



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP16-131**

**1. Agenda Item Number:**

**17**

**2. Council Meeting Date:**  
January 28, 2016

**TO: MAYOR AND COUNCIL**

**3. Date Prepared:** January 13, 2016

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Municipal Utilities

**5. SUBJECT:** Project Agreement with CH2M Hill Engineers, Inc., for the Municipal Utilities Department Operator Training Program Development Assistance

**6. RECOMMENDATION:** Staff recommends City Council award a Project Agreement to CH2M Hill Engineers, Inc., for consulting services, for the Municipal Utilities Department Operator Training Program Development Assistance, pursuant to Annual Water and Wastewater Services Contract No. EN1519.101, Project No. WA1605.101, in an amount not to exceed \$69,000.

**7. BACKGROUND/DISCUSSION:** The Municipal Utilities Department (MUD) continues to experience retirements of our most experienced water and wastewater operations staff. Individuals in these positions are required by State law to maintain nationally recognized water and wastewater certifications for these positions. The City of Chandler, along with other cities across the Phoenix metropolitan area, are finding it difficult to hire experienced and properly certified water and wastewater treatment plant operators. Well-trained and certified staff are needed to ensure the City's water and wastewater treatment facilities are operated in a compliant, safe, and cost-effective manner.

The project scope of work consists of assistance to develop a Performance Management and Best Practices Program. The consultant will assist MUD staff in creating a technical training program that will prepare water and wastewater operations staff for the national certification testing, as well as provide specific skills, training, and documentation related to our City's water and wastewater treatment facilities. This training program will allow staff to advance through the Utilities Operator positions as they prove knowledge and proficiency within the training program. The implementation and administration of this program will be a primary duty of MUD's Utilities Programs Coordinator.

**8. EVALUATION:** This project is being performed under the Annual Water and Wastewater Services Contract No. EN1519.101, to CH2M Hill Engineers, Inc. The costs proposed for this project have been evaluated by staff and are determined to be reasonable. The contract completion time is 360 calendar days following Notice to Proceed.

**9. FINANCIAL IMPLICATIONS:**

Cost: \$69,000  
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>
605.3830.5219.0.0	Water Operating	Water Treatment Plant	No	\$34,500
615.3960.5219.0.0	Wastewater Operating	Airport Water Reclamation Facility	No	\$34,500
Total:				\$69,000

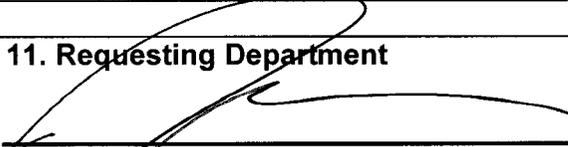
**10. PROPOSED MOTION:** Move City Council award a Project Agreement to CH2M Hill Engineers, Inc., for consulting services, for the Municipal Utilities Department Operator Training Program Development Assistance, pursuant to Annual Water and Wastewater Services Contract No. EN1519.101, Project No. WA1605.101, in an amount not to exceed \$69,000.

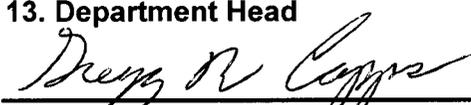
**ATTACHMENTS:** Agreement

**APPROVALS**

**11. Requesting Department**

**13. Department Head**

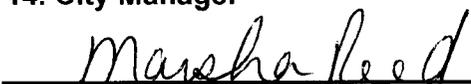
  
John Knudson, Utilities Engineering Manager

  
Gregg Capps, Acting Municipal Utilities Director

**12. Transportation & Development**

**14. City Manager**

  
Bob Fortier, Capital Projects Manager

  
Marsha Reed, Acting City Manager

**PROJECT AGREEMENT  
PURSUANT TO ANNUAL CONTRACT NO. EN1519.101**

**PROJECT AGREEMENT NO: WA1605.101**

This AGREEMENT is made this            day of            201            , by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and CH2M Hill Engineers, Inc., a Delaware corporation, licensed in the State of Arizona (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1519.101.

CITY and CH2M Hill Engineers, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

**ARTICLE 1 - DESCRIPTION OF WORK:**

This project is Municipal Utilities Department Operator Training Program Development Assistance, Project Number WA1605.101. The scope of work consists of assistance to develop a Performance Management and Best Practices Program, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference. The Performance Management and Best Practices Program allows utility operations staff at its water and wastewater treatment facilities, water distribution, and wastewater collections systems to develop their knowledge, skills and abilities (KSA's) within a framework that allows them to develop on a professional track. This program will be under the overall management of the Utilities Programs Coordinator within the Municipal Utilities Department.

