



City of Grand Island

Tuesday, December 12, 2017

Council Session

Item G-10

#2017-348 - Approving Amendment No. 1 with HDR Engineering, Inc. for Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building Renovation Consulting Services for Project No. 2017-WWTP-2

Staff Contact: John Collins, P.E. - Public Works Director

Council Agenda Memo

From: Keith Kurz PE, Assistant Public Works Director

Meeting: December 12, 2017

Subject: Approving Amendment No. 1 with HDR Engineering, Inc. for Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building Renovation Consulting Services for Project No. 2017-WWTP-2

Presenter(s): John Collins PE, Public Works Director

Background

The Wastewater Administration building, which was constructed in 1978, is located at 3013 East Swift Road. The 3,500 square foot building is the primary station for employees involved with management, accounting, laboratory and operations.

Over the 4 decades since the building was completed, the building, safety, and environmental regulations have increased, and become more stringent. Additionally, the plant operations have expanded with the growth of the City.

As part of assessing the Wastewater Division's ability to comply with existing and anticipated environmental regulations the lab was reviewed. Identified issues included:

- A Heating, Ventilation, and Air Conditioning (HVAC) system shared with the rest of the building, posing an immediate safety hazard.
- Lack of a fire suppression system.
- Outdated and/or marginally functional equipment.
- Limited physical space that will not be able to accommodate future needs.
- Electrical and mechanical limitations that must be expanded to handle future needs and can be made more efficient.

When the investigation was expanded to the rest of the building it was determined that the electrical and mechanical systems also limited the operators work stations and that the physical space was insufficient for their needs. SCADA and other monitoring equipment are in need of updating.

The Solids Handling Building (Building 6) was constructed to add a second floor. Engineering and Wastewater employees investigated moving some combination of the management, accounting, operations, and/or lab groups to this location, but the current costs of ADA compliance combined with the construction costs would make the price

high relative to at grade construction. Additionally there are advantages to having these groups remain in proximity to each other, and located at the plant entrance.

The potential of building a new building to house the lab and operators was compared to building an addition (which would require temporary housing for some staff) to the existing building (which would still require some renovation). A new building would be less disruptive during construction, but the continuous benefits of maintaining proximity weighed in favor of adding to the existing building.

On June 13, 2017, via Resolution No. 2017-167, City Council approved an agreement between the City and HDR Engineering, Inc. of Omaha, Nebraska for consulting services to renovate the Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building, in the amount of \$57,000.00.

Discussion

It is necessary to add design development, final design and bidding phase services to the original agreement with HDR Engineering, Inc. Such additional work will result in an agreement increase of \$220,289.00, resulting in a revised agreement amount of \$277,289.00.

Funds for the consulting services are in the approved 2017/2018 Wastewater Division budget.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve Amendment No. 1 to the agreement with HDR Engineering, Inc. of Omaha, Nebraska, for a revised consulting agreement amount of \$277,289.00 for Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building Renovation; Project No. 2017-WWTP-2.

Sample Motion

Move to approve the agreement.

AMENDMENT No. 1
TO AGREEMENT
FOR
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on 21st of June, 2017 to perform engineering services for City of Grand Island, Nebraska ("OWNER");

OWNER desires to amend this Agreement in order for HDR to perform services beyond those previously contemplated;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and City of Grand Island, Nebraska do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

- 1) Section IV – COMPENSATION shall be replaced with the following:

Compensation for ENGINEER'S services under this Agreement shall be on an hourly basis plus Reimbursable Expense not to exceed per the following:

Original Amount: \$57,000

Amendment 1 Amount: \$220,289

New Total Amount: \$277,289

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, technology charges, telephone, telex, shipping and express, and other incurred expense. ENGINEER will add five percent (5%) to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability.

