

CIP DESIGN AND ENGINEERING MEMORANDUM

09-17

June 11, 2009

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: William Simmons, City Manager *WAS*
David Willett, Director of Public Works/Utilities *DW*
Raymond Reling, Chief Water Treatment Plant Operator *RR*
Mark Hofmeister, Civil Engineer I *MH*

SUBJECT: CR-67 Wastewater Treatment Facility Master Plan

RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved, would authorize the Mayor to execute the attached contract between the City of Northglenn and HDR Engineering, Inc for the Wastewater Treatment Facility Master Plan in the amount of \$133,680.00 and to authorize a 10% contingency of \$13,000.00. In addition, this resolution would authorize the City Manager to approve minor changes in the scope of work and execute relevant change orders up to the approved expenditure limit of \$146,680.00. Staff recommends approval of the proposed resolution.

BACKGROUND:

The original Wastewater Treatment Facility (WWTF) was constructed in 1980 as an aerated lagoon system. Over the next few years, Staff began experiencing problems with ammonia and Whole Effluent Toxicity Testing parameters. In 2002, the Colorado Department of Public Health and Environment (CDPHE) issued a new permit, which included a compliance schedule for facility upgrades to meet ammonia and Whole Effluent Toxicity Testing limits. The City hired a consulting firm to develop a Wastewater Utility Plan evaluating the various wastewater treatment alternatives and options to meet the requirements of the new discharge permit. Once completed, the Wastewater Utility Plan recommended design and construction of a new WWTF including: preliminary treatment (headworks), primary treatment (primary clarifiers), secondary treatment (aeration basins, blowers, electrical equipment, and clarifiers), UV disinfection and a secondary pumping for the effluent going to Bull Reservoir.

On June 4, 2003, the City Council approved Staff Report No. 03-21 that executed a Professional Services Agreement to design a new WWTF based on the recommendations in the Wastewater Utility Plan. Construction of the project began in January 2005. Due to funding constraints, the project was scaled back to only include the construction of three aeration basins, two secondary clarifiers, a UV disinfection building, a secondary pump building with an electrical room and a blower room. It was assumed that the two lagoons from the existing facility would be used to accomplish the preliminary and primary treatment thus replacing the headworks and primary clarifiers.

Following the new facility coming online, Staff began experiencing operational difficulties including: trash throughout the new mechanical plant, large variability in pH in Bull Reservoir, and an increase in odor complaints. Based on the modified design of the new facility, it was assumed that the trash, would settle out of the waste stream in the existing WWTF lagoons. However, due to the aeration in the lagoons predominately for odor control, pieces of trash are remaining in suspension and passing through the treatment process. The second issue is the large variability in pH in Bull Reservoir which at times prevents Staff from discharging water to Big Dry Creek. In addition, there has been an increase in the number and frequency of odor complaints at the WWTF from the encroaching housing development.

In 2007, due to the growing number of odor complaints, CDPHE issued a Cease and Desist order to the City of Northglenn. In order to comply with the CDPHE's order, the City elected to inject odor-reducing chemicals into the system based on the recommendations of an odor evaluation of the system

Over the last ten years several studies, which directly relate to the Wastewater Treatment Facility have been completed with the exclusion of a Wastewater Treatment Facility Master Plan. A master plan is an essential document, which incorporates all current information that directly impacts the treatment system. The proposed master plan would function as a planning tool for the facility by identifying capacity thresholds that trigger the requirement for future expansions, developing capital improvement projects to minimize operational costs and ensure future regulatory compliance, establishing implementation priorities, developing cost estimates for the recommended improvements, and identifying potential funding sources. The recommended capital improvement projects would then be included in the Water Rate Study to determine the projected budgetary requirements.

On May 4, 2009, the City accepted four (4) proposals for the Wastewater Treatment Facility Master Plan. HDR Engineering, Inc. (HDR) was the firm selected based on the Request for Proposal. HDR Engineering, Inc. proposal for the Wastewater Treatment Facility Master Plan is in the amount of \$133,680.00. It is further recommended that City Council authorize \$13,000.00 as a 10% contingency and authorize the City Manager to approve minor changes in the scope of work and execute relevant change orders up to an approved expenditure limit of \$146,680.00. City Staff contacted the references submitted by HDR as part of the bid process, and determined the Consultant's past performance meets the City's standards. Copies of the references and standard agreement are attached.

