



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CP17-057**

1. Agenda Item Number:

31

2. Council Meeting Date:
September 15, 2016

TO: MAYOR AND COUNCIL

3. Date Prepared: August 31, 2016

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Project Agreement with Dibble & Associates Consulting Engineers, Inc., an Arizona corporation dba Dibble Engineering, Inc., for the North Alma School Water Production Facility Abandonment

6. RECOMMENDATION: Staff recommends City Council award a Project Agreement to Dibble & Associates Consulting Engineers, Inc., an Arizona corporation dba Dibble Engineering, Inc., for design services, for the North Alma School Water Production Facility Abandonment, pursuant to Annual Water and Wastewater Services Contract No. EN1520.101, Project No. WA1607.201, in an amount not to exceed \$51,365.

7. BACKGROUND/DISCUSSION: The North Alma School Water Production Facility (WPF) is located at 3202 N. Alma School Road and was taken out of service in 2004 after the onsite well was abandoned and structural issues were discovered with the small onsite reservoir. Several months ago, City staff began working with Salt River Project (SRP) to drill a new well on this site and abandon the existing SRP well site located at the northwest corner of Alma School and Elliot Roads.

A new well site located at the North Alma School WPF site will be vital in providing the future water supply for increased population densities in north Chandler. The new well will be shared with SRP under the existing Water Delivery Use Agreement. A Design and Construction Agreement with SRP will be brought forward for City Council approval of the well drilling and equipping costs and to exchange ownership of the North Alma School WPF site with SRP.

The project scope of work consists of: project management services, topographic survey, preparation of construction plans and specifications, as well as permitting and bidding assistance for the demolition and removal of the existing facilities.

8. EVALUATION PROCESS: This project is being performed under the Annual Water and Wastewater Services Contract No. EN1520.101, to Dibble & Associates Consulting Engineers, Inc., an Arizona corporation dba Dibble Engineering, Inc. The costs proposed for this project have been evaluated by staff and are determined to be reasonable. The contract completion time is 130 calendar days following Notice to Proceed.

9. FINANCIAL IMPLICATIONS:

Cost: \$51,365
Savings: N/A
Long Term Costs: N/A

Fund Source:

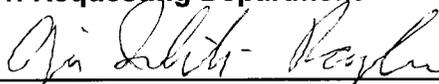
Account No.:	Fund Name:	Program Name:	CIP Funded:	Amount:
603.3820.6716.6WA034	Water SDF	Well Construction & Rehabilitation	Yes	\$51,365

10. PROPOSED MOTION: Move City Council award a Project Agreement to Dibble & Associates Consulting Engineers, Inc., an Arizona corporation dba Dibble Engineering, Inc., for design services, for the North Alma School Water Production Facility Abandonment, pursuant to Annual Water and Wastewater Services Contract No. EN1520.101, Project No. WA1607.201, in an amount not to exceed \$51,365.

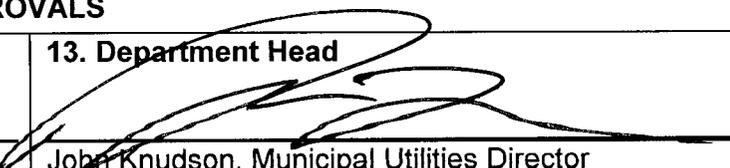
ATTACHMENTS: Location Map, Agreement

APPROVALS

11. Requesting Department


Gina Ishida-Raybourn, Acting Utilities Engineering Manager

13. Department Head


John Knudson, Municipal Utilities Director

12. Transportation & Development


Bob Fortier, Capital Projects Manager

14. City Manager


Marsha Reed

**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1520.101**

PROJECT AGREEMENT NO: WA1607.201

This PROJECT AGREEMENT is made this _____ day of _____, 2016, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Dibble & Associates Consulting Engineers, Inc. an Arizona corporation doing business as Dibble Engineering, Inc., (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1520.101.

