on this project. Please contact me at 707- 360-4890 (office) or 707-953-8192 (mobile) if you have questions.

Sincerely,

A handwritten signature in black ink, reading "Bridgette DeShields". The signature is written in a cursive style with a large, stylized initial 'B'.

Bridgette DeShields  
Principal Scientist

Attachment A



**Attachment A. Table 1: Detailed Fee Proposal**  
**CEQA Document, 2023-2024 Gravity Sewer Improvements Project**

Title/Role	2023 Hourly Rates	Total		Task 1		Task 2a		Task 2b		Task 3		Task 4		Task 5	
				Meetings/PM		Data Collection/Review		Cultural Resource Testing Program		Draft Initial Study/MND		Public Notice and Clearinghouse		Finalize Initial Study/MND	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal	\$305.00	11	\$ 3,355	2	\$610.00	2	\$610.00	1	\$305.00	4	\$1,220.00	1	\$305.00	1	\$305.00
Consultant	\$250.00	18	\$ 4,500	1	\$250.00	8	\$2,000.00	0	\$0.00	8	\$2,000.00	0	\$0.00	1	\$250.00
Project Engineer	\$205.00	50	\$ 10,250	2	\$410.00	10	\$2,050.00	2	\$410.00	32	\$6,560.00	2	\$410.00	2	\$410.00
Scientist	\$180.00	52	\$ 9,360	1	\$180.00	16	\$2,880.00	1	\$180.00	32	\$5,760.00	0	\$0.00	2	\$360.00
Associate	\$165.00	33	\$ 5,445	0	\$0.00	20	\$3,300.00	0	\$0.00	12	\$1,980.00	1	\$165.00	0	\$0.00
Editor	\$145.00	16	\$ 2,320	0	\$0.00	0	\$0.00	0	\$0.00	8	\$1,160.00	4	\$580.00	4	\$580.00
Document Specialist	\$120.00	18	\$ 2,160	6	\$720.00	0	\$0.00	0	\$0.00	2	\$240.00	8	\$960.00	2	\$240.00
<b>Sub-total Labor</b>		<b>198</b>	<b>\$ 37,390</b>	<b>12</b>	<b>\$2,170</b>	<b>56</b>	<b>\$10,840</b>	<b>4</b>	<b>\$895</b>	<b>98</b>	<b>\$18,920</b>	<b>16</b>	<b>\$2,420</b>	<b>12</b>	<b>\$2,145</b>
<b>Subcontractors</b>															
Far Western	10%		\$ 50,100		\$0		\$26,600		\$23,500		\$0		\$0		\$0
			\$ 5,010		\$0		\$2,660		\$2,350		\$0		\$0		\$0
			<b>\$ 55,110</b>		<b>\$0</b>		<b>\$29,260</b>		<b>\$25,850</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>Reimbursable expenses</b>															
Other (noticing, printing/ mailing)			\$ 1,500		\$0		\$0		\$0		\$0		\$1,500		\$0
Travel			\$ 200		\$0		\$200		\$0		\$0		\$0		\$0
<b>Subtotal ODCs</b>			<b>\$ 1,700</b>		<b>\$0</b>		<b>\$200</b>		<b>\$0</b>		<b>\$0</b>		<b>\$1,500</b>		<b>\$0</b>
<b>GRAND TOTAL</b>			<b>\$ 94,200</b>		<b>\$2,170</b>		<b>\$40,300</b>		<b>\$26,745</b>		<b>\$18,920</b>		<b>\$3,920</b>		<b>\$2,145</b>
<b>Work Elements</b>															
			Assumes preparation for and attendance of 1-2 conference calls and tribal coordination.	Review of prior and relevant CEQA documents and studies. Existing documents and available information are assumed to be adequate. Design engineer will provide drawings/figures. Far Western will provide a cultural resource assessment. Integral will provide a biological resource assessment.	Far Western has scoped a cultural resource testing program based on site specific sensitivity. Includes full testing plan, presence/absence testing, and a testing report.	It is assumed that project details sufficient to prepare a detailed project description and analyze impacts will be provided to Integral and minor comments from the District will be addressed on the initial draft. Main impacts to be analyzed include biological and cultural resources and air emissions. It is assumed that minor comments from the District will be addressed on the initial draft version.	Integral staff will assist the District with noticing (provide noticing and mailings to Clearinghouse). It is assumed that no public meeting will be necessary.	It is assumed that minor comments from the public will be addressed. It is assumed that Integral will do the final filing with the County Clerk. Fees will be covered by the District.							



**Attachment A. Table A2: 2023 Fee Schedule for Integral Staff**

<b>Title/Role</b>	<b>2023</b>
Principal	\$305
Sr Consultant/Sr Analyst 2	\$290
Consultant/Analyst 3	\$250
Senior Eng/Scientist/Analyst 2	\$230
Project Eng/Scientist/Analyst 1	\$205
Scientist/Associate	\$180
Associate/Technician 3	\$165
Editorial/Document Specialist	\$145
Clerical	\$120