HDR is nationally recognized for their expertise in the wastewater treatment field. HDR is qualified to address the impacts of future regulations, and has extensive planning and design experience with a broad range of treatment systems. The proposed team from HDR has considerable knowledge in evaluating wastewater treatment plants, maximizing treatment capacity in existing facilities, and optimizing treatment processes.

BUDGET/TIME IMPLICATIONS:

There is no impact to the General Fund. An appropriation amendment from the 2009 Connection Charges Fund in the amount of \$146,680.00 is requested for this project. Any unspent funds will be return to the Connection Charges Fund. See attached fund balance sheet of the 2009 Connection Charges Fund furnished by the Finance Department.

STAFF REFERENCE:

Please contact Raymond Reling Chief Water Treatment Plant Operator at rreling@northglenn.org, or (303) 450-4049.

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-67
Series of 2009

Series of 2009

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND HDR ENGINEERING, INC. FOR A WASTEWATER TREATMENT FACILITY MASTER PLAN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Professional Services Agreement between the City of Northglenn and HDR Engineering, Inc., attached hereto, in the amount of \$133,680.00 with a ten percent (10%) contingency of \$13,000.00 for a total amount not to exceed \$146,680.00 for a Wastewater Treatment Facility Master Plan is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED at Northglenn, Colorado, this ____ day of _____, 2009.

KATHLEEN M. NOVAK
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, 2009, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and HDR Engineering, Inc. (hereinafter referred to as "Consultant").

RECITALS:

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed One hundred thirty three thousand six hundred eighty dollars (\$133,680.00). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by

Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good

standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement.

B. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

2. Enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under the Agreement, Consultant shall:

a. Notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under the Agreement; and

b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subparagraph (a) hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under the Agreement; except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under the Agreement.

D. **Duty to Comply with Investigations.** Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. If Consultant does not currently employ any employees, Consultant shall sign the NO Employee Affidavit attached hereto.

F. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the Department Program Affidavit attached hereto.

IX. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the City, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant. Consultant agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Consultant, or at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with, any such liability, claims, or demands. Consultant also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the City, its officers, or its employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission, or other fault of the City, its officers, or employees.

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance

sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease - policy limit, and one million dollars (\$1,000,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.

2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$600,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn: Mark Hofmeister
11701 Community Center Drive
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently one hundred fifty thousand dollars (\$150,000) per person and six hundred thousand dollars (\$600,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101 *et seq.*, Colo. Rev. Stat., as from time to time amended, or otherwise available to the City, its officers, or its employees.

XI. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XII. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

XIII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XV. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

XVI. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVIII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement or liability in any ensuing fiscal conflicting provisions in the Agreement establishing any monetary obligation beyond the current fiscal year.

XIX. NOTICE

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

Consultant: HDR Engineering, Inc.
419 Canyon Ave. Suite 316
Fort Collins, CO 80521

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____
Kathleen M. Novak Date

Mayor
Title

ATTEST:

Johanna Small, CMC Date
City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann Date
City Attorney

CONSULTANT:

By: K. Bradley Martin

K. Bradley Martin
Print Name

Vice President 6/5/09
Title Date

ATTEST:

By: Kenneth J. Lowrey Jr
KENNETH J. LOWREY JR
Print Name

Vice President 6/5/09
Title Date

City's Contract # _____

Name of City's Project Manager
Mark Hofmeister

EXHIBIT A
City of Northglenn, Colorado
2009 WWTF Master Plan
Scope of Work

TASKS	
100	Project Management
200	Basis of Planning
300	Evaluation of Wastewater Treatment Facility
400	System Recommendations and Capital Improvement Plan
500	Water Reuse Feasibility
600	Wastewater Master Plan
700	Utility Plan Update
800	Bull Reservoir Effluent Pumping Evaluation
900	Potential External Funding Sources (Alternative Task Item)

PROJECT OBJECTIVE:

The objective of this work effort is to assist the City of Northglenn in developing a Wastewater Master Plan to evaluate and rate the existing Wastewater Treatment Facility (WWTF), guide future sewer collection and develop a sewer service plan of the planning jurisdiction, and develop a capital improvement plan providing recommendations and cost estimates and identify potential funding sources. The City of Northglenn Wastewater Treatment Facility and the proposed 208 boundary are located in the planning jurisdiction of the North Front Range Water Quality Planning Association (NFRWQPA), as such; the 208 planning must also meet their requirements. The final Northglenn WWTF Master Plan must also meet the requirements of the Denver Regional Council of Governments (DRCOG).

