



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CP15-123**

1. Agenda Item Number:
30

2. Council Meeting Date:
November 20, 2014

TO: MAYOR & CITY COUNCIL

3. Date Prepared: November 3, 2014

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Project Agreement with AZTEC Engineering Group, Inc., for design services for Solid Waste Facility Improvements.

6. RECOMMENDATION: Staff recommends City Council award a Project Agreement to AZTEC Engineering Group, Inc., for design services for Solid Waste Facility Improvements, pursuant to On-call Water and Wastewater Services Contract No. EN1523.101, Project No. SW1501.201, in an amount not to exceed \$81,670.

7. BACKGROUND/DISCUSSION: The Solid Waste Transfer Station is located at the southwest corner of McQueen and Queen Creek Roads. The facility has been in operation since 2005. City Staff has identified small projects to improve the efficiency and functionality of the facility.

The project scope of work consists of design services for entry gate modifications to improve traffic flow to the facility from Queen Creek Road, modifications to the check-in station to improve functionality for Staff and citizens, and stormwater drainage improvements to minimize erosion and adequately contain on-site drainage.

8. EVALUATION: This project is being performed under the On-call Water and Wastewater Services Contract No. EN1523.101, 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 180 calendar days following Notice to Proceed.

9. FINANCIAL IMPLICATIONS:

Cost: \$81,670
Savings: N/A
Long Term Costs: N/A
Fund Source:

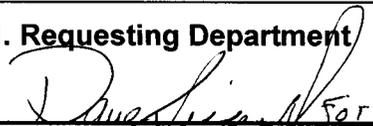
<u>Account No.</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
625.3710.6211.6SW100	Solid Waste Operating	Solid Waste Services Facility Improvements	Yes	\$81,670

10. PROPOSED MOTION: Move City Council award a Project Agreement to AZTEC Engineering Group, Inc., for design services for Solid Waste Facility Improvements, pursuant to On-call Water and Wastewater Services Contract No. EN1523.101, Project No. SW1501.201, in an amount not to exceed \$81,670.

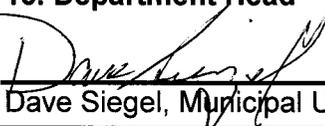
ATTACHMENTS: Project Agreement, Location Map

