

**CITY OF SANTA PAULA  
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: John Ilasin, Interim Public Works Director  
Caesar Hernandez, Regulatory Compliance Specialist

Subject: Approval of Amendment to Professional Services Agreement with MKN & Associates for the Water Recycling Facility

Date: July 17, 2017

---

**Recommendation:** It is recommended that the City Council: (1) Authorize the City Manager to execute an amendment to the Professional Services Agreement with MKN & Associates, Inc. for the Water Recycling Facility for \$124,319.00 in a form approved by the City Attorney; and (2) Take such additional, related action that may be desirable.

**Report by:** John L. Ilasin, Interim Public Works Director/City Engineer  
Caesar Hernandez, Regulatory Compliance Specialist

---

**Fiscal Impacts:** The amendment will be funded from the approved Fiscal Year 2017/2018 Budget Account 610.5.5063.209 (Wastewater Reclamation Operations). The process of purchasing the amendment is in accordance with SPMC § 41.17 (Professional Services).

**Personnel Impacts:** None.

**General Discussion:** On February 21, 2017, the City Council authorized the City Manager to execute an Operations and Maintenance Agreement with American Water Operations and Maintenance, Inc. for the Water Recycling Facility (WRF). At such time, the City Council also requested for staff to hire a professional manager for managing the transition of the WRF to American Water Operations and Maintenance, Inc.

Staff executed a Professional Services Agreement with MKN & Associates to perform program management services for managing the transition of the WRF. The original scope of work included engineering support during transition activities; review proposed capital expenditures; review budgets, expenditures, and payment requests; and attend meetings, site visits, and conference calls. Staff executed the First Amendment to the Professional Services Agreement with MKN & Associates to continue said services for a term of one year.

**For the Regular Meeting of City Council on July 17, 2017**

**Agenda Item # 3.10.F**

The amendment proposes to continue said services, but also additional work to perform reporting, establish file management system, procurement management, and construction support services. This amendment would be for a term of one year.

The total cost of the Professional Services Agreement to date is as follows:

Contract Type	Contract Number	Description	Amount
Professional Services Agreement	16-10460	Engineering support during transitions activities; Review of recommendation and proposed capital expenditures; Review budgets, expenditures; and payment requests; and Meetings, site visits, and conference calls	\$21,900.00
First Amendment	17-10567	(Same)	\$24,000.00
Total			\$45,900.00

In consideration of the recommended amendment herein, the total cost of the Professional Services Agreement would now be \$170,219.00.

**Alternatives:**

- A. Approve recommendation
- B. Deny recommendation
- C. Provide staff with additional direction

Attachments:  
MKN Proposal\_4-13-17