CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: November 17, 2026

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Department: Public Works
Subject: Well 4 Replacement & Mitigation Project – Phase 2 Final Design Professional Services Agreement

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RECOMMENDATIONS:
That the City Council adopt a resolution approving a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers (LSCE) for Phase 2 final design of the Well 4 Replacement & Mitigation Project (CIP #0822-24.06), in an amount not to exceed $261,454, authorizing the City Manager to execute the agreement.

PROCESS OF AGENDA ITEM:
If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar. If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:

- Presentation by staff
- Council questions and discussion
- Public comment
- Council deliberation and action

EXECUTIVE SUMMARY:
The City is proceeding with replacement of Well 4, a municipal groundwater production well originally constructed in 1953 that supplies a substantial portion of the City's water demand. The project includes construction of a replacement well and associated pump station at the existing site. The Well 4 replacement is important to maintaining the reliability and long-term operation of the City's groundwater-based water supply system. The project is being completed in phases. Phase 1 authorized preliminary design, funding and permitting assistance, and site-specific investigation, including test-hole drilling and installation of a monitoring well. The results of the site investigation and the resulting well design recommendation report provide the basis for advancing the project into Phase 2 final design. Staff requests authorization to execute a Professional Services Agreement (PSA) with LSCE to complete Phase 2 of the project, including final design of the production well and pump station, preparation of plans and technical specifications, development of construction cost estimates, permitting coordination, and assistance with construction funding applications. The proposed Phase 2 fee is $261,454, with a requested contingency of up to five percent ($13,073).

BACKGROUND:
The Well 4 Replacement & Mitigation Project (CIP #0822-24.06) is funded through Water Capital Fund 501. Well 4 was originally constructed in 1953 and produces approximately 157 million gallons annually. The existing well is equipped with a granular activated carbon (GAC) filtration system that addresses groundwater quality concerns, including arsenic and PCE associated with a nearby former dry-cleaning site. The replacement well is proposed for the existing site and must meet applicable Department of Drinking Water (DDW) siting and setback requirements. On March 17, 2026, the City Council approved a professional services agreement with LSCE for Phase 1 preliminary design and related work, with a not-to-exceed amount of $378,095. Phase 1 included project coordination, funding assistance, permitting assistance, and site-specific investigation. The investigation was intended to inform the well design, including the anticipated well depth, screened intervals, expected yield and water quality, and siting feasibility.

Phase 2 advances the project from preliminary design into final design and preparation for construction. LSCE's proposed work includes the following major elements:

- Production well design: prepare well construction and testing specifications and supporting design documents, including an engineer's construction cost estimate.
- Pump station design: prepare the preliminary design report and detailed engineering plans and technical specifications for the well pump and motor, discharge piping, chemical treatment equipment, electrical and control systems, SCADA communications, building, and associated site improvements.
- Design review and cost estimating: develop design submittals, incorporate City comments, and prepare updated engineer's estimates at the applicable design milestones.
- Permitting and regulatory coordination: coordinate with the State Water Resources Control Board/Division of Drinking Water and other applicable agencies to support required approvals and permit amendments.
- Funding assistance: prepare and coordinate of a construction funding application, including the required technical, environmental, and financial materials. Additional environmental requirements beyond those identified in LSCE's proposal would require separate authorization if needed.

PHASE 1 CONTRACT STATUS:

The Phase 1 agreement was approved for an amount not to exceed $378,095. The current expenditure and remaining balance will be confirmed by staff and updated before publication of the City Council agenda. It is anticipated that LSCE will submit invoicing for their October work including the final recommended design in the first week of November.

Phase 1 contract amount (not to exceed)	$378,095
Phase 1 amount spent to date	$355,520
Phase 1 balance remaining	$22,575

Note: The Phase 1 balance shown above should be reconciled against the executed agreement, approved contingency (if any), invoices paid, and outstanding commitments.

DISCUSSION:

The City's Water Master Plan Update, completed by GHD in April 2026, identifies the Well 4 Replacement & Mitigation Project as a high-priority capital improvement. Well 4 was constructed in 1953 and is a significant source of the City's municipal water supply. The well is affected by groundwater contamination, including perchloroethylene (PCE), and replacement is necessary to maintain long-term water supply reliability.

Phase 1 of the project includes preliminary design, site investigations, installation of a monitoring well, water quality sampling, and development of recommendations for the replacement well. These investigations will establish the technical basis for final design.

