



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CP14-150**

1. Agenda Item Number:
24

2. Council Meeting Date:
May 8, 2014

TO: MAYOR & CITY COUNCIL

3. Date Prepared: April 22, 2014

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Project Agreement with Aztec Engineering Group, Inc., for Chandler Reclaimed Water Infill Design Services.

6. RECOMMENDATION: Staff recommends City Council award a Project Agreement to Aztec Engineering Group, Inc., for Chandler Reclaimed Water Infill Design Services, pursuant to Annual Contract No. EN1312-101, Project No. WW1414-201, in an amount not to exceed \$172,999.

7. BACKGROUND/DISCUSSION: Staff has identified locations within south Chandler that require reclaimed water infill piping to increase the redundancy and efficiency of the system, and provide reclaimed water service to awaiting users. The areas included in this project are bounded by Arizona Avenue and Alma School, Germann, and Willis Roads. There is a small section of Germann Road, west of Alma School Road, which is also part of this project.

The project scope of work consists of design, utility coordination, progress and review meetings, and pre-bid services for approximately five thousand feet of new reclaimed water infill piping in areas of south Chandler.

8. EVALUATION: This project is being performed under the Annual Permitting, Studies, Design, and Post-Design Services for Water and Wastewater Facilities Contract, No. EN1312-101, to Aztec Engineering Group, Inc. The costs proposed for this project have been evaluated by staff and are determined to be reasonable. The contract completion time is 270 calendar days following Notice to Proceed.

9. FINANCIAL IMPLICATIONS:

Cost: \$172,999
Savings: N/A
Long Term Costs: N/A
Fund Source:

<u>Account No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
610.3910.6810.6WW192	Reclaimed Water	Effluent Reuse Transmission Mains	Yes	\$172,999

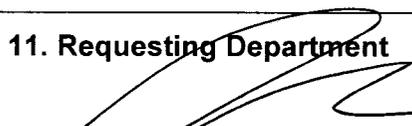
10. PROPOSED MOTION: Move City Council award a Project Agreement to Aztec Engineering Group, Inc., for Chandler Reclaimed Water Infill Design Services, pursuant to Annual Contract No. EN1312-101, Project No. WW1414-201, in an amount not to exceed \$172,999.

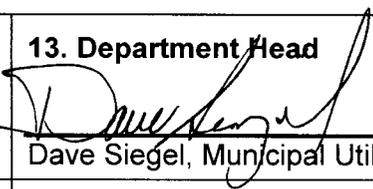
ATTACHMENTS: Project Agreement, Location Map

APPROVALS

11. Requesting Department

13. Department Head

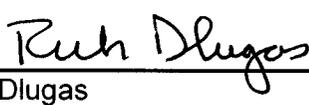

John Knudson, Utilities Engineering Manager


Dave Siegel, Municipal Utilities Director

12. Transportation & Development

14. City Manager


Bob Fortier, Capital Projects Manager


Rich Dlugas

PROJECT AGREEMENT

PURSUANT TO ANNUAL CONTRACT NO. EN1312-101

PROJECT AGREEMENT NO: WW1414-201

This PROJECT AGREEMENT is made this _____ day of _____, 2014, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Aztec Engineering Group, Inc. an Arizona corporation (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1312-101.

CITY and Aztec Engineering Group, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is Chandler Reclaimed Water Infill, Project Number WW1414-201. The scope of work consists of providing design and pre-bidding professional services of approximately 5,000 feet of new reclaimed water in the south Chandler area bounded by Arizona Avenue, Alma School Road, Germann Road, and Willis Road, including a small section of Germann Road west of Alma School Road, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

ARTICLE 2 - CONTRACT PRICE:

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed One Hundred Seventy Two Thousand Nine Hundred Ninety Nine Dollars (\$172,999) determined and payable as set forth in Annual Contract EN1312-101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is Two Hundred Seventy calendar days and Annual Consultant agrees to complete all work within Two Hundred Seventy (270) calendar days of the date CITY issues a Notice to Proceed.

ARTICLE 4 - GENERAL:

This Project Agreement is entered into pursuant to Annual Contract No. EN1312-101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this _____ day of _____, 2014.

