

# WALNUT VALLEY WATER DISTRICT

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



## AGENDA

### SPECIAL BOARD MEETING THURSDAY, AUGUST 7, 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 a Revised Amendment to the Professional Consultant Services Agreement with Searock and Stafford Construction Management](#) Ms. Shaw  
A. Discussion B. Action Taken
5. [District Headquarters Facility Parking Lot Project Phase 1A \(P.N. 19-3569-1\)](#) Ms. Perez  
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: August 6, 2025

Lucie Cazares, MMC, Executive Services Administrator

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager  
**DATE:** August 7, 2025  
**SUBJECT:** Authorize a Revised Amendment to the Professional Consultant Services Agreement with Searock and Stafford Construction Management

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☒ **Action/Discussion**

☒ **Fiscal Impact**

☐ **Resolution**

☐ **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 and Phase 1A Parking Lot for an amount not-to-exceed \$304,107 and authorize the General Manager to oversee and execute any related documents and contracts in a form acceptable to General Counsel.

## **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 originally requested \$355,489 to take the Project to completion, however, upon request by the District, SSCM provided a revised fee of \$335,581. Staff rejected this proposal and asked SSCM to revise their proposal eliminating construction management services in March 2026. SSCM provided a second modified proposal \$304,107, which is a savings of \$51,382 from their original request. Included in this proposal is for SSCM to provide construction management services for the Phase 1A District Headquarters Parking Lot.

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.*

August 6, 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 your review of the added service request presented by Searock Stafford CM for continued Construction Management services. We have again modified and reduced our overall fee request for the remainder of the Headquarters Project following our discussion with the Walnut Valley Water District on 8/05/2025. The revised Add Service Request encompasses the overall project construction schedule extension for the Headquarters from the original Construction Management scope of services.

The following SSCM Modified Fee Calculation WVWD HQ dated 8/05/2025 includes the additional pre-construction cost associated with the 9-month extension as well as the increased effort associated with the change to our scope of services for continued construction management support. This revised request equates to an additional \$304,107 in extended services for the WVWD Headquarters Project Phase I.

This fee calculation assumes completion of the WVWD Headquarters Project by no later than February 28, 2026. This fee reduction also assumes completion of the WVWD South Parking Lot Phase II concurrently with the Headquarters Project by February 28, 2026.

It is our hope this reduced fee calculation is acceptable to WVWD for the remainder of our Construction Management services. SSCM looks forward to continuing our support for the successful completion of your new District projects.

Sincerely,



Brett Ivey  
Project Executive  
Searock Stafford CM, Inc.

**CURRENT SCHEDULE:**

Design, Plan Check &amp; Permit (DELAY)

## GC & Subcontractor Procurement

## HQ Construction

HQ - FF&amp;E Procurement &amp; Move-In

**ORIGINAL SCHEDULE:**

Design, Plan Check &amp; Permit

## GC & Subcontractor Procurement

Construction

## FF&E Procurement & Move-In

Full Time Employee Commitment: \_\_\_\_\_  
Monthly Cost: \_\_\_\_\_

SCHEUDLE EXTENSION:

ADDED EFFORT:	\$5,839	\$9,679	\$7,679	\$10,639	\$8,569	\$10,669	\$7,074	\$6,613	\$6,613	\$6,613	\$6,613	\$6,613	\$6,613	\$7,918	\$7,918	\$115,659	\$ 7,229 /Month
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TOTAL ADDED SERVICE: \$304,107

HOURLY RATES	2023	2024	2025	2026	2027
Principal	\$ 230	\$ 240	\$ 250	\$ 260	\$ 270
Senior PM	\$ 210	\$ 220	\$ 230	\$ 240	\$ 250
Average:	\$ 220	\$ 230	\$ 240	\$ 250	\$ 260

Current	\$ 730,819
Original	\$ 426,712
<b>VARIANCE</b>	<b>\$ 304,107</b>
	<b>-\$51,382</b>



# WVWD – Staff Report

**TO:** Board of Directors  
**FROM:** General Manager  
**SUBMITTED BY:** Director of Engineering  
**DATE:** August 7, 2025  
**SUBJECT:** District Headquarters Facility Parking Lot Project Phase 1A (P.N. 19-3569-1)

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<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:

1. Approve to allocate the budgeted amount of \$1.5 million for the completion of the District Headquarters Facility Parking Lot Phase 1A Project (Project).
2. Authorize the General Manager to oversee, award, and execute any related documents and contracts without competitive bidding in light of the unique nature of the work and mobilized contractor, and in a form acceptable to General Counsel.

## **Background Information**

The District continues to make progress on key milestones on the ongoing new District Headquarters project. The next phase is to complete the construction of a public parking lot for the District Headquarters at the existing headquarters site. Although the parking lot is within the City of Industry's jurisdiction, the Los Angeles County building permit for the new District Headquarters requires the installation of 52 parking spaces as a condition of approval.