PROJECT ASSUMPTIONS:

- City will provide the following data: Transportation Analysis Zone (TAZ) data, GIS data, WWTF operations data, existing facility design documents, studies, and evaluations.
- Route formal technical memorandums and report submittals to the City for review and comment; we anticipate City review time for each design submittal will be two weeks. Review comments shall be consolidated into a single document.

TASK 100. PROJECT MANAGEMENT

Objectives:

Plan and execute the Wastewater Treatment Facility Master Plan in accordance with an established schedule and budget while exceeding quality expectations.

HDR Subtasks:

- 101 Project Coordination Meetings.** Meetings will be held with the City to review status of the planning effort. These meetings will be held in coordination with other meetings and workshops during the course of the work. A total of six meetings will be budgeted in addition to other scheduled meetings and workshops.
- 102 Project Management Plan.** The Project Management Plan will set forth project procedures and will clearly define individual responsibilities, task schedules, milestones, deliverables and task budgets. The Project Management Plan will contain project objectives; organization and roles of the project team, contract work plan, management tools and techniques; coordination with the City and other participating agencies; Quality Assurance and Quality Control Plan; monitoring; reporting and administrative procedures. At the onset of the project, a project team meeting will be conducted to develop communication channels and form the basis for a comprehensive Project Management Plan.
- 103 Monitoring.** Monitor project progress, including work completed, work remaining, budget expended, schedule and estimated cost of work remaining and estimated cost at completion. Manage activities within task budgets. Prepare and submit a brief monthly progress memorandum and invoice using the project management tools prepared in Subtask 102.
- 104 Quality Control.** Review all work activities and project deliverables for conformance with quality control requirements and project standards. Monitor project activities for potential changes, anticipate changes whenever possible, and with the City's approval, modify project tasks and approach to keep the overall project within budget and on schedule.

City Involvement:

- Participate in telephone calls and meetings.
- Participate in project management workshop.

Deliverables:

- Project Management Plan.
- Memoranda and meeting notes as required.
- Project status memorandums and invoices.

TASK 200. BASIS OF PLANNING

Objectives:

The Basis of Planning establishes the planning constraints, clarifies the issues that will impact planning decisions and provides a clear foundation for the development of the alternatives for the City's wastewater facilities. Planning documents and data such as the Northglenn Comprehensive Plan, Weld County Comprehensive Plan, current zoning and land use, census data, and the TAZ data will be utilized to develop future population estimates. Data will be gathered regarding current, planned, and potential land uses. Meetings will be held with City staff to develop a wastewater service area plan for the 208 boundary. The 208 boundary wastewater service area plan will develop a strategy for future sewer collection system and recommend potential lift station locations. The purpose of WWTF Master Planning work is to provide a comprehensive document which includes all of the relative objectives in this scope of work for the overall planning of the facility, to establish theoretical build-out conditions and provide a list of capital

improvements implementation drivers and schedule for the next 20 years (2030). Master Planning will include evaluating current and future regulations, sludge disposal alternatives, and drivers for Capital Improvements.

HDR Subtasks:

- 201 Develop a Wastewater Service Area Plan** Develop a plan for proposed future sewer collection system and recommend potential lift station locations in the established 208 boundary. Boundary map is attached.
- 202 Develop Land Use and Population Projections.** Establish existing and future condition population and employment using census data, Northglenn Comprehensive Plan, Weld County Comprehensive Plan, Integrated Water Resource Plan, Water Treatment Master Plan, the TAZ data, and other census databases. Develop a spatial distribution of existing population, employment and land use across the 208 boundary to serve as the basis of sanitary flow development. Identify non-sewered areas based on GIS data for distribution of future condition sanitary flows. Summarize population projections in tabular format.
- 203 Characterize Wastewater Flows.** Obtain average and peak day dry weather flow data for the Northglenn WWTF. Develop sanitary unit flow factors for population, employment, and future land uses. Compare Northglenn specific unit flow factors and previous planning values of 100 gpcd with NFRWQPA typical values. Identify and resolve inconsistencies. Obtain recent peak wet weather flow data for the WWTF. Identify an inflow and infiltration (I&I) allowance based on a gpd/ac for existing and proposed sewer areas.
- 204 Develop Wastewater Flow Projections.** Develop a spatial distribution of sanitary flow using the unit flow factors and GIS data for existing and future development conditions that incorporate population projections and land use coverages. Apply the I&I allowance based on gpd/ac using the non-sewer area coverage and land use data.
- 205 Prepare a Basis of Planning Technical Memorandum.** Prepare a technical memorandum summarizing the basis of planning. Submit to Northglenn for review and comment. Meet with the DRCOG and NFRWQPA to review the basis of planning and facilitate buy-in on results used for subsequent planning phases.