- 2) Exhibit A shall be amended to include with the attached Exhibit A-1

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

By: Matt Tind

Title: Sr. Vice President

Date: 12-1-17

CITY OF GRAND ISLAND, NEBRASKA ("OWNER")

By: _____

Title: _____

Date: _____

**EXHIBIT A-1
TO AMENDMENT 1**

SCOPE OF WORK – DESIGN AND BIDDING

CITY OF GRAND ISLAND, NE

**WASTEWATER TREATMENT PLANT
LABORATORY, OPERATIONS CONTROL CENTER, AND ADMINISTRATIVE
BUILDING RENOVATION**

PART 1.0 PROJECT DESCRIPTION:

The City of Grand Island's (OWNER) Wastewater Treatment Plant's current Administrative Building is nearly four decades old. HDR has completed the Concept Development phase of the project which has resulted in the recommendation to construct an approximate 7,200 square foot addition to the existing Laboratory and Operations Center making the total building footprint approximately 10,900 SF.

This Agreement includes design development, final design and bidding phase services. Construction Contract Administration services will be covered in a future Agreement.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

Overall Key Understandings

1. Design will be based on Concept Development Technical Memorandum dated November 6, 2017 that was prepared by HDR and reviewed by the City.
2. OWNER will provide criteria and information as to the City's requirements for the Project, including City standards in building or furniture products and available funding.
3. OWNER will provide access to Administrative Building and other Wastewater Treatment Plant facilities, as required.
4. OWNER will provide available data including record drawings and past billings for power, heating, and cooling.
5. OWNER will provide City of Grand Island front ends for insertion into the contract. HDR Master Specifications will be used for technical sections.
6. Meetings will be held at the Wastewater Treatment Plant or City Hall.
7. The scope of work does not include completing of funding applications, locating funding sources, or administering funding programs.
8. OWNER will provide timely review and comments on draft deliverable documents.

9. HDR will utilize the following subconsultants for this project:
 - a. Survey – JEO Consultants, Inc.
 - b. Opinion of Probable Construction Cost Updates – Building Cost Consultants (BCC)
10. OPCC will be developed using Microsoft Excel software and will include appropriate factors for undefined scope of work (contingency) and range of accuracy based on the level of project definition.
11. All project communication will be routed through the OWNER'S project manager.
12. HDR will notify the OWNER of any proposed change in project team members from those presented in the original proposal and statement of qualifications. The proposed change will be made upon approval by the OWNER.
13. A Stormwater Pollution Prevention Plan (SWPPP) is not included in the Scope of Services based on the assumption that the total disturbance is less than 1.0 acre.
14. A Post-Construction Stormwater Management Plan is not included in the Scope of Services. OWNER will handle all bidding document distribution and coordination activities including advertising, printing, distribution of bidding documents, and distribution of addenda.
15. There will be limited relocation of utilities only in the vicinity of the building expansion.
16. Structural system will be per the Value Engineering decisions made in Conceptual Design. The structural system will consist of load bearing precast with interior steel columns and bar joints roof.

TASK SERIES 100 – DESIGN

Objective Using the Concept Development Technical Memorandum as the basis, develop design development (approximately 60% complete), pre-final design (approximately 95% complete) and bidding contract documents.

HDR Activities

110 – Design Phase Kickoff Meeting

- Kickoff Meeting with OWNER to review scope of services, project objectives, and key issues. Document with meeting notes and distribute to attendees.

120 – Survey – By Subconsultant

- Complete topographic survey of area in vicinity of proposed construction near Laboratory and Operations Center.

130 – Design Development (Approximately 60% complete)

- Prepare preliminary design documents including drawings, and technical specifications table of contents for the various components of the project.
- Provide in-house QC review by senior interdisciplinary personnel.
- Prepare an updated opinion of cost (by Subconsultant) for the project based upon current state of project detail.
- Submit preliminary design Documents for review by the City.

140 – Design Development Review Meeting

- Meet with City to review progress, status of design, and current opinion of cost.
- Prepare agenda, meeting minutes, and written responses to City's comments and incorporate comments into Contract Documents as appropriate.

