

AGENDA ITEM SUMMARY

DATE: 09/15/2014 DEPARTMENT: PW DEPT. HEAD SIGNATURE: MP

SUBJECT: Results of Forsgren Associates' 3rd Party engineering review of HDR's biosolids facility design at 90% completion and proposed next steps – equipment pre-procurement and contractor selection. Resolution 2014-~~80~~ for equipment pre-procurement with HDR.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

A few months ago Council approve the 3rd party review. Staff shared the results of the review with HDR during a meeting with them in August. During the meeting, staff addressed each item that was identified in the review.

The city has used 3rd party review and independent oversight on a number of projects in the past – the Welcome Center and Woodside Blvd. are two examples. The use of independent contractors to review design, engineering and construction phases has proven beneficial and cost effective on these projects; identifying improvements, cost savings opportunities and problems prior to them requiring costly solutions.

The review led to the following recommendations:

1. Depending on the type of equipment that is procured, a re-design may be needed. This has been understood and has been part of the process all along. During the re-design, HDR can identify operational efficiencies that have been raised by Forsgren and wastewater staff. This includes reducing and reconfiguring the auger or conveyer system that is part of the biosolids project. This change could save money in equipment costs as well as improve the maintenance and operations. If a re-design is not needed as a result of the equipment pre-procurement process, a portion of the funds reserved for this task could be used to make these changes as well.
2. The city should contract with HDR for equipment pre-procurement as identified in the attachment as Task Order No. 9 for \$34,700. This is a task that staff feels requires the expertise of the engineer who designed the facility.
3. The city should conduct a request for qualifications for contractor selection then bid the project to a qualified list of contractors (short list). This is a two-step bidding process that staff believes can be done in-house. HDR's cost for this is approximately \$30,000.
4. The city may consider hiring a contractor for construction engineering and inspection (CE&I). This entity would be the owner's representative on the project, independent of the engineering and construction teams, and may help ensure the project is executed efficiently and effectively. The city utilized CE&I on the Woodside Blvd. reconstruction project and identified numerous benefits as a result.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<input checked="" type="checkbox"/> City Attorney	<input type="checkbox"/> Clerk / Finance Director	<input type="checkbox"/> Engineer	<input type="checkbox"/> Building
<input type="checkbox"/> Library	<input type="checkbox"/> Planning	<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> _____
<input type="checkbox"/> Safety Committee	<input type="checkbox"/> P & Z Commission	<input type="checkbox"/> Police	<input type="checkbox"/> _____
<input type="checkbox"/> Streets	<input checked="" type="checkbox"/> Public Works, Parks	<input type="checkbox"/> Mayor	<input type="checkbox"/> _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Address staff's recommendations and give direction for either further information or to proceed with the contractor bidding process. Make a motion to adopt Resolution 2014-80, authorizing the Mayor to sign the Agreement with HDR for equipment pre-procurement in the amount of \$34,700.

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.):
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

**CITY OF HAILEY
RESOLUTION NO. 2014-80**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING THE EXECUTION OF A TASK ORDER NUMBER NINE (9)
CONTRACT FOR SERVICES WITH
HDR ENGINEERING, INC.**

WHEREAS, the City of Hailey desires to enter into an agreement with HDR Engineering, Inc. (HDR) under which HDR will perform equipment pre-procurement for the wastewater biosolids facilities.

WHEREAS, the City of Hailey and HDR have agreed to the terms and conditions of the Task Order Number 9, a copy of which is attached hereto,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Task Order Number 9 between the City of Hailey and HDR Engineering, Inc. and that the Mayor is authorized to execute the attached Agreement,

Passed this 15th day of September, 2014.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk

EXHIBIT A

TASK ORDER NO. 9**ENGINEERING SERVICES FOR EQUIPMENT PRE-SELECTION/PROCUREMENT
FOR CITY OF HAILEY SOLIDS HANDLING IMPROVEMENTS PROJECT**

This Task Order pertains to an Agreement by and between City of Hailey, Idaho ("City"), and HDR Engineering, Inc. ("HDR"), dated August 10, 2009, ("the Agreement"). HDR shall perform services on the project described below and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the technical services described below.

