

January 10, 2025

Gary Gabriel
City of Salinas
426 Work Street
Salinas, California 93901

Subject: City of Salinas 2025 Industrial SSMP Update

Dear Mr. Gabriel:

Wallace Group appreciates the opportunity to provide you with our proposal for Water Resources services for the above-referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

SCOPE OF SERVICES

Task 1: Project Management & Meetings

This task includes coordination of project activities, including scheduling and budget controls, Client coordination, quality control, and other related project management activities.

Task 2: SSMP Update

Task Understanding: The State Water Resources Control Board (SWRCB) established Statewide General Wastewater Discharge Requirements (GWDR) for Sanitary Sewer Systems, Orders No. 2006-0003-DWQ and revised Monitoring and Reporting Program WQ 2013-0058-EXEC, which required all public entities that own or operate sanitary sewer systems greater than one mile in length in California to create, implement, and maintain a SSMP. Recently adopted WDR Order No. 2022-0103-DWQ requires all agencies to develop and update their SSMP as described below:

WDR Order No. 2022-0103-DWQ:

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan - Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

Wallace Group will update each of the eleven (11) elements of the City's SSMP. Wallace Group Staff will work collaboratively with City staff to develop the SSMP and to obtain any additional materials and documentation necessary for completion. The SSMP will be formatted to clearly identify sections and sub-sections of document to applicable GWDRs.



CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

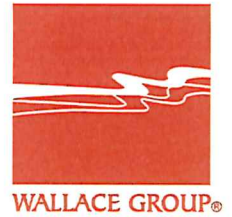
WATER RESOURCES

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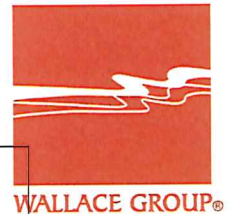
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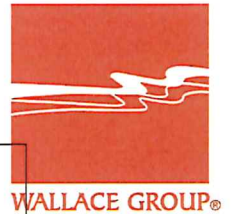
Appendices with reference materials will be included for each Element of the SSMP as applicable. The table below summarizes the scope of the recommended update:

City of Salinas Industrial SSMP Update Summary: Order WQ 2022-0103-DWQ

SSMP Requirement 2022 GWDR Attachment D	Wallace Group Recommended Management Plan Updates
i. Goal & Introduction	<p>The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to:</p> <ol style="list-style-type: none"> (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system, (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur. <p>The Plan will include a narrative Introduction section that discusses the following items:</p> <ul style="list-style-type: none"> o Regulatory Context o SSMP Update Schedule o Sewer System Asset Overview
ii. Organization	<p>Update organization charts, organizational lines of authority and identification of responsibilities for management and implementation of SSMP. Update Spill Chain of Communication for compliance with 2023 Notification, Monitoring, Reporting & Recordkeeping (NMR&R) requirements.</p>
iii. Legal Authority	<p>Update this section to clearly identify the Municipal Codes and Ordinances that give the City the Legal Authority to manage the sewer collection system and comply with WDR mandates.</p>
iv. Operation and Maintenance Program	<p>Update this section to reflect current practices and planned activities. Include the following:</p> <ul style="list-style-type: none"> o Map of Sewer System including all assets and method for RWQCB to access map (assumed City will supply map) o Map of Stormwater Collection and Conveyance System and method for RWQCB to access map (assumed City will supply map) o Discussion of Preventative Operation and Maintenance Program and Data Collection System in accordance with new WDRs o Update Templates to document routine O&M: line cleaning, manhole inspection, lift station operations o Development and discussion of Training Program o Development of Sewer System Equipment Inventory, identifying critical replacement and spare parts <p>Include system-specific procedures in its Sewer System Management Plan to proactively prioritize:</p> <ul style="list-style-type: none"> o operation and maintenance, o condition assessments, and o repair and rehabilitation, to address ongoing system resilience <p>Discussion of how the City will maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system and allocate necessary resources to the SSMP for:</p> <ul style="list-style-type: none"> o Compliance with the General Order