150 – Pre-Final Design Development

- Prepare pre-final design documents including drawings, details, and technical specifications for the project based upon current state of project detail for the various components of the project.
- Update opinion of construction cost (by Subconsultant).
- Incorporate City of Grand Island front-end documents, general conditions, and bidding and contract documents.
- Provide in-house QC review by senior interdisciplinary personnel.
- Submit pre-final Contract Documents for review by the City.
- Provide pre-final Contract Documents to NDEQ for review, comment and approval (if necessary).

160 – Pre-Final Review Meeting

- Meet with City to review progress, status of design, and current opinion of cost.
- Prepare agenda, meeting minutes, and written responses to City's comments and incorporate comments into Contract Documents as appropriate.

170 – Bidding Documents Development

- Prepare bidding documents including drawings, details, technical specifications, and front-end documents for the various components of the project. Incorporate appropriate review comments from City, final QC reviews and NDEQ.

- Submit Bidding Documents to the City.

City Activities

- Participate and provide a location for review meetings.
- Provide timely review (a maximum of two-week review period) and written comments on deliverables.
- Compile technical documents from HDR with City of Grand Island front ends.
- Provide legal and insurance review and acceptance of HDR-prepared front-end documents.

Deliverables:

The following deliverables will be provided:

- Three (3) reduced scale hard copy documents and one (1) electronic pdf format copy of the design development (60% design) documents
- Three (3) reduced scale hard copy documents and one (1) electronic pdf format copy of the pre-final (95% design) documents
- Three (3) full-size hard copy sets of pre-final design documents to NDEQ.
- Three (3) reduced scale hard copy documents and one (1) electronic pdf format copy of the bidding documents.
- Opinions of Probable Construction Cost for each design deliverable, electronic pdf format
- Meeting agendas and minutes, electronic pdf format.

Meetings:

Meetings anticipated and identified in the scope for the project work include the following:

- Design Kickoff Meeting: HDR Project Manager and Architect
- Design Development Meeting: HDR Project Manager, Architect, and one other Professional
- Pre-Final Meeting: HDR Project Manager, Architect, and one other Professional

Key Understandings and Assumptions:

- The design services are based preparing one bidding package with two (2) identified bid alternates.
- It is anticipated that the bid package will include approximately 55-60 drawings. Not all drawings will be submitted for the design development package.
- Drawings will be developed using Autodesk REVIT (BIM).
- Full Size Drawings size will be 22" x 34".

- Half Size Drawings size will be 11" x 17".
- Technical specifications will be prepared in Construction Specification Institute (CSI) 3-part format 6-digit, 50 division format as modified by HDR and will be based on HDR master specifications.
- Bidding Documents and General Conditions for the project will be City of Grand Island standards..
- Survey will be by JEO, a subconsultant. \$4,000 is assumed for this service.
- OPCC updates will be by BCC, a subconsultant. \$3,200 is assumed for this service.
- City will consolidate all comments from staff on deliverables and present one unified written document of comments.
- Redesigns associated with City requested modifications of previously approved design documents are not included in this Scope of Services.
- No Equipment Pre-Procurement contracts for Assignment to a General Contractor are included.
- No LEED, Envision, or other energy rating services are included.

TASK SERIES 200 – BIDDING PHASE SERVICES

Objective: These activities are intended to assist the City in solicitation of bids and execution of a Contract for Construction for the project.

HDR Activities: 210 - Document Reproduction and Distribution

- Assist City with advertising for bids.
- Provide Notice to Bidders to OWNER for publication.
- Aid in City distribution of Contract Documents to plan holders, contractors and suppliers.

220 – Conduct Pre-Bid Meeting

- Prepare agenda and conduct meeting to address pertinent items for discussion at the pre-bid meeting, including bidding requirements, regulatory requirements, and site conditions, etc.
- Attend pre-bid meeting and site visit to review the project with the potential bidders.
- Prepare and distribute minutes from the pre-bid meeting to plan holders for the project.

230- Document Clarification/Addenda

- Address comments and questions from bidders or plan holders.
- Prepare addenda items containing clarifications and modifications to the Construction Documents.
- Distribute addenda to plan holders.

