

LOGISTICS MEMORANDUM

07-24

October 25, 2007

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

FROM: A.J. Krieger, City Manager
Kurt Kowar, Logistics Center Manager *JK*
Amy Ward, Civil Engineer II *AW*

SUBJECT: CR-100-Wastewater Treatment Plant (WWTP) Headworks and Lift Station A Modifications, Amendment #1, Additional Design Services

RECOMMENDATION:

Attached to this memorandum is a Resolution which, if approved, would authorize the Mayor to execute Amendment #1 to the Professional Services Agreement between the City of Northglenn and Carollo Engineers for additional design services in the amount of \$41,800.00. Staff recommends approval of the proposed Resolution.

BACKGROUND:

On January 25, 2007, City Council approved Staff Report 07-04 to execute a Professional Services Agreement (PSA) between the City and Carollo Engineers (Carollo) to complete the design of the WWTP Headworks and Lift Station A Modifications. The original scope of the PSA was limited to the design of a headworks and modifications to Lift Station A.

In June 2007, Carollo completed a draft of the preliminary design report and at that time had begun creating the drawings for the proposed headworks. As part of the design process, Carollo developed a headworks facility design that would minimize the size of the building and thus reduce the total capital cost. The proposed design would divert a portion of the flows into the existing lagoon system instead of routing all flows through the new headworks thereby reducing peak flows entering into the treatment plant.

In July 2007, odor complaints prompted the City to hire Webster Environmental Associates, Inc. (Webster) to conduct an odor study of the City's WWTP in conjunction with Carollo's design. Since the findings of the odor study could impact the design of the headworks, the City directed Carollo to postpone finalization of the preliminary design report. The recommendations of the odor study may require Carollo to reevaluate the design to convey all wastewater flows through the headworks facility instead of diverting a portion of the flows to the lagoon system.

Amendment #1 includes the assistance that Carollo has provided with the odor study being completed by Webster. Furthermore, Amendment #1 addresses additional design services that Carollo will provide to increase the size of the headworks and update the preliminary design report.

POTENTIAL OBJECTION:

City Staff is not aware of any specific opposition to the proposed Resolution.

BUDGET/TIME IMPLICATIONS:

The cost of Addendum #1 for Carollo to perform the additional design services is \$41,800.00. There are sufficient funds in the Wastewater Treatment Plant Headworks and Lift Station A Modifications project budget (account 510.69272.000.3999.908) for the additional services provided by the proposed addendum.

STAFF REFERENCE:

Please contact Kurt Kowar, Logistics Center Manager at kkowar@northglenn.org, or (303) 349-3772.

SPONSORED BY: COUNCIL MEMBER MONROE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-100
Series of 2007

Series of 2007

A RESOLUTION APPROVING A FIRST ADDENDUM TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF NORTHGLENN AND COROLLO ENGINEERS

WHEREAS, the City of Northglenn entered into a Professional Services Agreement dated January 25, 2007 with Corollo Engineers for civil engineering services; and

WHEREAS, the parties desire to supplement the Agreement with the attached Addendum #1 to allow for an additional scope of services for the Wastewater Treatment Plant Headworks and Lift Station A Modifications Project.

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

The First Addendum to the Professional Services Agreement between the City of Northglenn and Corollo Engineers 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 _____, 2007.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM #1 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS FIRST ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this _____ day of _____, 2007, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and Carollo Engineers, P.C. (hereinafter referred to as "Consultant").

RECITALS:

A. On January 25, 2007, the City and Consultant entered into an Agreement for Professional Services for civil engineering services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #1 to allow for an additional scope of services for the design services for:

Exhibit A, Wastewater Treatment Plant Headworks and Lift Station A Modifications Additional Design Services

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Consultant shall provide to the City, professional engineering services as needed in the manner provided in the Agreement.

1. The Scope of Services in the Agreement is hereby supplemented to include the scope of services for the design services attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Services"). Consultant shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.

2. Subparagraph A. of Article IV entitled "Compensation" is hereby amended to provide as follows:

A. Compensation shall not exceed \$41,800.00 for the work described in **Exhibit A** to this Addendum #1.

3. The original Agreement is in full force and effect and is hereby ratified by the City and the Consultant. The original Agreement and this Addendum constitute all of the agreements between the City and the Consultant.

