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October 13, 2023

SENT VIA: EMAIL

Jennifer Blackman  
General Manager  
Bollinas Community Public Utility District  
Bollinas, California 94924

**SUBJECT: Proposal for Groundwater Monitoring Well Installation Workplan for the Bollinas Community Public Utility District Wastewater Treatment Plant**

Dear Ms. Blackman:

The purpose of this letter proposal is to provide the Bollinas Community Public Utility District (BCPUD) with a proposed scope of services, budget, and schedule for the drafting of a Groundwater Monitoring Well Installation Workplan (Work Plan).

Currently, there are two (2) monitoring wells installed at the BCPUD's Wastewater Treatment Plant - to the east and southeast of the treatment ponds. The San Francisco Regional Water Quality Control Board (RWQCB) has recently indicated that the BCPUD will need to install additional groundwater monitoring wells in the vicinity of the WWTP to provide a better understanding of the potential for groundwater impacts from the entire land application site, as well as to characterize the site background conditions. As a first step in the process, the BCPUD will need to submit a Work Plan to the RWQCB for approval that describes the proposed well locations, depth and other installation details.

## **SCOPE OF SERVICES**

The following is a list of the key tasks necessary to perform this proposed scope of services, each further described below:

- Task 1. Background, Data Review and Site Reconnaissance
- Task 2. Groundwater Monitoring Well Installation Work Plan
- Task 3. As-Needed Consulting Services

These tasks and associated activities are described further in the sections below.

### **Task 1. Background, Data Review, and Site Reconnaissance**

West Yost will review available background information for the WWTP site to develop an understanding of the site-specific groundwater conditions. Relevant information that will be reviewed includes:

- Available groundwater and effluent water data
- Existing monitoring well construction information (if available)

- Publicly available data and information of the geology, hydrogeology, water quality, and wells in proximity of the project site, among others.

Following our review of the information, West Yost will perform a project site reconnaissance visit to assess site access. This task will be important for the siting of future monitoring well locations and for planning purposes related to the drilling method and rig, which are both required components in the Work Plan.

#### Task 1 Assumptions

- BCPUD will provide all relevant documents and data related to the above outline.
- It is assumed that one half day is sufficient time to perform the site reconnaissance.

#### Task 1 Deliverables

- Deliverables under this task will be incorporated into the deliverable under Task 2.

## Task 2. Groundwater Monitoring Well Installation Work Plan

West Yost will prepare a Work Plan in conformance of the requirements of the RWQCB. The following specific information will need to be provided:

- **General Site Information and Rationale for Well Siting:** This will include a description of the proposed layout and quantity of monitoring wells to characterize the groundwater conditions. This description will be supported by site specific information that includes, but not limited to, regional and local geology and hydrogeology, expected lithology, and depth to groundwater beneath the property. The.
- **Monitoring Well Design:** This will include well depth, borehole and casing size, casing type, and screened interval.
- **Drilling Details:** This will include pre-field activities, including notifying Underground Services Alert (USA) filing well permits, and coordination with the analytical laboratory. Also included will be the proposed drilling method and disposal of soil and purge/decontamination water from installation activities.
- **Well Development:** This will include a description of the development activities, including relevant data to be collected.
- **Well Survey:** This will address survey specifications, including survey datum.
- **Schedule for Completion of Work**
- **Sampling and Analysis Plan:** This will include the methods, frequency, equipment, and specification of the analyses required as defined in the BCPUD permit.

A Draft Work Plan will be provided for BPCUD review. A Final Work Plan will be developed, incorporating BPCUD comments. West Yost will also provide information to include in a cover letter for submission of the Work Plan to the RWQCB.

#### Task 2 Deliverables

- West Yost will prepare a Draft and Final Work Plan.

### Task 3. As-Needed Consulting Services

West Yost will continue to provide as-needed support service related to the WWTP to the District. The specific work efforts and deliverables under this task cannot reasonably be determined at this time. The services may include, but are not necessarily limited to:

- Assistance related to understanding general regulatory compliance issues and implementing the measures needed to maintain compliance.
- Reviewing and developing responses to correspondences from the RWQCB.
- Support related to addressing RWQCB comments on the Groundwater Monitoring Well Installation Work Plan
- Helping the District develop special monitoring programs to assess treatment performance.
- Completing reviews of collected monitoring data.
- Attending and preparing for meetings.