City Involvement:

- Provide City GIS data.
- Review and comment on Basis of Planning Technical Memorandum.

Deliverables:

- Wastewater planning area boundary map and supporting GIS data.
- Six copies of the draft Basis of Planning Technical Memorandum.
- Six copies of the final Basis of Planning Technical Memorandum.

TASK 300. EVALUATION OF WASTEWATER TREATMENT FACILITY

Objectives:

Using volumetric flow, biochemical oxygen demand (BOD), chemical oxygen demand (COD), total suspended solids (TSS), phosphorous and nitrogen loading developed on a per capita basis, project average flow and load conditions for the next 20-year, and theoretical buildout planning period for the wastewater treatment facility. Projected flow and loading conditions will be compared to the existing and currently planned design capacity of the treatment facilities and solids handling systems to determine the adequacy of each treatment facility to treat the updated flow and loading from the planned population, commercial, and industrial uses developed in Task 200. The comprehensive evaluation of the existing Wastewater Treatment Facility will include structures, pipelines, pump stations and control devices which provide treatment, storage, or affects the wastewater's quality, levels of pollutants, odors, treatability, and conveyance. Standards for evaluation will include the CDPHE Policy 96-1, Design Criteria considered in the Review of Wastewater Treatment Facilities.

HDR Subtasks:

- 301 Existing Sewage Flows and Loadings.** HDR will compile and analyze the monthly reports for the wastewater treatment facility including flow, influent and effluent constituents, consistency of BOD5, suspended solids (SS), phosphorus and nitrogen (total kjeldahl nitrogen, ammonia, and nitrates/nitrites as available). In addition disinfection performance will be analyzed where data is available. Recommendations for additional sampling (if any) will be identified.
- 302 Existing Plant Utilization.** The capacity of the existing WWTF will be evaluated and determined. Results from the capacity rating of the existing facility shall be stamped by a registered Engineer in the State of Colorado and submitted to CDPHE for approval. The existing sewer flow and loading per capita analysis developed as part of Subtask 301 will be compared with the printed "nameplate" capacity of each unit process. The analysis will identify capacity restrictions in the unit process and will determine when they will occur. A treatment plant utilization schedule (table) will be developed that will be used for projection of current capacity utilization and remaining capacity. HDR will coordinate with the City to have additional COD sampling and testing performed (if any additional tests are required). Additionally, the operational efficiency of WWTF will be evaluated to determine recommendations for treatment strategies.
- 303 Regulatory Requirements and Future Wastewater Discharge and Disposal Analysis.** The WWTF currently discharges to Bull Reservoir. Effluent is then pumped out of the reservoir to two canals and one creek; Big Thompson Canal, Bull Canal, and Big Dry Creek. Most of the effluent is used for irrigation, however, during the winter months, effluent discharged reaches surface water. Bull Reservoir has seen increasing levels of eutrophication and large variability in pH level. Prepare a critical analysis of effluent discharge and/or disposal options, including consideration of alternate discharge scenarios, reuse options and enhanced treatment requirements. CDPHE staff will be consulted and discussions documented. Completed and on-going CDPHE studies, along with studies of others, will be considered in developing both short term and long range control strategies and capital improvement list to accomplish control strategies.

- 304 Odor Control.** Wastewater from Northglenn's collection system is pumped from Lift Station A located approximately 13 miles from the WWTF. Due to the long detention time in the pipeline, wastewater becomes septic and releases large amounts of odor. Currently, bioxide is added at Lift Station A and a second injection point located at the WWTF site has recently been constructed. However, odor remains a significant problem. Evaluate previous odor control studies and available data and provide recommendations for reducing odor at existing and future facilities. Evaluate alternative treatment technologies for ability to remove odors, applicability, capital cost, and operations/ maintenance costs. Alternatives may include chemical addition, carbon scrubber, chemical scrubber, biological scrubber, and biomedica. Evaluate the affect of the proposed odor control alternatives on the pipeline conveying the wastewater to the treatment facility.
- 305 Future Plant Requirements.** Develop the future sewage flow projections. Determine treatment requirements for the WWTF. Determine future treatment plant capacity needs. Compare treatment plant process unit design capacities with future projections and presented in a schedule for treatment plant upgrades at each WWTF by individual unit process. Develop treatment and sludge disposal alternatives. Develop schematic treatment diagrams for each alternative treatment option. Develop odor control alternatives. Develop a plan, that includes a Capital Improvements Schedule, that projects required treatment plant upgrades that are tied to service growth and regulations. Other alternatives for use of plant effluent identified in Subtask 303 will be examined and discussed.
- 306 Cost Estimating and Implementation Plan.** Develop costs for treatment plant improvements, odor control, and sludge disposal. Prepare planning level estimates of system improvement project costs including capital construction costs, land acquisition costs, engineering and administration costs, O&M costs and construction contingency estimates. Evaluate the priority of improvements using the project weighted prioritization matrix. Review initial project priorities with City in a workshop. Identify flow drivers and/or year for improvement scheduling. Summarize/graph capital project costs versus planning period for future budgeting purposes.

