

Add #28
SEP 11 2008

NOTICE OF EXERCISE OF OPTION TO EXTEND
ANNUAL CONTRACT FOR ANNUAL PERMITTING, STUDY, AND DESIGN SERVICES
FOR WATER/WASTEWATER FACILITIES
EN0718-101

The City Council authorized the City of Chandler (hereinafter referred to as "CITY") and **Carollo Engineers**, a corporation in the State of Arizona (hereinafter referred to as "ANNUAL CONSULTANT") to enter into an Annual Contract for Permitting, Study, and Design Services for Water/Wastewater Facilities (hereinafter referred to as "AGREEMENT") which was approved by the City Council on September 6, 2007 and executed on September 14, 2007.

This AGREEMENT authorized CITY the option to extend this AGREEMENT for four one-year terms.

CITY hereby gives notice of the exercise of its option to extend the AGREEMENT for one year pursuant to the same terms and conditions as the AGREEMENT.

This Notice is hereby signed and approved by CITY and ANNUAL CONSULTANT.

This Notice is hereby incorporated to the AGREEMENT and must be filed with the City Clerk's Office

CITY OF CHANDLER

ANNUAL CONSULTANT

MAYOR Date

By: *Russell A. White*
Title: PARTNER 9-5-08

APPROVED AS TO FORM:

IF CORPORATION:

City Attorney by: *[Signature]*

Ruth Myers 9-5-08
Secretary PARTNER

ATTEST:

WITNESS: (If individual or Partnership)

City Clerk

SEAL



Chandler - Arizona
where values make the difference

**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CA09-060**

1. Agenda Item Number:

28

2. Council Meeting Date:
September 11, 2008

TO: MAYOR & COUNCIL

3. Date Prepared: August 20, 2008

THROUGH: CITY MANAGER

4. Requesting Department: Municipal Utilities

5. SUBJECT: Approve a one (1) year extension to the existing Annual Permitting, Study, & Design Services for Water/Wastewater Facilities contract, EN0718-101, to Carollo Engineers, in an amount not to exceed \$1,000,000, and award a project agreement for the Sewer Assessment Study - Phase 4, Project No. WW0903-101, in an amount not to exceed \$524,600.

6. RECOMMENDATION: Staff recommends that Council approve a one (1) year extension to the existing Annual Permitting, Study, & Design Services for Water/Wastewater Facilities contract, EN0718-101, to Carollo Engineers, in an amount not to exceed \$1,000,000, and award a project agreement for the Sewer Assessment Study - Phase 4, Project No. WW0903-101, in an amount not to exceed \$524,600.

7. BACKGROUND/DISCUSSION: The Wastewater Master Plan identified an on-going need to evaluate, prioritize, and repair sewer lines and manholes within the City's collection system. A Sewer Evaluation Study was conducted in November 2005 as part of the Master Plan project, which resulted in a multi-year sewer management program. This is the fourth project to be completed under that program.

A critical part of this analysis is the 66" sewer line in Price Road. Current maintenance has established there are issues with the manholes and pipeline. This line conveys in excess of 50 percent of the City's daily wastewater flows.

This project provides for the continuation of the sewer system assessment, which will identify the structural condition of the sewer collection system at various locations throughout the City of Chandler so that a prioritized program of rehabilitation, repair, and replacement can be enacted and structural failures can be prevented. This will be based on the recommendations of the Sewer Assessment Study – Phase 3 and City staff. The inspections will be accomplished through closed circuit television (CCTV) inspection of sewer pipelines and manned entry inspections for the sewer manholes.

8. EVALUATION PROCESS: On September 6, 2007, Carollo Engineers were selected for a one-year contract with the option of four one-year extensions. This contract extension will be the first option year of the Annual Permitting, Study, & Design Services for Water/Wastewater Facilities contract EN0718-101. Staff has reviewed the scope of work, billing rates, and total fee for this project, compared them to historical costs, and has determined that they are acceptable.