CITY and Dibble Engineering, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is **NORTH ALMA SCHOOL WATER PRODUCTION FACILITY ABANDONMENT**, Project Number **WA1607.201**. The scope of work consists of complete analysis, engineering design, and project management services for demolition of the Alma School Water Production Facility (WPF) located at the intersection of Alma School Road and Summit Place, 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 Fifty One Thousand Three Hundred Sixty Five Dollars (\$51,365) determined and payable as set forth in Annual Contract EN1520.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is One Hundred Thirty calendar days and Annual Consultant agrees to complete all work within One Hundred Thirty (130) 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. EN1520.101 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 _____, 2016.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR DATE:

By: Steven E. Rex
Title: COO

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

ADDRESS FOR NOTICE
Mr. Steve Rex
Dibble Engineering, Inc.
7500 N. Dreamy Draw Dr., Ste. 200
Phoenix, AZ 85020

APPROVED AS TO FORM:

Phone: 602-957-1155

City Attorney By: [Signature]

ATTEST:

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall provide complete analysis, engineering design, and project management services as follows:

Design Phase Services

Topographic Survey

ANNUAL CONSULTANT will collect topographic survey data within the site wall/fence. Survey work will include the following tasks:

1. **Topographic Survey** - ANNUAL CONSULTANT will provide topographic survey utilizing GPS survey data collection procedures at the locations of the proposed demolitions. Topographic survey data will be used to generate a Dynamic Terrain Model (DTM) surface for use in base mapping and design.

ANNUAL CONSULTANT will provide locations of visible utilities at the locations noted above. Visible utilities include overhead power, overhead communications, sanitary and storm manholes (rim and invert elevations), water valves (rim and top of nut elevations), water meter boxes, concrete irrigation structures (invert elevations), drainage pipes and structures (invert elevations), telephone and cable risers, electric boxes, and any existing blue stake markings.

Topographic survey points will also be collected at all existing structures within the site boundaries including the storage tank, concrete basins, equipment pads, chemical storage and treatment structures, etc.

Construction Document Preparation

ANNUAL CONSULTANT will prepare construction plans, bid documents, and opinions of probable construction costs for the proposed project. The CITY will provide electronic (AutoCAD) formats for desired standard plan sheet format and drafting standards. The construction plans will include plan view sheets (1" = 10' horizontal scale and 1"=2' vertical scale) and detail sheets as necessary to provide a complete, clear and concise set of construction plans. The following progress submittals will be made:

1.1 Preliminary Engineering Submittal (60%) – ANNUAL CONSULTANT will create a comprehensive base map from the information gathered during the field survey (Task 1.0) and record drawings to be provided by the City. Base mapping will be created in AutoDesk Civil 3D (AutoCAD) 2013 format in conformance with ANNUAL CONSULTANT's CAD standards.

ANNUAL CONSULTANT will prepare Preliminary Design Drawings, Technical Specifications (CSI Format), and an Engineer's Opinion of Probable Construction Cost. Drawings will depict horizontal location of proposed demolition and removals, details, and construction notes with cross references.

1.2 Final Engineering Submittal (90%) - ANNUAL CONSULTANT will prepare Final Design Drawings, Technical Specifications, and an Engineer's Opinion of Probable Construction Costs. Drawings will show the final locations of demolition and removals, final standard and special details with cross references, and general and construction notes with cross references. Technical Specifications will be prepared for items not adequately addressed by the standard specifications referenced herein. Final engineering submittal will be suitable for permitting.

1.3 Construction Document Submittal – ANNUAL CONSULTANT will prepare construction plans and specifications incorporating all permit review comments and City comments on the Final Engineering Submittal documents. Construction documents will be suitable for Design-Bid-Build delivery; and will be sealed by a Professional Engineer licensed in the State of Arizona.

ANNUAL CONSULTANT will provide each progress submittal to the City's designated Project Manager. In addition, one (1) set of progress plans will be submitted to the City Engineering Department for review.

Following the preliminary and final submittals, ANNUAL CONSULTANT will review the City's comments and complete a comment resolution form. ANNUAL CONSULTANT will incorporate all comments unless otherwise directed by the City.

Opinions of probable construction costs will be prepared for each progress submittal using standard unit costs and item descriptions.

Technical Specifications

Technical specifications will be prepared by the ANNUAL CONSULTANT and delivered to the City for all items not adequately addressed by the standard specifications referenced above. The City will be responsible for preparing contract general conditions and contract documents and assembling the integrated bid package. ANNUAL CONSULTANT will incorporate the findings and recommendations of the Asbestos and Metals Survey performed by others dated July 8, 2016 into the Technical Specifications.

1.4 Preliminary Engineering Submittal (60%) – ANNUAL CONSULTANT will prepare a table of contents of the anticipated Technical Specifications (CSI Format).

1.5 Final Engineering Submittal (90%) - ANNUAL CONSULTANT will prepare Final Technical Specifications. Technical Specifications will be prepared for items not adequately addressed by the standard specifications referenced herein and will incorporate the findings of the Asbestos and Metals Survey.