Phase 2 will advance the project through final design of the replacement well and associated pump station, including preparation of construction plans, specifications, cost estimates, and permitting documentation. The Water Master Plan estimates the overall Well 4 Replacement & Mitigation Project cost at approximately $3.35 million. The proposed Phase 2 agreement represents the next step toward implementing this high-priority infrastructure improvement.

The estimated Phase 2 project costs are summarized in Table 2 below:

Description	Amount
Phase 2 Professional Services Agreement – LSCE	$261,454

The project is funded through the City's Water Capital Fund 501 as part of the Capital Improvement Program.

Funding programmed into the FY 2026-27 CIP is summarized in Table 3 below:

Funding Sources	Amount
501 – Water Capital Fund – FY 2026-27 CIP	$389,000

The proposed Phase 2 agreement will be funded through the approved Water Capital Fund budget.

STAFF ANALYSIS:
The proposed Phase 2 professional services agreement with LSCE will advance the Well 4 Replacement & Mitigation Project to final design, completing the engineering, construction plans, and specifications necessary to position the project for implementation. Phase 1 site-specific investigations, including test hole drilling, monitoring well installation, and water quality sampling, will provide the information needed to finalize the well design and evaluate site conditions.

Phase 2 includes final design of the replacement well and associated pump station, preparation of construction plans and specifications, permitting coordination, and an updated construction cost estimate. Completing this work will bring the project to a shovel-ready state, allowing the City to proceed with construction as soon as funding is secured. Having a complete design package will also position the City to pursue competitive grant funding and other financing opportunities.

The City's Water Master Plan Update, completed by GHD in April 2026, identifies Well 4 replacement as a high-priority capital improvement project. The existing well was constructed in 1953 and remains an important component of the City's municipal water supply system. Advancing the project to final design will allow the City to complete the necessary planning and engineering work now, so the project can move forward without additional design delays once funding becomes available. The Water Master Plan estimates the total project cost at approximately $3 million. The Phase 2 design effort will further define project requirements and refine construction cost estimates to support funding applications and future implementation. The proposed agreement with LSCE is for $261,454. Phase 2 costs will be accounted for separately within the City's Water Capital Fund 501 and the applicable Capital Improvement Program budget.

CITY COUNCIL GOALS/PRIORITIES/AND OR GENERAL PLAN CONSISTENCY:
This agenda item represents the City Council goals/priorities as follows:

- Goal 3 – Infrastructure: Maintain high-quality infrastructure, facilities, and services.
  - Task 3.4 – Water, Sewer & Stormwater Infrastructure: Complete Well 4 updates and secure funding.
  - Task 3.5 – Project Readiness for Grants & Funding: Advance projects to at least 50% design and maintain a portfolio of projects ready for state and federal funding opportunities.
  - Task 3.7 – Capital Improvement Program Delivery: Successfully deliver FY 2026–27 Capital Improvement Program projects on schedule and within budget.

PUBLIC COMMENT:
This agenda item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

COMMUNITY OUTREACH:
This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. As of the writing of this staff report, the City has not received any public comment on this item. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

FISCAL IMPACT:
The proposed Phase 2 professional services agreement with LSCE is for an amount not to exceed $261,454, with an additional contingency of up to 5% ($13,073), if authorized, for a total potential authorization of $274,527. The adopted FY 2026–27 Capital Improvement Program includes $389,000 for the Well 4 Replacement & Mitigation Project (CIP No. 0822-24.06), funded through Water Capital Fund 501. The proposed Phase 2 agreement is within the programmed amount. The remaining programmed funds will support other project costs, as applicable.

Construction costs are programmed separately in the CIP for FY 2027–28 and are not included in this agreement. The adopted CIP identifies $3 million for construction, with funding anticipated from loans or other financing.

RESTATED RECOMMENDATION:
That the City Council authorize the City Manager to execute a Professional Services Agreement with Luhdorff & Scalmanini Consulting Engineers for Phase 2 final design services for the Well 4 Replacement & Mitigation Project (CIP No. 0822-24.06), in an amount not to exceed $261,454.

CITY COUNCIL OPTION(S):
1. Authorize the agreement with a different amount or contingency as directed by the City Council.
2. Do not authorize the agreement and provide further direction to staff.

ATTACHMENT(S):
1 – Resolution
2 – Phase 1 Well Design Recommendation
3 – CIP Sheet

APPROVALS:
Department Head Approval: Approval Date: 10/28/26
CEQA Determination (Planning): Approval Date:
Administrative Services (Financial) Approval Date:
Costs authorized in City Approved Budget: ☑ Yes ☐ No ☐ N/A
Account Code (If applicable) Funds 501
City Attorney Approval: Approval Date:
City Manager Approval: Approval Date:

DRAFT