9. FINANCIAL IMPLICATIONS:

Cost: \$524,600
Savings: None
Long Term Costs: None

Fund Source:

<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
611.3910.0000.6817.9WW266	Wastewater Bond Fund	Sewer Assessment and Rehabilitation	FY 08/09	\$524,600

10. PROPOSED MOTION: Move that Council approve a one (1) year extension to the existing Annual Permitting, Study, & Design Services for Water/Wastewater Facilities contract, EN0718-101, to Carollo Engineers, in an amount not to exceed \$1,000,000, and award a project agreement for the Sewer Assessment Study - Phase 4, Project No. WW0903-101, in an amount not to exceed \$524,600, and authorize the Mayor to sign the contract documents.

ATTACHMENTS: Location Map, Project Agreement

APPROVALS

11. Requesting Department


Robert Mulvey, Assistant Municipal Utilities Director

13. Department Head


Dave Siegel, Municipal Utilities Director

12. City Engineer


Sheina Hughes, Assistant Public Works
Director/City Engineer

14. City Manager


W. Mark Pentz

**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN0718-101**

AGREEMENT NO: WW0903-101

This AGREEMENT is made this August day of August 2008, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and **Carollo Engineers, a corporation in the State of Arizona** (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN0718-101.

CITY and **Carollo Engineers**, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

This project is Sewer Assessment Phase 4, Project Number WW0903-101. The scope of work consists of providing an assessment study for Chandler's sewer collection system, 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 Five Hundred Twenty Four Thousand Six Hundred Dollars (\$524,600) determined and payable as set forth in Annual Contract EN0718-101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3. CONTRACT TIME

The contract time is One Hundred Eighty days and Annual Consultant agrees to complete all work within One Hundred Eighty (180) days of the date CITY issues a Notice to Proceed.

ARTICLE 4. GENERAL

This Project Agreement is entered into pursuant to Annual Contract No. EN0718-101 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 Agreement on the day and year first written above.

This Agreement will be effective on this _____ day of August, 2008.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR DATE:

By: [Signature]
Title: PARTNER 8-29-08

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

ADDRESS FOR NOTICE
Mr. Rob Buss
Carollo Engineers
3033 N. 44th St., Ste. 101
Phoenix, AZ 85018

APPROVED AS TO FORM:

Phone: 602-263-9500
Fax: 602-265-1422

ATTEST: City Attorney By: [Signature]

BY: [Signature]
TITLE: PARTNER

City Clerk

EXHIBIT A SCOPE OF WORK

GENERAL PROJECT DESCRIPTION

The City of Chandler (City) proposes to continue with a program to inventory and evaluate their existing sewer collection system. The main purpose of this assessment study is to identify the structural condition of the sewer collection system so that a prioritized program of rehabilitation, repair, and replacement can be enacted and structural failures can be prevented. This will be accomplished through closed circuit television (CCTV) inspection of pipelines and manholes. All manholes will be inspected using manned entry inspection procedures. The work to be performed for the project consists of the following four types of services:

- Project Management Services
- Development of Inspection Priorities
- Sewer System Inspections
- Sewer System Evaluations
- Deliverables

PROJECT ASSUMPTIONS

The following assumptions are considered inclusive to the Scope of Services:

1. The City desires to achieve a 5-year inspection cycle of its 15-inch and larger diameter pipelines and associated manholes. This Phase 4 Study will inspect a target goal of 35 miles of pipelines and their associated manholes (the "Project"). This level of effort will complete the City's target 5-year inspection cycle in 4 years.
2. Annual Consultant will utilize the City's existing GIS for project mapping and sewer information.
3. The CCTV Field Subcontractor(s) will arrange for all required traffic control. The City will not provide assistance for traffic control.
4. Phase 4 does not include preliminary or detailed design of pipeline and manhole rehabilitation.

SCOPE OF SERVICES - PHASE 4

TASK 1. PROJECT MANAGEMENT SERVICES

Annual Consultant shall perform various project management and monitoring activities throughout the Project duration, as delineated in the following tasks.