City Involvement:

- Perform additional sampling and testing as required.
- Provide as-built drawings, facility planning documents, and operational data of existing conveyance and treatment facilities.
- Review and comment on WWTF Evaluation Technical Memorandum.

Deliverables:

- Stamped capacity rating of existing WWTF and submittal to CDPHE for approval.
- Six copies of the draft WWTF Evaluation Technical Memorandum.
- Six copies of the final WWTF Evaluation Technical Memorandum which will include the following:
 - WWTF utilization schedule and action plan.
 - Odor control recommendations.
 - Regulation impact analysis and recommendations.
 - Schematic site drawings depicting alternatives for expansion of each facility to meet future demand and regulatory requirements.
 - Identification of regional wastewater partnership opportunities developed through the 208 boundary review.

TASK 400. SYSTEM RECOMMENDATIONS AND CAPITAL IMPROVEMENT PLAN

Objectives:

The objective of this task is to select a recommended plan for the wastewater treatment systems from the analysis performed in previous tasks. The recommended capital improvements will be evaluated in a workshop format and a priority ranking system will be developed. System recommendations will be documented and a capital improvement schedule (CIP) will be prepared.

HDR Subtasks:

- 401 Develop Rating Criteria.** Develop non-monetary criteria, including environmental impacts for evaluating the alternatives for the wastewater collection, treatment systems and sludge disposal.
- 402 Alternative Evaluation Workshop.** Conduct alternative evaluation workshop with City Staff to evaluate, rank and select the recommended alternatives. Public impact will be included as part of this process.
- 403 Capital Improvement and Implementation Plan Development.** Prepare plan for implementation of the recommended alternatives. Plan will include a description of the recommended projects and their priorities. Develop capital improvements schedule that includes prioritization, capital costs, and potential external funding sources.
- 404 Identify Potential Funding Sources.** Identify potential funding sources. Summarize and present applicable federal, state, and regional funding sources.

City Involvement:

- Review and comment on Capital Improvement Implementation Plan Technical Memorandum.

Deliverables:

- Rating criteria and recommend alternatives.
- Six copies of the draft Capital Improvement Implementation Plan Technical Memorandum and Capital Improvements Schedule.
- Six copies of the final Capital Improvement Implementation Plan Technical Memorandum and Capital Improvements Schedule.
- Identify external funding sources

TASK 500. WATER REUSE FEASIBILITY

Objectives:

The objective of this task is to at a planning level evaluate reuse opportunities for the northern portion of the 208 boundary and southwest Weld County. Identify the motivators for establishing a reuse water program, the benefits of implementing a program, and the potential downsides to implementation.

HDR Subtasks:

- 501 Reuse Water Strategy Workshop.** Facilitate one day workshop to focus on a reuse water program. Involve key stakeholders in the workshop, including key staff and representatives of CDPHE, if available. Assess the strengths, weaknesses, opportunities, and threats/obstacles to a reuse program. Formulate Northglenn’s mission statement with regard to reuse water. Define vision for reuse water, including goals and objectives. Identify potential reuse water uses and customers. Identify potential/conceptual distribution system and key components (e.g., pumping, transmission, and storage). Identify and discuss the issues associated with achieving the vision, including a discussion of business planning needs.
- 502 Economic Analysis.** Prepare a preliminary economic analysis statement that focuses on the return on investment, if any, to the water and wastewater departments from the implementation of a reuse water program. Compile information obtained during the workshop and prepare high-level, cost opinions of reuse water treatment and distribution infrastructure (conceptual level of detail) for presentation in a workshop summary memorandum. Prepare an economic analysis statement that generally follows An Economic Framework for Evaluating the Benefits and Costs of Water Reuse by the WaterReuse Foundation.
- 503 Council and Stakeholder Presentation.** Prepare and deliver a presentation to the Northglenn City Council, community, staff, key public agencies, and other stakeholders.