APPROVALS

11. Requesting Department


John Knudson, Utilities Engineering Manager

13. Department Head


Dave Siegel, Municipal Utilities Director

12. Transportation & Development


Bob Fortier, Capital Projects Manager

14. City Manager


Rich Dlugas

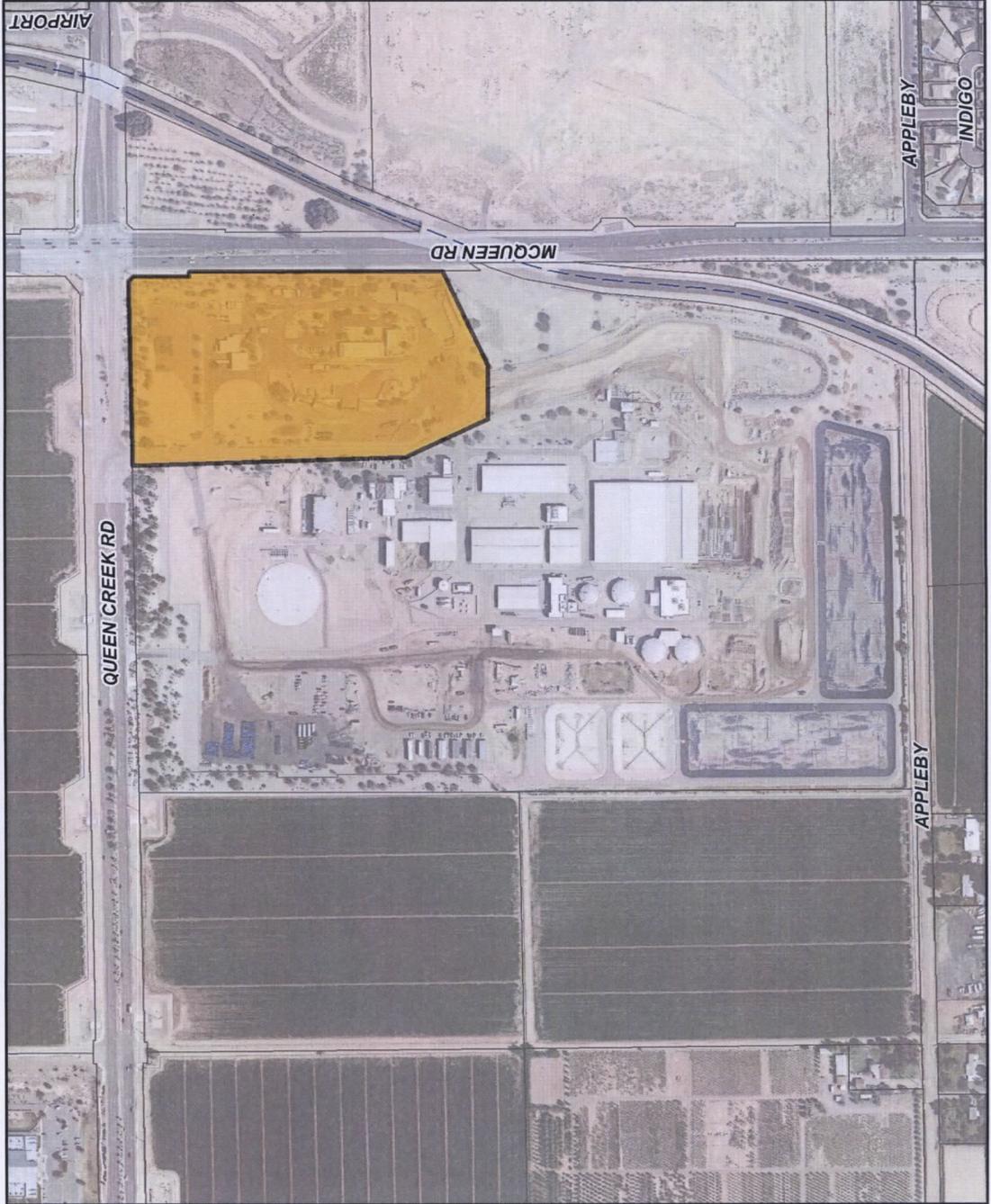


SOLID WASTE FACILITY IMPROVEMENTS PROJECT NO. SW1501.201



MEMO NO. CP15-123

PROJECT LOCATION



**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1523.101**

PROJECT AGREEMENT NO: SW1501.201

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. EN1523.101.

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 Solid Waste Facility Improvements, Project Number SW1501.201. The scope of work consists of upgrades and repairs at the Solid Waste Facility located at Queen Creek Road and McQueen 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 Eighty One Thousand Six Hundred Seventy Dollars (\$81,670) determined and payable as set forth in Annual Contract EN1523.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is One Hundred Eighty calendar days and Annual Consultant agrees to complete all work within One Hundred Eighty (180) 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. EN1523.101 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.

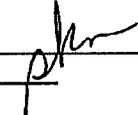
This Project Agreement will be effective on this _____ day of _____, 2014.

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

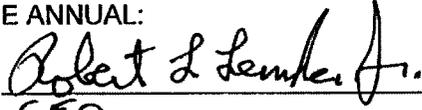
APPROVED AS TO FORM:

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 85008

Phone: 602-454-0402

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall provide the following services:

Task 1 – Solid Waste Facility Design

Task 1.1 – Main Gate Ingress/Egress:

The Annual Consultant shall provide engineering design plans and specifications for improvements to the main access gate are the weight, length and location.

- 1.1.1 -Grading and Drainage Plan
- 1.1.2 -Electrical Plan
- 1.1.3 -Detail Sheets

Task 1.2 – Curb, Pavement and Drainage along the west side of the property:

The Annual Consultant shall provide engineering plans and specifications for drainage improvements on the west side of the property.

- 1.2.1 -Grading and Drainage Plan
- 1.2.2 -Detail Sheet
- 1.2.3 -Erosion Control Sheet

Task 1.3 – Check-In Station

The Annual Consultant shall provide engineering plans and specifications for improvements to the size, site, and location of the Check-in Station.