CITY OF CHANDLER

MAYOR DATE:

ADDRESS FOR NOTICE
City of Chandler
P.O. Box 4008, Mail Stop 407
Chandler, AZ 85244-4008
480-782-3307

APPROVED AS TO FORM:

City Attorney By: 

ATTEST:

City Clerk

FOR THE ANNUAL:

By: 
Title: CEO

ADDRESS FOR NOTICE
Mr. Robert Lemke
Aztec Engineering Group, Inc.
4561 E. McDowell Rd.
Phoenix, AZ 85508

Phone: 602-454-0402
Fax: 602-454-0403

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall perform tasks as detailed below:

TASK 1.0 - DESIGN

- Utility Designating Potholing
- Topographic Surveying
- Utility Coordination
- Final Design Reclaimed Water Plan and Profiles
- Final Specifications
- Final Estimates

The ANNUAL CONSULTANT shall prepare 60% Design Development, 90% Construction Documents, and 100% Final (Sealed) Plans on City of Chandler standard sheets using AutoCAD format for reclaimed waterline plans associated with the project. Hard copies and electronic PDF copies will be submitted at each milestone. The ANNUAL CONSULTANT will also assist with the encroachment permit submittal to the CITY.

Task 1.1 – 60% Design

ANNUAL CONSULTANT shall work directly with CITY's Municipal Utilities Department (MUD) to locate existing facilities and use the current CITY model to determine required reclaimed waterline installation to provide sufficient delivery pressures to local users. The CITY has limited resources and deficient as-built construction documents, thus utility potholing and designating are anticipated to be the primary method for locating existing utilities. The ANNUAL CONSULTANT shall utilize our Subsurface Utility Engineering (SUE) Group for potholing and designating.

ANNUAL CONSULTANT shall provide 60% Submittal - The following material will be developed and submitted for review:

- Preliminary general design sheets including: coversheet with sheet index; abbreviations, symbols, key map sheet, control point and geometric sheet(s), general notes sheet(s), and typical details.
- Preliminary reclaimed waterline plan and profile sheets including main line and laterals; preliminary location of valves, drains, air release assemblies, and blow-offs; preliminary location of connections to other lines or facilities.
- Preliminary special details
- Erosion and Sediment Control Plan sheets (ESCPs)
- Identification of initial utility conflicts and preliminary plans of utility installations and/or relocations to be included in project construction
- Technical specifications
- 60% construction cost estimate with preliminary bid quantities
- CITY encroachment application and associated documents

Task 1.2 – 90% Design

ANNUAL CONSULTANT shall provide 90% Submittal - The following final material will be completed, checked and submitted for review:

- General design sheets including: coversheet with sheet index; abbreviations, symbols, key map sheet, control point and geometric sheet(s), general notes sheet(s), and typical details.
- Final reclaimed waterline plan and profile sheets with all appurtenances included
- Special details
- Utility installation/relocation plans and details to be included in project construction
- Final design calculations
- Updated Technical Specifications
- 90% construction cost estimate with updated bid quantities
- Updated CITY encroachment application and associated documents

Task 1.3 – Final Construction Documents

ANNUAL CONSULTANT shall provide 100% For Construction (Signed and Sealed) Submittal - The following material shall be submitted to the CITY for construction permit and bidding approval:

- Signed and sealed Final Plans necessary for permit to construct the improvements. In addition to hardcopies, electronic versions of all plan sheets in AutoCAD compatible format on compact disk (CD) in CD-R format and PDF format.
- Signed and sealed Final Technical Specifications. In addition to hardcopies, Technical Specifications will be provided in both Microsoft word and PDF format.
100% construction cost estimate with separate final bid schedule. In addition to hardcopies, cost estimate and bid schedule to be provide in both Excel and PDF format.
- Final CITY encroachment application and associated documents
- Obtain the Approval To Construct (AOC) permit from Maricopa County Environmental Services Department (MCESD).

Task 1.4 – Utility Coordination, Progress, and Review Meetings

ANNUAL CONSULTANT shall conduct utility coordination meetings, progress meetings, review meetings, and other communications with the CITY and external utility companies in order to get consensus of construction requirements. The following material shall be submitted to the CITY:

- Review, comment, and recommendations for approving third party or external utility company relocation plans
- A Utility Clearance Letter identifying and confirming all potential conflicts have been mitigated.
- Meeting agenda and minutes from all utility coordination, progress, and comment review meetings.

TASK 2.0 – PRE-BID SERVICES

The ANNUAL CONSULTANT shall perform the following services, as needed:

- Attendance and assistance in question answering at the Pre-Bid conference
- Assistance in development of Contract Addenda, if any
- Justification and Clarification if bids are above or below by 20% of the Engineer's Cost Estimate
- Obtain the Approval Of Construction (AOC) from MCESD.

CLARIFICATIONS, ASSUMPTIONS, and EXCLUSIONS

ANNUAL CONSULTANT Direct Labor to be billed for actual hours performed at predetermined rates from ANNUAL CONTRACT.