1.1 Project Management

Annual Consultant shall provide project management services to include directing the activities of the project team members (including Subcontractors), regularly monitoring progress of the work and the budget, preparing progress and activity reports, communicating with the City staff on technical issues and problems encountered, schedule updates, and monitoring and updating the project schedule as appropriate.

1.2 Project Progress Meetings

This task includes a total of six (6) project progress meetings to be held with City staff at the Municipal Utilities Department (MUD) Complex conference room. The progress meeting will review efforts completed to date, provide project progress updates, and gather continued direction and feedback from the City. Annual Consultant shall prepare and distribute agendas prior to and notes following each meeting.

TASK 2. DEVELOPMENT OF INSPECTION PRIORITY

2.1 Development of Inspection Priority

Pipes and manholes shall be selected for CCTV inspection based on discussions with City staff and from the recommendations of the Sewer Assessment Study - Phase 3 project. The goal of this task is to develop a

prioritization for the physical inspection work plan, and to allocate the CCTV and manhole inspection budgets to the areas of highest priority.

During the Phase 1 through 3 field inspection efforts, approximately 50 percent of the sewer pipelines over 15-inches in diameter were inspected and 80 percent of the associated manholes. It is anticipated that during the Phase 4 Study, the effort allocated to the inspection of sewer pipelines will complete the 5-year inspection cycle in 4 years.

TASK 3. SEWER SYSTEM INSPECTIONS

3.1 Development GIS maps for Field Inspections

Annual Consultant shall develop GIS-based maps to show the manhole/pipe configuration and intersection details for each proposed inspection. It is anticipated that the Subcontractors will use these maps to develop their site-specific inspection plans and need for traffic control measures. Annual Consultant will provide coordination for the inspection program, making arrangements for meetings as necessary, and keep City staff informed of the work progress.

3.2 Coordinate Field Inspection Activities

Annual Consultant shall identify the pipe segments to be televised and will prepare information packets for the field crews (Subcontractors). Inspection data will be recorded on the forms using the defect condition codes identified in previous phases of the Study. The Subcontractor(s) will provide all equipment required for the CCTV inspections, including pan-and-tilt cameras and digital recording of the inspection on a CD-ROM. Where manholes are located in easements or residential yards, City assistance in the form of in-person notification may be necessary.

3.3 Conduct CCTV Pipeline Inspections

The pipeline inspection program shall consist of the physical inspection of the pipelines using current CCTV technology without manned entry. Cleaning of sewer pipelines, if required, and subsequent disposal of debris at the designated landfill, will be included in the Subcontractors allowance amount. Continuous recording of the interior to the pipelines will be performed by CCTV equipment and software compatible with the City's Wastewater Department equipment and software.

3.4 Conduct CCTV manholes inspections

The manhole inspection program will consist of the manned entry inspection of each manhole.

- A Manhole Inspection Form will be completed for each inspected manhole. This information will then be entered into the project database.
- Field analyses for H₂S of the wastewater will be conducted as part of this effort in conjunction with atmospheric testing of the ambient air in the manholes, and this data will be recorded on the Manhole Inspection Form.

The Subcontractors shall provide all traffic control required to inspect the sewer pipelines and manholes identified under this work.

TASK 4. SEWER SYSTEM EVALUATION

4.1 Prioritize Rehab or Replacement

Annual Consultant shall utilize the rating and prioritization approach developed during the previous phases of the Study.

For sewer pipes, based on the condition assessment of the pipe during the CCTV phase, a numerical score will be developed for each pipe segment using the database. The individual pipe segments will then be prioritized for rehabilitation or replacement in descending order of pipe score.

Manholes will be assessed with a slightly different score method, but the process will be similar. The manholes will also be organized by action and descending score.