	<ul style="list-style-type: none"> o Full implementation of the SSMP o System Operations, Maintenance and Repairs o Spill Response
v. Design and Performance Provisions	Update this section to identify the Public Works Design Standards and Testing Requirements the City will follow. Incorporate these documents into appendices or in links.
vi. Spill Emergency Response Plan (SERP)	Update SERP for compliance with 2022 WDRs and NMR&R requirements. (SERP will be summarized in the SSMP - physical SERP document is a separate document from SSMP for staff use in the field)
vii. Sewer Blockage Control Program	<p>Update and document City plans and procedures to proactively control; FOG, roots, rags and debris in the sewer system per requirements in WDR: Based on the results of the A2024 Audit Report, there are no current sources of pipe blocking materials within the industrial system. The level of effort for this Element is planned to be limited to the following:</p> <ul style="list-style-type: none"> o The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages; o An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section o Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.
viii. System Evaluation and Capacity Assurance and Capital Improvements	<p>The Plan will include procedures and activities as identified in the new WDRs for:</p> <ul style="list-style-type: none"> o Routine evaluation and assessment of system conditions; o Capacity assessment and design criteria; o Prioritization of corrective actions; and o A capital improvement plan (to be provided by City) <p>This Element will be based on existing plans and assessments conducted by the City.</p> <p>Additional criteria included in the 2022 WDRs requires consideration of risk assessments, environmental factors, climate change, etc.. which are listed in Element 8 subsections a, b, c, & d and will be included in this Element of the updated SSMP.</p> <p>The City must implement capital improvements to provide adequate hydraulic capacity to:</p> <ul style="list-style-type: none"> o Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and o Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.
ix. Monitoring, Measurement, and Program Modifications	<p>Update this Element with Adaptive Management strategies that addresses Plan- implementation effectiveness and the steps for necessary Plan improvement, including:</p> <ul style="list-style-type: none"> o Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities; o Monitoring the implementation and measuring the effectiveness of each Plan Element; o Assessing the success of the preventive operation and



	maintenance activities; o Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and o Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.
x. SSMP Program Audits	Update this Element to include internal audit procedures for the City to comply with section 5.4 (Sewer System Management Plan Audits) of the General Order.
xi. Communication Program	Develop a plan and schedule to communicate with: The public for: o Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and o The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates. Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for: o System operation, maintenance, and capital improvement-related activities.

Wallace Group anticipates a maximum of two (2) 2-hour meetings with City Staff to develop and finalize the SSMP.

Deliverables:

- SSMP one (1) electronic copy in Word and PDF
- Up to two (2) meetings with City staff are anticipated to complete final SSMP

SCHEDULE

The SSMP is due to be uploaded to CIWQS by May 2, 2025.

- Wallace Group will work with City staff to develop a draft by March 10, 2025.
- All comments received from the City by March 18, 2025.
- A final SSMP will be provided to the City by April 1, 2025.

TO BE PROVIDED BY THE CLIENT

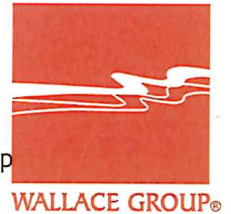
- All sewer system data as requested

PROJECT FEES

Wallace Group will perform the services denoted in Task 1 through Task 3 of the proposed Scope of Services in accordance with the attached Schedule of Fees (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursables will be estimated to be \$11,670 based on the scope of work selected by the City. Costs will not exceed the selected amount without receiving written authorization from the Client.

Salinas Project Fee Summary

Project Task	Fee Estimate
Task 1 - Project Management & Meetings	\$1480
Task 2 - SSMP Updates	\$9,990
SSMP Related Reimbursables: travel, reproductions, etc.	\$200
TOTAL	\$11,670



At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

TERMS AND CONDITIONS

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the City of Salinas Agreement for Professional Services dated January 10, 2023 is considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return to our office and/or prepare a Purchase Order, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for regulatory compliance services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

WALLACE GROUP, a California Corporation TERMS AND CONDITIONS ACCEPTED:

Bill Callahan
Senior Environmental Compliance Specialist
612 Clarion Court
San Luis Obispo
California 93401
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F 805 544-4294
www.wallacegroup.us

Signature
Printed Name Gary Gabriel
Title Wastewater Manager
Date 1/13/24

Attachments
JMR: PP25-8345, 2025, std
Exhibit A

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

Exhibit A
Standard Billing Rates



Public Works Administration Services:

Project Analyst I - IV	\$125/\$135/\$145/\$155
Senior Project Analyst I - III	\$160/\$165/\$170
Senior Environmental Compliance Specialist I - III	\$175/\$180/\$185

Support Services:

Office Assistant	\$120
Project Assistant I - III.....	\$130/\$135/\$145

Right to Revisions:

Wallace Group reserves the right to revise our standard billing rates on an annual basis, personnel classifications may be added as necessary.

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$400 an hour. If required to meet schedule requests, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

Direct Expenses:

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- delivery/copy services
- sub-consultant services
- mileage (per IRS rates)
- agency fees
- other direct expenses

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.