City Involvement:

- Review and comment on Water Reuse Technical Memorandum.

Deliverables:

- Workshop summary memorandum.
- Six copies of the draft and six copies of the final Economic Analysis Technical Memorandum.
- Six copies of the draft and six copies of the final Water Reuse Technical Memorandum.

TASK 600. WASTEWATER MASTER PLAN REPORT

Objectives:

The data collected and evaluations conducted for tasks 100 through 600 will be assembled into a single document. In addition, a combined capital improvements schedule including recommended capital improvements will be assembled into a summary report. The document will also incorporate the findings from previously completed studies including City of Northglenn Water Treatment Plant Master Plan Update, City of Northglenn Comprehensive Plan, Weld County Comprehensive Plan, City of Northglenn Wastewater Utility Plan, City of Northglenn Integrated Water Resource Plan, and City of Northglenn Lift Station A and WWTP Odor Control Plan. These documents will form the Wastewater Treatment Facility Master Plan and be structured similar to the following outline:

Wastewater Master Plan:

- Executive Summary
- Section 1 Basis of Planning
- Section 2 Regulations
- Section 3 Existing Sewer Collection System

Section 4	Existing Wastewater Treatment Facility
Section 5	Analysis of Wastewater Treatment Facility
Section 6	Alternatives Development and Evaluation
Section 7	System Recommendations and Capital Improvements Plan
Section 8	Reuse Water

HDR Subtasks:

- 601 Draft Wastewater Treatment Facility Master Plan.** Draft versions of the Wastewater Treatment Facility Master Plan will be submitted to the City, DRCOG, NFRWQPA, and CDPHE for review and comment on an intermittent basis as portions are completed. A complete formal draft of each document will be submitted at the 90 percent level of completion for review and comment prior to finalizing the plan. Six copies of each draft will be submitted for review.
- 602 Prepare and Deliver Final Wastewater Treatment Facility Master Plan to City of Northglenn.** Based on review comments received, revisions to the draft report will be made and the final report will be assembled. Six copies will be delivered to the City.

City Involvement:

- Review and comment on Draft Wastewater Treatment Facility Master Plan.

Deliverables:

- Draft Wastewater Treatment Facility Master Plan (6) six copies.
- Draft Final Wastewater Treatment Facility Master Plan (6) six copies.
- Final Wastewater Treatment Facility Master Plan (6) six copies.

TASK 700. UTILITY PLAN UPDATE

Objectives:

Update the existing Utility Plan to correlate with the Wastewater Treatment Facility Master Plan, the Water Treatment Plant Master Plan Update, the Integrated Water Resource Plan, City of Northglenn and Weld County Comprehensive Plans, and the Odor Control Plan.

HDR Subtasks:

- 701 Draft Utility Plan.** HDR will meet with DRCOG, NFRWQPA, CDPHE, and adjacent municipalities to provide education as to the status of the Utility Plan and gain buy-in early to facilitate final approval on schedule. Draft versions of the Utility Plan will be submitted to the City, DRCOG, NFRWQPA, and CDPHE for review and comment at the 90 percent level of completion prior to finalizing the plan.
- 702 Prepare and Deliver Final Utility Plan to City of Northglenn.** Based on review comments received, revisions to the draft report will be made and the final report will be assembled. Six copies will be delivered to the City.

City Involvement:

- Review and comment on draft Utility Plan.

Deliverables:

- Draft Utility Plan (6) six copies.
- Final Utility Plan (6) six copies.

TASK 800. BULL RESERVOIR EFFLUENT PUMPING EVALUATION

Objectives:

The objective of this task is to evaluate and provide recommendations for the optimization of the effluent pump station at Bull Reservoir.

HDR Subtasks:

801 Evaluate Pumping Alternatives. Identify new pumping options to replace the existing pumps and provide recommendations to modify the existing pump station vault. Develop alternative based on capital improvement cost, energy, flexibility of operations, and pH control strategies. Develop schematic layouts and cost estimates for alternatives. Prepare Technical Memorandum summarizing evaluation and providing recommendation for new pumping alternatives.

City Involvement:

- Review and comment on draft Pumping Alternatives Technical Memorandum.

Deliverables:

- Six copies of the draft Pumping Alternatives Technical Memorandum.
- Six copies of the final Pumping Alternatives Technical Memorandum.