Work under this task will be limited to budget assigned.

#### Task 3 Deliverables

- To be determined based on as-needed requests.

### PROJECT BUDGET

West Yost’s proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the scope of services described above on a time-and-expenses basis, at the billing rates set forth in West Yost’s attached 2024 Billing Rate Schedule, with a not-to-exceed budget of \$35,800. Any additional services not included in this scope of services will be performed only after receiving written authorization and a corresponding budget augmentation.

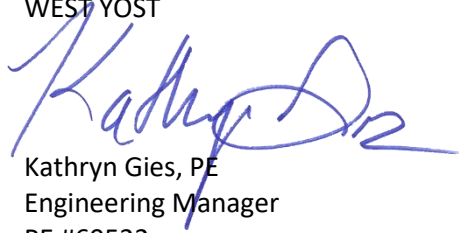
Table 1. Table of Estimated Project Hours and Budget		
Task	Level of Effort, hours	Estimated Budget, dollars
Task 1. Data review and Site Reconnaissance	34	8,800
Task 2. Groundwater Monitoring Well Installation Workplan	72	17,900
Task 3. As-Needed Services	28	9,100
<b>Total Project Hours and Budget</b>	<b>134</b>	<b>\$35,800</b>

## SCHEDULE

West Yost anticipates providing the draft Monitoring Well Installation Work Plan within six (6) weeks after receiving notice to proceed and all required data.

Thank you for providing West Yost the opportunity to be of continued service to the Bolinas Community Public Utility District. We look forward to working with you on this project. Please call if you have any questions or require additional information.

Sincerely,  
WEST YOST

A handwritten signature in blue ink, appearing to read "Kathryn Gies".

Kathryn Gies, PE  
Engineering Manager  
PE #60522

Attachment A

West Yost 2024 Billing Rate Schedule



# 2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)\*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$348
Engineer/Scientist/Geologist Manager I / II	\$329 / \$344
Principal Engineer/Scientist/Geologist I / II	\$297 / \$316
Senior Engineer/Scientist/Geologist I / II	\$267 / \$280
Associate Engineer/Scientist/Geologist I / II	\$221 / \$238
Engineer/Scientist/Geologist I / II	\$173 / \$201
Engineering Aide	\$104
Field Monitoring Services	\$129
Administrative I / II / III / IV	\$95 / \$118 / \$142 / \$157
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$342 / \$344
Principal Tech Specialist I / II	\$314 / \$324
Senior Tech Specialist I / II	\$287 / \$300
Senior GIS Analyst	\$260
GIS Analyst	\$246
Technical Specialist I / II / III / IV	\$183 / \$209 / \$235 / \$262
Technical Analyst I / II	\$132 / \$157
Technical Analyst Intern	\$106
Cross-Connection Control Specialist I / II / III / IV	\$137 / \$148 / \$167 / \$185
CAD Manager	\$207
CAD Designer I / II	\$161 / \$181
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$332
Construction Manager I / II / III / IV	\$197 / \$211 / \$224 / \$283
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$177 / \$197 / \$219 / \$228
Apprentice Inspector	\$161
CM Administrative I / II	\$85 / \$115
Field Services	\$228

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside services, such as vendor reproductions, prints, and shipping; major West Yost reproduction efforts; as well as engineering supplies, etc., will be billed at the actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness services, research, technical review, analysis, preparation, and meetings will be billed at 150% of standard hourly rates. Expert witness testimony and depositions will be billed at 200% of standard hourly rates.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually

## 2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)\*



### Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$300 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Field Vehicles (Groundwater)	\$1.02 / mile
Gas Detector	\$80 / day
Generator	\$60 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Back Pack	\$135 / day
Low Flow Pump Controller	\$200 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter 300ft	\$30 / day
Precision Water Level Meter 500ft	\$40 / day
Precision Water Level Meter 700ft	\$45 / day
QED Sample Pro Bladder Pump	\$65 / day
Storage Tank	\$20 / day
Sump Pump	\$24 / day
Transducer Communications Cable	\$10 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$30 / day
Turbidity Meter (2100Q Portable)	\$35 / day
Vehicle (Construction Management)	\$10 / hour
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$50 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

\* This schedule is updated annually