It is assumed the meetings will be held at the following frequency:

- Progress and Review Meetings – 4 at 2 hours per meeting
- ANNUAL CONSULTANT Internal Team Meetings – 5 at 1 hour per meeting
- Utility Coordination Meetings – 2 at 2 hours per meeting

Direct Expense Allowance to be billed at cost with backup invoicing for: Outside reproduction, delivery, mileage and MCESD Review Fees. This allowance includes costs related with coordinating with utility companies. It is assumed the MCESD Review will be expedited. Half size bond plans copies to be billed at \$0.08 per sheet and \$3.07 per set for binding. Full size bond plans copies to be billed at \$0.70 per sheet and \$1.00 per set for holes and binding. Full size Mylar plans copies to be billed at \$6.00 per sheet. Delivery costs to be billed at \$15.00 per delivery. Mileage costs to be billed at \$0.485 per mile.

Utility Designating and Potholing Allowance is based on estimated 30 potholes and 15,280 feet of utility designating. Prior CITY approval authorization is required for use of this allowance for any potholing in excess of initial 10 and/or utility designating in excess of initial 5,280 feet. Potholes shall be billed at \$500.00 each. Any necessary CITY permit fee(s) and traffic control costs shall be reimbursed with this allowance.

Owner's Allowance only to be utilized with prior written approval from CITY

Assumed that construction shall be performed by low bid contractor.

Construction Management or Post Design Services beyond items specifically identified above are excluded.

**EXHIBIT B
FEE SCHEDULE**

TASK	DESCRIPTION	SUBTOTAL
1.0	DESIGN	\$115,050
1.1	60% Design	\$40,337
1.1	As-builts and Data Collection	\$2,560
1.1	Topographic Survey	\$7,830
1.1	Cover sheet and key map and quantities	\$297
1.1	Control Point and Geometric Sheet	\$437
1.1	General and reclaimed waterline notes , legend and abbreviations	\$437
1.1	Mainline Reclaimed Waterline plan and profile sheet	\$16,880
1.1	Lateral Reclaimed Waterline plan and profile sheet	\$2,813
1.1	Erosion Control Sheets	\$2,813
1.1	Detail Sheets	\$1,250
1.1	Preliminary Technical Specifications	\$2,640
1.1	Preliminary Engineer's Cost Estimate	\$1,820
1.1	Pothole Coordination	\$560
1.2	90% Design	\$29,947
1.2	Cover sheet and key map and quantities	\$297
1.2	Control Point and Geometric Sheet	\$437
1.2	General and reclaimed waterline notes , legend and abbreviations	\$437
1.2	Mainline Reclaimed Waterline plan and profile sheet	\$16,880
1.2	Lateral Reclaimed Waterline plan and profile sheet	\$2,813
1.2	Erosion Control Sheets	\$2,813
1.2	Detail Sheets	\$1,250
1.2	90% Technical Specifications	\$2,640
1.2	90% Engineer's Cost Estimate	\$1,820
1.2	Pothole Coordination	\$560
1.3	Final Construction Documents	\$29,387
1.3	Cover sheet and key map and quantities	\$297
1.3	Control Point and Geometric Sheet	\$437
1.3	General and reclaimed waterline notes , legend and abbreviations	\$437
1.3	Mainline Reclaimed Waterline plan and profile sheet	\$16,880
1.3	Lateral Reclaimed Waterline plan and profile sheet	\$2,813
1.3	Erosion Control Sheets	\$2,813
1.3	Detail Sheets	\$1,250
1.3	Final Technical Specifications	\$2,640
1.3	Final Engineer's Cost Estimate & Bid Schedule	\$1,820
1.4	Utility Coordination, Progress, and Review Meetings	\$15,380
1.4	Utility Coordination/Clearance	\$8,890

1.4	Progress and Review Meetings	\$2,560
1.4	Internal Team Meetings	\$2,650
1.4	Utility Coordination Meetings	\$1,280
2.0	PRE-BID SERVICES	\$12,360
2.1	Pre-Bid Meeting	\$2,560
2.2	Bid Phase Coordination/Responses & AOC Permit	\$9,800
SUBTOTAL DIRECT LABOR		\$127,410
ALLOWANCES		
3.0	Direct Expense Allowance	\$2,810
4.0	Utility Designating and Potholing Allowance	\$32,779
5.0	Owner's Allowance	\$10,000
SUBTOTAL ALLOWANCES		\$45,589
TOTAL		\$172,999



CHANDLER RECLAIMED WATER INFILL PROJECT NO. WW1414-201



MEMO NO. CP14-150

PROJECT LIMITS

