

WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road • Walnut, CA 91789-3002
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walnutvalleywater.gov



AGENDA

SPECIAL BOARD MEETING THURSDAY, JULY 17, 2025 4:00 P.M.

Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, CA.

1. Flag Salute
2. Roll Call: Mr. Hilden_____ Ms. Kwong_____ Ms. Lee_____ Mr. Tang_____ Mr. Woo_____
3. Public Comment President Kwong

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

A. **Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

B. **Non-Agenda Items** - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. [Authorize an Amendment to the Professional Consultant Services Agreement with Searock and Stafford Construction Management](#) Ms. Shaw
A. Discussion B. Action Taken
5. [Approve Amended Agreement with Associated Soils Engineering, Inc.](#) Ms. Shaw
A. Discussion B. Action Taken

Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201.

I, Lucie Cazares, MMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>

Date Posted: July 16, 2025

Lucie Cazares, MMC, Executive Services Administrator

WVWD – Staff Report



TO: Board of Directors
FROM: Sheryl Shaw, P.E., General Manager
SUBMITTED BY: Jared Macias, Assistant General Manager
DATE: July 17, 2025
SUBJECT: Authorize an Amendment to the Professional Consultant Services Agreement with Searock and Stafford Construction Management

<input checked="" type="checkbox"/> Action/Discussion	<input checked="" type="checkbox"/> Fiscal Impact	<input type="checkbox"/> Resolution	<input type="checkbox"/> Information Only
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Recommendation

The Board of Directors authorize the General Manager to execute an Amendment to the Professional Consultant Services Agreement dated September 21, 2023 with Searock and Stafford Construction Management for construction management services related to the District Headquarters Phase 1 Project for an amount not-to-exceed \$355,489.

Background

Walnut Valley Water District (District) is in the construction phase for a new Administration Headquarters (Project) located at 235 Brea Canyon Road, Walnut. On November 15, 2021, the Board of Directors approved a contract with an architect, La Canada Design Group (LCDG), who has provided the plans and design specifications for the building renovation. On July 21, 2023, the District issued a Request for Proposals (RFP) for Construction Management services to the three firms, requiring a cost proposal for the services outlined in the RFP Scope of Services. On August 21, 2023, the District awarded a Professional Consultant Services Agreement with Searock and Stafford Construction Management (SSCM) for an amount not-to-exceed \$425,712.

SSCM originally proposed to provide construction management services during the course of the Project based on a tentative schedule of construction starting January 2024 and building occupancy in March 2025. Unfortunately, due to circumstances beyond the control of the District, SSCM, or DPR, Los Angeles County (LAC), who is the permit issuer for the Project, delayed issuing the permit for construction for nearly 9 months. The District, SSCM, and DPR did all in their power to expedite the process, meeting with the various LAC Departments to answer questions and revise submittals before a permit was finally issued. In addition, many of the change orders for DPR that were processed were based on District requests for added scope (i.e. Emergency Generator Power, Carrying the Builders Risk Policy, Building Plan Check Corrections, Roof Strengthening/Waterproofing, Structural Foundation Design based on Soils Exploration). These added efforts and time delays were not contemplated in the original proposal from SSCM and they have requested additional funds to finish their scope for the Project.

SSCM is requesting \$355,489 to take the Project to completion. Staff has reviewed their proposal and agrees that the effort exerted during the 9-month delay, requested change of scope, and the hours needed to complete the Project are reasonable. It should be noted as the Project nears completion, hours required for SSCM to spend on the Project may be less than the estimated amount.

Additional funds for construction management services will be taken from the 2024 Project Revenue Bond.

Attachment:
Proposal from Searock Stafford CM, Inc.

June 25, 2025

Mr. Jared Macias
Walnut Valley Water District
Assistant General Manager
271 Brea Canyon Rd.
Walnut, CA 91789

Re: Construction Management Services

Dear Jared,

Thank you for consideration of the added service request attached by Searock Stafford CM for our continued Construction Management services to the Walnut Valley Water District. The add service request encompasses the overall project schedule extension for the Headquarters project due to permitting delays, as well as the additional effort required by the project conditions as a change to the anticipated Construction Management scope of services.

The following SSCM Modified Fee Calculation WVWD HQ dated 6/04/2025 includes the extended pre-construction cost associated with the 9 month permitting delays for the WVWD Headquarters Building project, as well as the increased effort associated with the change to our scope of services for continued construction management support. We have calculated a total of 9 months at \$23,556 per month for the schedule extension. This is based on the difference between the original project schedule in our July 2023 proposal and the current project completion schedule. This cost totals \$212,004. For the added effort and services required, we are requesting an average of \$8,968 per month for the duration of construction. This cost totals \$143,485.

This equates to an additional \$355,489 in extended services for the WVWD Headquarters Project Phase I.

We are grateful to have earned your trust and look forward to the opportunity to continue our support to WVWD in completing the new district headquarters project.

Sincerely,



Brett Ivey
Project Executive
Searock Stafford CM, Inc.