4.2 Identify Rehabilitation Projects

After developing a prioritized list of sewer pipelines and manholes requiring rehabilitation, Annual Consultant shall group the pipelines and manholes into rehabilitation projects. This grouping will be based on the estimated construction cost of rehabilitation, and in conjunction with City staff recommendations.

TASK 5. DELIVERABLES

5.1 Draft and Final Reports

The deliverables for the Sewer Assessment Study - Phase 4 includes both a Draft and Final Report. Annual Consultant shall submit a total of ten (10) copies of the Draft Report for City review and comments. The Draft Report will include tables, maps, figures, photographs, and narrative describing the work performed and the recommendations made. The Draft Report will include the following:

- Summary plan for pipeline and manhole condition rating and prioritization.
- Numerical score for each pipe segment and manhole inspected.
- List of pipe segments and manholes in order of descending score.
- Pipe segment and manhole lists in condition categories.
- Recommendations for future action.
- Recommendations for Capital Improvement Program (CIP) budgets.

Upon receipt of comments from City, Annual Consultant shall finalize and submit ten (10) copies of the Final Report to the City for distribution.

**EXHIBIT B
FEE SCHEDULE**

DESIGN AND STUDY PHASE TASKS		Senior Professional	Project Professional	Professional	Assistant Professional	Senior Technician	Clerical	SUBTOTALS
Hourly Rates		\$ 210	\$ 180	\$ 160	\$ 135	\$ 125	\$ 70	
Task 1	Project Management Services							
1.1	Project Management (6 months)	6	48	12	36	0	0	102
1.2	Project Progress Meetings (6 total)	6	24	12	12	0	12	66
Subtotal Task 1.0		12	72	24	48	0	12	168
Task 2	Development of Inspection Priority							
2.1	Development of Inspection Priority	0	8	12	24	8	8	60
Subtotal Task 2.0		0	8	12	24	8	8	60
Task 3	Sewer System Inspections							
3.1	Develop GIS Maps for Field Inspections	0	4	16	48	40	0	108
3.2	Coordinate Field Inspection Activities	0	16	16	40	0	8	80
3.3	Conduct CCTV Pipeline Inspections	0	16	16	40	0	0	72
3.4	Conduct CCTV Manhole Inspections	0	16	16	40	0	0	72
Subtotal Task 3.0		0	52	64	168	40	8	332
Task 4	Sewer System Evaluation							
4.1	Prioritize Rehab or Replacement	2	8	16	24	0	0	50
4.2	Identify Rehabilitation Projects	2	8	16	24	0	0	50
Subtotal Task 4.0		4	16	32	48	0	0	100
Task 5	Deliverables							
5.1	Draft and Final Reports	4	40	40	160	80	80	404
Subtotal Task 5.0		4	40	40	160	80	80	404
Total Labor Hours		20	188	172	448	128	108	1,064
Total Labor Cost (Not to Exceed)		\$4,200	\$33,840	\$27,520	\$60,480	\$16,000	\$7,560	\$139,600
DIRECT COST ALLOWANCES								
1)	Mileage, printing / reproduction / miscellaneous							\$ 5,000
2)	AZ Manhole Renewal subcontractor (Approximate)							\$ 170,000
3)	Pipeline Video Inspection subcontractor (Approximate)							\$ 200,000
Total Direct Cost Allowances							\$ 375,000	
TOTAL CONTRACT AMOUNT							\$ 524,600	

CONTRACT EXTENSION RATES
FOR
ANNUAL PERMITTING, STUDY AND DESIGN SERVICES
FOR WATER/WASTEWATER FACILITIES

Project No.: EN0718-101

<u>Classifications</u>	<u>Hourly Rate</u>
Senior Professional	\$210.00
Lead Project Professional	\$195.00
Project Professional	\$180.00
Professional	\$160.00
Assistant Professional	\$135.00
Senior Technician	\$125.00
Technician	\$95.00
Clerical	\$70.00
 <u>Other Direct Expenses</u>	
Travel and Subsistence	At cost
Mileage	\$0.505/mile