BACKGROUND

The City of Hailey operates a sequencing batch reactor (SBR) with an aerobic digester for sludge storage and stabilization. The aerobic digester is located in the former packaged wastewater treatment plant built in 1974. The packaged plant was not designed to serve as an aerobic digester, although the City has been able to utilize the infrastructure for an additional 13 years after the Woodside treatment plant was constructed in 2000. Thickened liquid sludge is hauled to drying beds at the Ohio Gulch Landfill for drying to meet Class B biosolids requirements and final disposal.

The City of Hailey recently completed the 90 percent design of the Solids Handling Improvements identified in the preliminary engineering report (PER). The recommendation in the PER included a process that will allow for meeting Class B biosolids requirements at the treatment plant through aerobic digestion and utilizing sludge thickening to reduce the digester volume and sludge dewatering to produce a "cake" product.

While the City did not pre-purchase the thickening and dewatering equipment prior to the design completion, the City staff determined that the design should assume that FKC equipment will ultimately be selected. The 90 percent detailed design was based around this manufacturer. The City plans to procure the equipment through a competitive process, per the IDAPA rules. The purpose of this task order is to complete the equipment pre-purchase. This will allow the 90 percent design to either be confirmed or updated to incorporate equipment from a different manufacturer, since each manufacturer has a unique layout. Pre-purchasing the equipment allows changes during design rather than during construction, which saves overall project cost.

This task order does not include design services for the required plant water upgrades, potable water system upgrade, and any equipment redesign that is required following the equipment pre-purchase or contractor pre-qualification.

PROPOSED SCOPE OF SERVICES

The proposed scope of HDR services includes the tasks listed below. HDR will commence with this scope of services upon notice to proceed.

TASK 100 - PROJECT MANAGEMENT**Objective**

Provide scope, schedule, and cost control services.

- Use the services of senior design personnel to conduct a detailed review of the procurement packages. Document quality assurance/quality control comments and responses.
- Provide City with draft procurement packages for review and comment.
- Prepare final, bid ready equipment procurement packages.
- Assist the City in equipment procurement bidding including answering bidders' questions.
- Prepare up to one addendum for the procurement package to respond to supplier/bidder's questions.
- Review equipment procurement submittals.
- Following the equipment procurement bidding, evaluate the apparent low bidders for compliance with the equipment procurement plans, specifications, and addenda and provide the City with contract award recommendations.
- Coordinate equipment procurement schedules with the construction project schedule.
- Prepare for and present at one (1) City Council meeting to provide an update on the equipment procurement.

City Involvement:

- Participate in selection of preferred and listed bidders.
- Perform a timely review of submittal and provide a single set of reconciled review comments. Consultant's schedule includes an allowance of up to one (1) week for City review of the submittal. Any duration longer than this will result in Consultant schedule adjusting accordingly.
- Advertise project using City's established procedure.
- Answer legal questions during Pre-Bid meeting and advertisement period.
- Distribute bid packages and log an official Plan Holders List.
- During the advertisement phase, coordinate all correspondence regarding the project to ensure response consistency.
- Send a complete copy of each addendum to all official plan holders of record.
- Open bids at the place and time advertised.
- Issue the Notice of Award and Notice to Proceed.
- Review bidder's invoices and make payments when due.

Assumptions:

- One equipment procurement package will be prepared.
- Front-end specifications will be based upon Engineers Joint Contract Documents Committee (EJCDC) procurement documents, 2010 version.
- Consultant scope includes up to 16 hours for addressing bidder questions.
- One shop drawing submittal and one shop drawing re-submittal will be reviewed. Consultant scope includes up to 24 hours for reviewing submittals.
- One City Council meeting is assumed for this task. Additional City Council presentations will be made over the phone, if required.

Deliverables:

- Draft procurement packages (electronic file in .pdf format transmitted via e-mail).
- Final procurement packages (electronic file in .pdf format transmitted via e-mail)
- Addenda.
- Recommendations of award (electronic file in .pdf format transmitted via e-mail).