Searock and Stafford Construction Management (Searock), the District's provider of construction management services, established a budget allocation within the larger District Headquarters project in the amount of \$1.5 million for the completion of the adjacent parking lot. The work includes, but is not limited to permits, engineering, construction management, and construction services. On May 22, 2025, the Board approved a contract for professional engineering services of the Project to Civiltec Engineering, Inc., in the amount of \$56,280. The current Project is in the permitting process, in which the City of Industry approved the Grading permit on July 15, 2025 and is currently awaiting the approval of the Los Angeles County Department of Public Works for the Building and Safety permit. It is essential to stay on schedule and proceed with all work required to complete the Project concurrently with the new District Headquarters project, which is projected to be completed in February 2026. The District proposes to award the contract for construction services without the competitive bidding, once the permits are approved, allowing the work of the Project to be completed concurrently and on schedule. This unique opportunity to expedite construction will result in overall project savings and synchronized opening of the public parking with the new District Headquarters. Searock recommends approval for the budget allocation (see attached recommendation) and will ensure all work related to the Project stays under the budgeted amount of \$1.5 million.

Staff recommends allocating \$1.5 million budget for the Project and authorizing the General Manager to oversee, award and execute any related documents and contracts without competitive bidding considering the unique nature of the work and mobilized contractor, and in a form acceptable to General Counsel. Funds for this project will be provided from the PBWA revenue bond agreement approved by the Board.

### **Attachments:**

*Searock's Recommendation*  
*District Headquarters Overall Exhibit*

July 31, 2025

Mrs. Sherry Shaw  
Walnut Valley Water District  
General Manager  
271 Brea Canyon Rd.  
Walnut, CA 91789

**Re: WVWD South Parking Lot – Budget Allocation Recommendation**

Dear Sherry,

During pre-construction for the WVWD Headquarters Project, SSCM was made aware that a surface parking lot would be required on the existing (City of Industry) property, just South of the new District Headquarters building. The construction of this lot was a condition of approval for the project, set forth by the Los Angeles County Building Department, requiring additional parking for operation after the District Headquarters was completed.

Accordingly, in establishing an overall project budget for the District Headquarters Project in November 2023, Searock Stafford Construction Management established a budget allocation of \$1.5MIL for constructing this parking lot, to comply with the County conditions of approval. As we rapidly approach the Completion of the District Headquarters, providing the required parking will need to be constructed to allow for final Certificate of Occupancy issuance, and the successful turnover for the District Headquarters Building to WVWD.

To date, WVWD has only authorized a contract with Civitec Engineering, Inc., for the professional engineering services to design the South lot, in the amount of \$56,280. It is SSCM's recommendation that WVWD immediately seeks Board approval for allocation of the full \$1.5MIL budget for the South lot project, thereby authorizing the General Manager to oversee and execute any related documents and contracts to complete this necessary construction.

We have a unique opportunity to expedite the construction of this South parking lot, concurrently with the remaining Headquarters building construction, if we authorize specific trade partner scope to begin in August 2025. Searock Stafford is confident that with the appropriate and timely approvals, the early start of construction will result in overall project savings and synchronized opening of the necessary Public Parking with the new District Headquarters. By immediately preceding WVWD can construct the required public parking within the \$1.5MIL budget that was established in November 2023. Please let us know if we can provide further assistance with obtaining Board approval. Thank you!

Sincerely,



Brett Ivey  
Project Executive  
Searock Stafford CM, Inc.





PROJECT NO.	PROJECT PHASE	PROJET NAME	CONTRACTED SERVICES	EXECUTED AGREEMENT	AGREEMENT AMOUNT
19-3569-1	1	DISTRICT HEADQUARTERS	LCDG - Architect	1/18/2022	\$442,100.00
			CIVILTEC- Engr	10/14/2020	\$77,995.00
			SEAROCK - Constr Mgt	9/21/2023	\$426,700.00
			DPR - Contractor	6/21/2024	\$19,612,768.00
			DSK - Landscape Architect	7/26/2021	\$37,750.00
19-3569-1	1A	DISTRICT HEADQUARTERS PARKING LOT	CIVILTEC - Engr	5/22/2025	\$56,280.00
	2	O & M BUILDING REMODEL	LCDG-Architect	1/18/2022	\$256,530.00
19-3569-0	2A	O & M SITE IMPROVEMENTS	CIVILTEC - Engr	10/14/2020	\$77,995.00
			DSK-Landscape Architect	7/26/2021	\$37,750.00
			PACIFIC HYDROTECH-Contractor	5/1/2025	\$4,085,333.00
	3A	DEMO FRONT BUILDING	N/A		
	3B	GARDEN	N/A		