1.6 Construction Document Submittal – ANNUAL CONSULTANT will prepare Technical Specifications incorporating all City comments on the Final Engineering Submittal documents. Construction documents will be suitable for Design-Bid-Build delivery; and will be sealed by a Professional Engineer licensed in the State of Arizona.

ANNUAL CONSULTANT will provide each progress submittal to the City's designated Project Manager. In addition, one (1) set of Technical Specifications will be submitted to the City Engineering Department for review.

Following the preliminary and final submittals, ANNUAL CONSULTANT will review the City's comments and complete a comment resolution form. ANNUAL CONSULTANT will incorporate all comments unless otherwise directed by the City.

Permitting

ANNUAL CONSULTANT will prepare application and submittal packages for the following permitting agencies:

- Maricopa County Environmental Services Department (MCESD): Approval to Construct (non-expedited review and fee for storage tank, well, and booster pumps)
- City of Chandler Development Services / Engineering Permit Review

ANNUAL CONSULTANT will coordinate submittal of plans to the City Development Services / Engineering department for review with the City's Project Manager. It is assumed that City review fees will be waived.

ANNUAL CONSULTANT will incorporate all review comments unless otherwise directed by the City's Project Manager.

Bidding Support Services

This Scope of Work assumes a Design-Bid-Build delivery method. The City will be responsible for preparing contract bidding documents, advertising for public bidding, plan reproduction for bidding, distribution of contract documents to potential bidders, distributing addenda to plan holders, and opening bids.

ANNUAL CONSULTANT shall provide the following bidding phase services:

- Attend the pre-bid meeting.
- Respond to bidder's questions as directed.
- Prepare one (1) addendum as necessary to clarify construction contract documents.

Project Coordination, Management, and Meetings

ANNUAL CONSULTANT shall provide comprehensive project management and coordination for completion of the Scope of Work defined herein. ANNUAL CONSULTANT shall conduct meetings described in this task, prepare and distribute meeting notes. Meetings include the following:

- Kickoff Meeting (1 meeting)
- Submittal review meetings (2 meetings)

DELIVERABLES

- Preliminary Engineering Submittal (60%) - Four (4) full-size (22" X 34" bond) plan sets, One (1) half-size (11" X 17" bond) plan set, One (1) copy of Engineer's Opinion of Probable Construction Costs, and Four (4) copies of Technical Specifications.
- Final Engineering Submittal (90%) - Preliminary Engineering Submittal comments and comment resolution form, Four (4) full-size (22" X 34" bond) plan sets, One (1) half-size (11" X 17" bond) plan set, One (1) copy of Engineer's Opinion of Probable Construction Costs, and Four (4) copies of Technical Specifications.
- Construction Document Submittal - One (1) copy 3 mil, double matte mylars, full-size (22" X 34") professionally sealed, Four (4) full size (22" X 34" bond) plan sets. Four (4) copies final Technical Specifications, professionally sealed. One (1) copy of Engineer's Opinion of Probable Construction Costs along with one (1) copy of electronic PDF files (on CD-ROM) of all construction bid documents.

SCHEDULE

ANNUAL CONSULTANT shall provide a detailed project schedule to the CITY's Project Manager prior to the project kickoff meeting. The schedule shall be updated periodically, as requested by the CITY's Project Manager.

ALLOWANCES

Contract allowances are provided for the purpose of addressing unforeseen or unknown elements of the scope of work. Contract allowances are utilized at the discretion and direction of the CITY. ANNUAL CONSULTANT shall receive written authorization from the CITY's Project Manager prior to utilizing any contract allowance. The following allowances are included:

Owner's Allowance: A general contract allowance is provided for additional services as directed by the CITY's Project Manager.

Utility Potholing Allowance: A contract allowance is provided for utility potholing within the project site. Utility potholing during design does not guarantee utility clearance, but provides the CITY with a greater level of confidence regarding the location and configuration of existing utilities within the project site. Utility potholes, if authorized, will be completed by a specialty subconsultant and invoiced on a per-hole basis. Each pothole location will be Bluestake located to minimize dry holes. Dry holes will be invoiced at the unit price per pothole.

Temporary Construction Easements (TCE): A Contract allowance is provided for the preparation of TCE's in the event that they are deemed necessary. This allowance includes the preparation of legal descriptions and exhibits for the City to acquire TCE's. If authorized, this allowance will be completed by ANNUAL CONSULTANT and invoiced on a Lump Sum basis.