TASK 900. POTENTIAL EXTERNAL FUNDING SOURCES (ALTERNATIVE TASK ITEM)

Objectives:

The objective of this task is to identify potential external funding sources to fund the recommended capital improvements addressed in Task 400.

HDR Subtasks:

901 Funding Source Matrix. Provide recommendations, timelines and approach to pursuing these funding sources. Develop matrix to determining possible funding sources for projects identified in Task 400. Prepare summary Technical Memorandum.

902 Funding Source Workshop. HDR's financial planning expert shall prepare and deliver a presentation to the Northglenn City Staff in regards to potential funding sources and recommendations for obtaining.

City Involvement:

- Review and comment on Funding Source Technical Memorandum.

Deliverables:

- Workshop summary presentation.

- **Six copies of the draft Funding Source Technical Memorandum.**
- **Six copies of the final Funding Source Technical Memorandum.**

City of Northglenn Wastewater Master Plan Fee Estimate- Scope of Services	HDR Engineering											Total Fee
	Client Service Mgr (Clark)	QA/QC (Gidlow/Neethling)	PM (Gough)	Senior Engineer Total	Project Engineer Total	CAD/GIS Total	Project Admin & Clerical	Hours	Labor	Total Expenses	HDR Fee	
Task Description												
Task 100 – Project Management												
101 Project Coordination Meetings (4)			16	0	16	0		32	\$ 4,304	\$ 518	\$ 4,822	\$ 4,822
102 Project Management Plan			4	0	0	0	4	8	\$ 923	\$ 30	\$ 953	\$ 953
103 Monitoring			8	0	0	0	12	20	\$ 2,197	\$ 74	\$ 2,271	\$ 2,271
104 Quality Control	2	10		0	0	0		12	\$ 2,440	\$ 44	\$ 2,484	\$ 2,484
Sub-total	2	10	28	0	16	0	16	72	\$ 9,863	\$ 666	\$ 10,530	\$ 10,530
Task 200 - Basis of Planning												
201 Define the Wastewater Planning Boundaries				4	8	0		12	\$ 1,462	\$ 45	\$ 1,507	\$ 1,507
202 Develop Land Use and Population Projections				4	16	0		20	\$ 2,247	\$ 74	\$ 2,321	\$ 2,321
203 Characterize Wastewater Flows			4	4	4	0		12	\$ 1,642	\$ 44	\$ 1,686	\$ 1,686
204 Develop Wastewater Flow Projections				4	8	0		12	\$ 1,462	\$ 45	\$ 1,507	\$ 1,507
205 Prepare a Basis of Planning TM			4	2	4	0	4	14	\$ 1,654	\$ 252	\$ 1,906	\$ 1,906
Sub-total	0	0	8	18	40	0	4	70	\$ 8,467	\$ 460	\$ 8,927	\$ 8,927
Task 300 – Evaluation of Wastewater Treatment Facility												
301 Existing Sewage Flows and Loadings			8	12	8	0		28	\$ 3,800	\$ 104	\$ 3,904	\$ 3,904
302 Existing Plant Utilization			8	16	0	0		24	\$ 3,342	\$ 89	\$ 3,431	\$ 3,431
303 Regulatory Requirements and Future Wastewater Discharge and Disposal		2	12	8	0	0		22	\$ 3,215	\$ 81	\$ 3,296	\$ 3,296
304 Odor Control			8	40	0	0		56	\$ 8,462	\$ 208	\$ 8,670	\$ 8,670
305 Future Plant Expansion Requirements			16	16	16	20		56	\$ 8,362	\$ 207	\$ 8,569	\$ 8,569
306 Cost Estimating and Implementation Plan			4	0	16	0	4	20	\$ 2,716	\$ 274	\$ 2,990	\$ 2,990
Sub-total	0	2	56	92	40	20	4	214	\$ 29,897	\$ 963	\$ 30,860	\$ 30,860
Task 400 – System Recommendations and Capital Improvement Plan												
401 Develop Rating Criteria			4	0	4	0		8	\$ 1,076	\$ 30	\$ 1,106	\$ 1,106
402 Alternative Evaluation Workshop			12	0	8	0		20	\$ 2,724	\$ 124	\$ 2,848	\$ 2,848