- 1.3.1 -Grading and Drainage Plan
- 1.3.2 -Electrical Plan
- 1.3.3 -Detail Sheets

The ANNUAL CONSULTANT Solid Waste Facility Design submittals shall consist of 60% Design Development, 90% Construction Documents, and 100% Final (Sealed) Plans.

60% Submittal

- Preliminary design cover sheet with index and general notes and summary sheets. (4) four full size / (2) half size, and an Electronic PDF.
- Preliminary Grading and Drainage Plans. (2) two hard copies and (1) Electronic PDF.
- Preliminary Special Details. (2) two hard copies and (1) Electronic PDF.
- Quantities and bid item numbers. (2) two hard copies and (1) Electronic PDF.
- Technical specifications. (2) two hard copies and (1) Electronic PDF.
- 60% construction cost estimate. (2) two hard copies and (1) Electronic PDF.

90% Submittal -

- Pre-Final design cover sheet with index and general notes and summary sheets. (4) four full size / (2) half size, and an Electronic PDF.
- Pre-final Grading and Drainage Plans. (2) two hard copies and (1) Electronic PDF.
- Final Special Details. (2) two hard copies and (1) Electronic PDF.
- Quantities and bid item numbers. (2) two hard copies and (1) Electronic PDF.
- Technical specifications. (2) two hard copies and (1) Electronic PDF.
- 90% construction cost estimate. (2) two hard copies and (1) Electronic PDF.

100% Final Sealed) Submittal:

- Signed and sealed contract plans necessary for permit to construct the improvements. Electronic versions of all plan sheets in AutoCAD compatible format on compact disk (CD) in CD-R format and PDF format.
- Signed and sealed special provisions for permit necessary to construct the improvements. Special provisions will be provided in both Microsoft word and PDF format.
- Final and complete quantity summaries/bid tabulations.
- 100% construction cost estimate in both excel and PDF format.

Task 2.0 - General Items

Task 2.1 - Obtain and review As-built data

Task 2.2 – Topographic Survey

Task 2.3 - Coordination Meeting (2) two (2) two hour meetings

Task 2.4 – Onsite Meetings (3) three (1) one hour meetings

ALLOWANCES TASKS

A1 - Direct Expense Allowance to be billed at cost for: Outside reproduction, outside messenger and mileage.

A2 - Pre-Bid Allowance: Attendance and assistance in question answering at the Pre-Bid conference, Assistance in development of Contract Addenda, Justification and Clarification if bids are above 20% of the Engineers Estimate, and permitting assistance.

A3 - Owners Allowance

This Allowance does not include Construction Management or Post Design Services.

**EXHIBIT B
FEE SCHEDULE**

DESCRIPTION	1.1 MAIN GATE	
1.1.1	Grading and Drainage Plan	
1.1.2	Electrical Plan	
1.1.3	Detail Sheets	
Subtotal 1.1 Main Gate		\$19,280.00
DESCRIPTION	1.2 DRAINAGE IMPROVEMENTS	
1.2.1	Grading and Drainage Plan	
1.2.2	Detail Sheets	
1.2.3	Erosion Control	
Subtotal 1.2 Drainage		\$19,250.00
DESCRIPTION	1.3 CHECK-IN STATION	
1.3.1	Grading and Drainage Plan	
1.3.2	Electrical Plan	
1.3.3	Detail Sheets	
Subtotal 1.3 Check-In Station		\$16,700.00
DESCRIPTION	GENERAL ITEMS- TASK 2.0	
2.1	As-built and Data Collection	
2.2	Topographic Survey	
2.3	City of Chandler Coordination Meetings (2 at 2 hrs/mtg)	
2.4	Onsite Meetings (3 at 1 hrs/mtg)	
Subtotal 2.0 General Items		\$17,470.00
ALLOWANCE ITEMS		
A1.0	Direct Expense Allowance	\$1,000.00
A2.0	Pre-bid Tasks - Allowance	\$6,720.00
A3.0	Owners - Allowance	\$1,250.00
Subtotal Allowances		\$8,970.00
Total Contract		\$81,670.00