240- Bid Evaluation/Recommendation of Award

- Review bids received during bid letting for inclusion of required information and correct bid price tabulation.
- Review Contractor qualifications for performing the required work.
- Evaluate the apparent low bidders in accordance with the Contract Documents.
- Make written recommendation to the City for the award of the contract. Recommendation will be made based on the lowest responsive and responsible bid in the best interest of the City.

City Activities

- Distribute contract documents to plan houses, contractors, and suppliers.
- Provide access to the site for the Pre-Bid Meeting.
- Provide knowledgeable personnel during Pre-Bid Meeting to answer questions regarding City procurement and bidding policies.
- Receive bids, prepare bid tabulation, and deliver bidding materials to HDR.

Deliverables:

The following deliverables shall be provided:

- Bidding Contract Documents to the City and plan-holders, electronic pdf format.
- Pre-bid meeting agenda and minutes, electronic pdf format.
- Addenda items electronic pdf format.
- Bid Evaluation and Recommendation of contract award, electronic pdf format.

Meetings:

Meetings anticipated and identified in the scope for the project work include the following:

- Pre-bid Meeting, HDR Project Manager and Architect.

Key Understandings:

- HDR will not attend the bid opening.

- City of Grand Island will receive bids, prepare a bid tabulation, issue the Contracts to the Recommended Contractor, and review insurance certificates.
- Contract Documents will not be conformed prior to construction (e.g. integration of addenda into the drawings prior to construction).
- There will be only prime contract with one bid opening and recommendation of award.

TASK SERIES 300 – PROJECT MANAGEMENT

Objective: Provide management activities over Project duration including planning, organizing and monitoring Project team activities; overall project management; and coordination with OWNER.

HDR Activities

310 – Team Management and Project Control

- Project initiation and development of internal Project Management Plan.
- Budget and invoice management.
- Schedule monitoring and update.
- Internal coordination meetings.
- Quality Control (including HDR's internal Project Approach and Resource Review)

320 – Production Guide Standards

- Project Guide. Distribute and update as activities dictate.

City Activities:

- Provide timely review and processing for payment of monthly progress reports and invoices.
- Provide timely review and comment on project deliverables.

Deliverables: The following deliverables shall be provided:

- Monthly project invoices.

Meetings: None anticipated for this specific task series.

Key Understandings and Assumptions:

- Meetings and workshops are included under subsequent tasks as specifically identified in other task items.

PART 3.0 AUTHORIZATION

Work will not proceed on a task without authorization.

PART 4.0 OWNER'S RESPONSIBILITIES:

OWNER will be responsible for the items as identified for the City in the above Scope of Services.

PART 5.0 PERIODS OF SERVICE:

Notice to Proceed	December 15, 2017
Completion of Design (Task Series 100)	March 31, 2018
Completion of Bidding (Task Series 200)	May 31, 2018

NEXT PHASES OF SERVICES:

Construction Contract Administration services are not included in this Scope of Services and will be negotiated in a future Amendment to the Agreement.

RESOLUTION 2017-348

WHEREAS, on June 13, 2017, via Resolution No. 2017-167, City Council approved a consulting agreement between the City of Grand Island and HDR Engineering, Inc. of Omaha, Nebraska for Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building Renovation; Project No. 2017-WWTP-2, in the amount of \$57,000.00; and

WHEREAS, it is necessary to add the design development, final design and bidding phase services to the original agreement with HDR Engineering, Inc.; and

WHEREAS, such modifications to the original agreement are detailed in Amendment No. 1 and result in an agreement increase of \$220,289.00, for a revised agreement amount of \$277,289.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that Amendment No. 1 to the original consulting agreement with HDR of Omaha, Nebraska for Wastewater Treatment Plant Laboratory, Operations Control Center, and Administrative Building Renovation; Project No. 2017-WWTP-2 is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute such agreement on behalf of the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, December 12, 2017.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
December 8, 2017	☐ City Attorney