WVWD – Staff Report



TO: Board of Directors
FROM: Sheryl Shaw, P.E., General Manager
SUBMITTED BY: Jared Macias, Assistant General Manager
DATE: July 17, 2025
SUBJECT: Approve Amended Agreement with Associated Soils Engineering, Inc

☒ **Action/Discussion**

☒ **Fiscal Impact**

☐ **Resolution**

☐ **Information Only**

Recommendation

The Board of Directors approve the Amended Agreement with Associated Soils Engineering, Inc., (ASE) in the amount of \$64,520.00, and authorize the General Manager to execute the agreement and any related documents on behalf of the District.

Background

ASE has been performing geotechnical services for the District under the original agreement approved for \$46,557.60 in October 2024. These services include field and laboratory soils testing, inspection, and reporting related to grading, foundation excavation, utilities, flatwork, and pavement associated with the new Administration Building project. As construction progressed, it became necessary to amend the original scope and budget to address updated project needs and timelines. An invoice has been submitted for May in the amount of \$7,975 which takes the total amount over \$50,000 and requires Board of Directors approval. To complete the remaining geotechnical work related to the Administration Building project, ASE anticipates another \$10,910. There is currently \$922.60 remaining in the current agreement. Paying the May invoice and adding another \$10,910 would take the total contract amount to \$64,520. The Amended Agreement formalizes ASE's continued support throughout the remaining construction period. The revised scope and tasks are detailed in:

Exhibit 1 – Breakdown of Estimated Budget (dated 10/24/24)

Exhibit 2 – Billing/Budget Usage Status and Estimated Additionally Needed Budget (dated 6/24/25)

ASE will continue to perform services on a time and materials basis throughout the project, with an updated estimated total cost of \$64,520.00. Any services beyond the amended scope will be billed separately, contingent upon prior written approval from the District, and will follow ASE's January 2024 Fee Schedule. ASE will submit monthly invoices with appropriate service documentation.

Staff recommends the Board approve the Amended Agreement between Walnut Valley Water District (WVWD) and Associated Soils Engineering, Inc. (ASE) to continue providing as-needed geotechnical testing, inspection, reporting, and certification services associated with the construction of the new WVWD Headquarters Administration Building.

Attachment:

Exhibit 2 - Estimate from Associated Soils Engineering, Inc.

Billing/Budget Usage Status and Estimated Additionally Needed Budget

6/24/25

Status	Paid		Paid		Paid		Paid		Paid		Paid		Paid		Paid					Unpaid		Estimated Additional Work & Budget till Completion of New HQ Bldg.		
Inv #	48155		48289		48349		48394		48445		48514		48564		48618					48665				
Billing Month	August 2024		October 2024		November 2024		December 2024		January 2025		February 2025		March 2025		April 2025					May 2025				
Task	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	Total QTY	Total Amount	Remaining Budget		QTY	Amount	QTY	Amount
①	16.00	\$ 2,560.00	56.00	\$ 8,960.00	40.00	\$ 6,400.00	24.00	\$ 3,840.00	24.00	\$ 3,840.00	20.00	\$ 3,200.00	8.00	\$ 1,280.00	12.00	\$ 1,920.00	200.00	\$ 32,000.00	16.00	\$ 2,560.00	40.00	\$ 6,400.00	48.00	\$ 7,680.00
②																	-	\$ -	296.00	\$ 251.60				
③	15.86	\$ 1,665.00	2.14	\$ 225.00	1.57	\$ 165.00	2.00	\$ 210.00					8.00	\$ 840.00			29.57	\$ 3,105.00	0.43	\$ 45.00	3.67	\$ 385.00	8.00	\$ 840.00
④			12.00	\$ 2,400.00	12.00	\$ 2,400.00	10.00	\$ 2,000.00	3.00	\$ 600.00	2.00	\$ 400.00	2.00	\$ 400.00	5.00	\$ 1,000.00	46.00	\$ 9,200.00	(26.00)	\$ (5,200.00)	5.00	\$ 1,000.00	5.00	\$ 1,000.00
⑤	1.00	\$ 95.00	4.00	\$ 380.00	2.00	\$ 190.00	2.00	\$ 190.00	1.00	\$ 95.00	2.00	\$ 190.00	1.00	\$ 95.00	1.00	\$ 95.00	14.00	\$ 1,330.00	(2.00)	\$ (190.00)	2.00	\$ 190.00	2.00	\$ 190.00
		\$ 4,320.00		\$ 11,965.00		\$ 9,155.00		\$ 6,240.00		\$ 4,535.00		\$ 3,790.00		\$ 2,615.00		\$ 3,015.00		\$ 45,635.00		\$ (2,533.40)		\$ 7,975.00		\$ 9,710.00
																	Contingency =>		\$ 3,456.00	(Optional) Preparation of One (1) Final Grading Report (lump-sum)		\$ 1,200.00		
																	Total Remaining Budget Incl. Contingency =>		\$ 922.60	Estimated total beyond May 2025 Billing		\$ 10,910.00		