403 Capital Improvement and Implementation Plan Development			12	4	8	0		24	\$ 3,401	\$ 289	\$ 3,690	\$ 3,690
404 Identify Potential Funding Sources				8	0	0		8	\$ 1,190	\$ 130	\$ 1,320	\$ 1,320
Sub-total	0	0	28	12	20	0	0	60	\$ 8,391	\$ 573	\$ 8,964	\$ 8,964
Task 500 - Water Reuse Feasibility												
501 Reuse Water Strategy Workshop			12	0	12	0		24	\$ 3,228	\$ 139	\$ 3,367	\$ 3,367
502 Economic Analysis			6	16	0	0		22	\$ 3,239	\$ 281	\$ 3,520	\$ 3,520
503 Council and Stakeholder Presentation			8	0	8	0	8	24	\$ 2,854	\$ 139	\$ 2,993	\$ 2,993
Sub-total	0	0	26	16	20	0	8	70	\$ 9,321	\$ 559	\$ 9,880	\$ 9,880
Task 600 – Wastewater Master Plan Report												
601 Draft Wastewater Master Plan		8	40	4	50	12	8	122	\$ 16,169	\$ 702	\$ 16,871	\$ 16,871
602 Prepare and Deliver Final Wastewater Master Plan to City of Northglenn			28	4	40	12	16	100	\$ 12,295	\$ 871	\$ 13,166	\$ 13,166
Sub-total	0	8	68	8	90	24	24	222	\$ 28,464	\$ 1,573	\$ 30,037	\$ 30,037
Task 700 – Utility Plan Update												
701 Draft Utility Plan	12		24	0	40	0	8	84	\$ 11,813	\$ 561	\$ 12,374	\$ 12,374
702 Prepare and Deliver Final Utility Plan to City of Northglenn	6	4	16	0	30	0	8	64	\$ 8,889	\$ 737	\$ 9,626	\$ 9,626
Sub-total	18	4	40	0	70	0	16	148	\$ 20,703	\$ 1,298	\$ 22,000	\$ 22,000
Task 800 - Bull Reservoir Effluent Pumping Evaluation												
801 Evaluate Pumping Alternatives		2	24	0	40	30	4	100	\$ 12,012	\$ 470	\$ 12,482	\$ 12,482
Sub-total	0	2	24	0	40	30	4	100	\$ 12,012	\$ 470	\$ 12,482	\$ 12,482
Hours	20	26	278	146	336	74	76	956				
Fee	\$4,400	\$5,200	\$39,754	\$23,220	\$40,994	\$6,882	\$6,667		\$ 127,118	6,562	\$ 133,680	
Total Base Fee=											\$ 133,680	
Alternative Task 900 - Potential External Funding Sources												
901 Funding Source Matrix			4	8	0	0	2	14	\$ 1,938	\$ 52	\$ 1,990	\$ 1,990
902 Funding Source Workshop			4	8	0	0	2	14	\$ 1,938	\$ 1,052	\$ 2,990	\$ 2,990
Sub-total	0	0	8	16	0	0	4	28	\$ 3,876	\$ 1,104	\$ 4,980	\$ 4,980
Hours	0	0	8	16	0	0	4	28				
Fee	\$0	\$0	\$1,144	\$2,381	\$0	\$0	\$351		\$ 3,876	1,104	\$ 4,980	
Total Fee With Alternative Task=											\$ 138,660	

Reference Check

Project: Wastewater Treatment Facility Master Plan
Consultant/Contractor: HDR
Date: 5/20/09
Page 1

Project Name:	Contact for Reference:	Contact Phone Number:	Reference:
City of Bozeman Wastewater Facility Plan	Tom Adams	(406) 586-9159	HDR did exceptionally well, the Design team is great to work with.
City of Boulder Utility Plan	Douglas Sullivan	(303) 441-3244	Highly recommend. The City has worked with HDR for the last four years.
Columbia Falls WWTF Plan	Gary Root	(406) 892-4391	HDR is good technically. Good with schedule.

PROSPECTIVE CONSULTANT'S CERTIFICATE REGARDING EMPLOYING OR CONTRACTING WITH AN ILLEGAL ALIEN

FROM: HDR ENGINEERING, INC.
(Prospective Consultant)

TO: City of Northglenn
PO Box 330061
11701 Community Center Drive
Northglenn, CO 80233

Project Name _____

Bid Number _____

Project No. _____

As a prospective Consultant for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this 5th day of JUNE, 2009.

Prospective Consultant HDR Engineering, Inc.

By: R. Bradley Martin

Title: Vice President

Finance Dept Use Only	
Initials	_____
Date	_____
PO #	_____