DIRECT COSTS / REIMBURSABLE EXPENSES

CITY shall reimburse ANNUAL CONSULTANT for direct costs and reimbursable expenses in accordance with ANNUAL CONSULTANT's contract. Reimbursable expenses shall include costs for printing/plotting/reprographics, and permit fees. Direct expenses shall be reimbursed at cost, with no markup.

CLARIFICATIONS, ASSUMPTIONS, AND EXCLUSIONS

- The City will coordinate and execute the abandonment of the existing on-site well.
- The City has performed hazardous material testing (Asbestos and Metals Survey by others dated July 8, 2016).
- Site-Specific Removal Items:
 - Existing concrete generator vault base slab may be left in place. Walls and hand railings shall be removed and base may remain in place and covered with compacted fill.
 - Booster pump cans shall be removed to a minimum six (6) foot depth and filled with half-sack slurry.
 - Underground piping shall be removed if depth is within two (3) feet of cover. If piping is deeper than two (2) feet, it may be abandoned in place.
 - Buried equipment vaults shall be removed to a minimum of five (5) feet below grade and filled with compacted fill.
 - No surface treatment will be required following demolition work.
- Utility coordination was not included in this scope with the assumption that all work will be performed within the site limits.
- City will provide all applicable record drawings for base mapping.
- ANNUAL CONSULTANT will not be required to coordinate with SRP regarding the construction of the new well on the project site. All work associated with the installation of a new well will be performed independently of the scope of this project.
- The City will salvage any materials or items they wish to retain prior to the commencement of the site demolition.
- Construction phase services are excluded.

EXHIBIT B FEE SCHEDULE

Task No.	Task	Contract Billing Rate										Total Task Hours	Total Task Fee
		\$175	\$155	\$140	\$110	\$90	\$155	\$130	\$155	\$60			
		Sr. Proj. Mgr.	Sr. Eng. (QA/QC)	Proj. Eng.	Asst. Eng.	CAD Tech.	Survey Mgr.	Land Surveyor	Survey Crew	Admin			
	Design Phase Services												
1.0	Topographic and Control Surveys					4	4	8	9			25	\$ 3,415
2.0	Construction Document Preparation												
2.1	Preliminary Engineering Submittal (60%)	4	4	16	16	28				2		70	\$ 7,960
2.2	Final Engineering Submittal (90%)	2	4	12	16	20				2		56	\$ 6,330
2.3	Construction Document Submittal	2	4	8	12	12						38	\$ 4,490
3.0	Technical Specifications												
3.1	Preliminary Engineering Submittal (60%)	1		2	4					2		9	\$ 1,015
3.2	Final Engineering Submittal (90%)	2	2	4	12					2		22	\$ 2,660
3.3	Construction Document Submittal	2		4	8					2		16	\$ 1,910
4.0	Permitting			4	8					2		14	\$ 1,560
5.0	Bidding Support Services	2		4	8	4				2		20	\$ 2,270
6.0	Project Coordination, Management and Meetings	4		12	8					2		26	\$ 3,380
	TOTAL	19	14	66	92	68	4	8	9	16		296	\$ 34,990

Subconsultants						Fee Summary	
	Unit	Cost/Unit	No. of Units	Total		Fee	
Electrical - Darcor	LS	\$ 3,350	1	\$ 3,350	Design Phase Labor	\$ 34,990	
Subtotal, Subconsultants				\$ 3,350	Subconsultants	\$ 3,350	
Allowances						Allowances	\$ 10,000
	Unit	Cost/Unit	No. of Units	Total	Direct Expenses	\$ 3,025	
Owner's Allowance	AL	\$ 5,000	1	\$ 5,000	TOTAL FEE	\$ 51,365	
Utility Potholes	AL	\$ 2,500	1	\$ 2,500			
TCE's	AL	\$ 2,500	1	\$ 2,500			
Subtotal, Allowances				\$ 10,000			
Direct Expenses							
	Unit	Cost/Unit	No. of Units	Total			
MCESD Approval to Construct	EA	\$ 675	3	\$ 2,025			
Document Repro and Other	EA	\$ 1,000	1	\$ 1,000			
Subtotal, Direct Costs				\$ 3,025			



NORTH ALMA SCHOOL WATER PRODUCTION FACILITY ABANDONMENT PROJECT NO. WA1607.201



MEMO NO. CP17-057



PROJECT SITE



EXISTING SRP
WELL SITE