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 Sixty Nine Thousand Dollars (\$69,000) determined and payable as set forth in Annual Contract EN1519.101 and Exhibit B attached hereto and made a part hereof by reference.

**ARTICLE 3 - CONTRACT TIME:**

The contract time is Three Hundred Sixty calendar days and Annual Consultant agrees to complete all work within Three Hundred Sixty (360) 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. EN1519.101 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 \_\_\_\_\_, 201

CITY OF CHANDLER

FOR THE ANNUAL:

\_\_\_\_\_  
MAYOR DATE:

By: Thomas McLean  
Title: VICE PRESIDENT

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

ADDRESS FOR NOTICE  
Mr. Tom McLean  
CH2M Hill Engineers, Inc.  
1501 W. Fountainhead Pkwy., Ste. 401  
Tempe, AZ 852-1868

APPROVED AS TO FORM:

Phone: 480-377-6239

\_\_\_\_\_  
City Attorney By: [Signature]  
ATTEST:

\_\_\_\_\_  
City Clerk

## **EXHIBIT A SCOPE OF WORK**

ANNUAL CONSULTANT shall support Municipal Utilities in the development of this program by providing ongoing consultation and assistance to the Utilities Programs Coordinator on an as-needed basis for various components of the program which will include the following possible areas of work:

- Provide assistance with the development of a template or framework for an overall Training program and Performance Management Plan (PMP), which will include such elements as:
  - A career ladder for progression through higher levels of operator certification.
  - A skills testing component which allows each individual to be actively engaged in their own professional development.
  - A learning management system repository for housing and maintaining all of the information developed in the program.
- Consult and assist with the development of operator and field staff training materials for operations, processes, equipment and systems in water and wastewater treatment, water distribution, and wastewater collections facilities.
- Consult and assist in the development of criteria for advancement from Class 1 to Class 3 Operators. This advancement will be based on the mastery of the specific steps, regardless of the availability of position openings.
- Consult and assist with the identification of methods, equipment, materials, tools, and standard practices for the operation of water production, treatment, distribution, and collection system equipment.
- Consult and assist in working with other city departments as needed, including the HR department, to develop an appropriate, justifiable and defensible framework which can then be utilized for development of a PMP.
- Other assistance as identified by the Utility Programs Coordinator to enhance this process.

### **STAFFING**

The ANNUAL CONSULTANT team for this project will be composed of the following senior staff. Each of these resources are highly experienced and well versed in the CITY facilities and the areas of work which are anticipated for this project.

Rhonda Harris, P.E. – Director of Training and Operations Consulting

Steve Carpenter, Certified Operator ADEQ– Director of Water Treatment Operations

Lance Mason, Certified Operator ADEQ – Senior Operations Specialist

Ms. Harris will lead the effort and coordinate directly with the City of Chandler Utility Programs Coordinator, and will draw upon the subject matter expertise of Mr. Carpenter and Mr. Mason as needed to meet the various identified needs of the project.

**EXHIBIT B  
FEE SCHEDULE**

The compensation for this project will be for initiation of the program and development of program elements as outlined in consultations with the City of Chandler Utility Programs Coordinator. Specific element components will be developed and approved by the City prior to commencement of detailed work product development.

The overall consulting support from the team is estimated to include up to approximately 327 hours of various task efforts working with the City Staff on the program elements. Any additional services requested and agreed to by the City will be provided on the basis of standard hourly rates, following written approval by the City.

The timing for this consultation and assistance project is anticipated to be ongoing, as requested and would be billed on a fee plus expenses basis. For 2016 the fee is estimated to be \$60,000 and the expenses are estimated to be up to 6 trips at approximately \$1500 each, for total expenses of approximately \$9,000.

ANNUAL CONSULTANT shall provide all services for an amount not to exceed \$69,000.

**Hourly Rates**

<b>Position</b>	<b>Hourly Rate</b>	<b>Resources</b>
Principal Project Manager	\$ 189.00	Rhonda Harris Steve Carpenter
Senior Technologist	\$ 176.00	Lance Mason