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

CITY OF NORTHGLENN, COLORADO

By: _____
Kathleen M. Novak
Title: Mayor

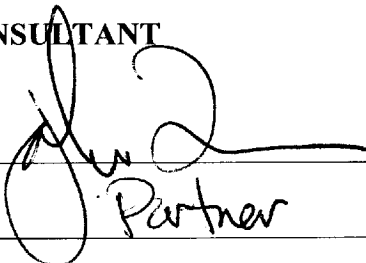
ATTEST:

Diana L. Lentz, City Clerk

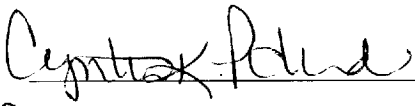
APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

CONSULTANT

By:  _____
Title: Partner Date: 10/4/07

ATTEST:

 _____
Office Administrator 10/4/2007
Title Date

TASK ORDER NO. 2

City of Northglenn, Colorado
OWNER

AND

CAROLLO ENGINEERS, A Professional Corporation

This Task Order No. 2 is an amendment to the Agreement issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises; covenants and conditions contained in the Agreement between the above named parties dated the 25th day of January 2007 in connection with:

Northglenn Wastewater Treatment Plant Headworks and Lift Station-A Modifications.
(Project)

PURPOSE

The primary purpose of this Task Order No. 2 is to:

- 1) Assistance with Odor Control Study and Preliminary Design Report Odor Update
- 2a) Headworks Full Flow Feasibility Investigation
- 2b) Headworks Full Flow: Preliminary Design Report Update

ENGINEER'S SERVICES

The scope of this Task Order No. 2 - includes the following elements:

SubTask 1 - Assistance with Odor Control Study and Preliminary Design Report Odor Update

The City has retained an independent consultant, Webster Environmental, to conduct an odor control study at the wastewater treatment plant and force main. ENGINEER will assist OWNER with the Odor Study and will perform the following activities:

- Assist OWNER with preparing a scope for the Odor Control Study
- Reviewing Scope of services proposed by Webster Environmental
- Coordinating with Webster Environmental and OWNER during the course of the study.
- Discuss results and provide review comments on the results of the Odor Study
- Update Headworks and Lift Station A Preliminary Design Report prepared by the ENGINEER in June 2007 to reflect the outcome of the Odor Study

SubTask 2a - Headworks Full Flow Feasibility Investigation

The results and recommendations discussed in the Odor Study discussed in Subtask No. 1 above, may require some modifications to the preliminary design of the headworks. The main change may be the requirement to screen the entire flow upstream of the lagoon. This change

would impact not only the size of the headworks (larger capacity) and would require the addition of an influent pumping station, and flow splitter structure downstream of the headworks. Feasibility of this alternative including new layouts and an updated cost estimate would be required as part of this subtask 2a.

SubTask 2b - Headworks Full Flow: Preliminary Design Report Update

Based on the results of the SubTasks 1 and 2A, if the headworks is to be designed with all flow being screened in the headworks upstream of the lagoons, modifications to the Headworks and Lift Station A Preliminary Design Report prepared by the ENGINEER in June 2007, would be required. The revised layouts, updated cost estimate and updated language would be incorporated into the Preliminary Design Report under this subtask 2b.

Project Deliverables

- Meeting notes – copies distributed as required.
- Updated PDR document: 5 copies of report plus one electronic copy in PDF format for City's distribution.

Schedule

It is assumed that the work under this Task Order No. 2 will start on August 1, 2007.

Upon issuance of Notice to Proceed (NTP), ENGINEER will provide deliverable items based on the following schedule:

1. Task 1: Assistance with Odor Control Study: Provide comments 1- 2 weeks after receipt of report from Webster Environmental
2. Task No. 1 and 2b: Headworks and Lift Station A Preliminary Design Report Update: Complete on or before December 31, 2007

Payment

Carollo will perform the Scope of Services described in this Task Order No. 2, subtasks 1 through 2 for a not-to-exceed amount of \$41,800. Refer to Attachment 1 for a detailed breakdown of costs. The costs per task are summarized below.

Task	Fee	Hrs
1. Assistance with Odor Control Study and Preliminary Design Report Odor Update	\$18,700	126
2a. Headworks Full Flow Feasibility	\$16,400	116
2b. Headworks Full Flow: Preliminary Design Report Update	\$6,700	46
Total Contract Amount (Tasks 1 - 2)	\$41,800	288

Note that design based on odor control recommendations and revised PDR will be included in a separate agreement.

CAROLLO ENGINEERS, PC

FEE SCHEDULE

As of March 1, 2007

	<u>Hourly Rate</u>
Engineers/Scientists	
Assistant Professional	\$115.00
Professional	150.00
Project Professional	180.00
Lead Project Professional	195.00
Senior Professional	215.00
Senior Process Specialist	300.00
Technicians	
Technicians	90.00
Senior Technicians	130.00
Construction Services	
Inspector	110.00
Senior Inspector	120.00
Senior Construction Manager	185.00
Support Staff	
Document Processing / Clerical	77.00
Project Equipment Communication Expense (PECE) Per DL Hour	9.00
Other Direct Expenses	
Travel and Subsistence	at cost
Mileage	.485/mile
Subconsultant	cost + 10%
Other Direct Cost	cost + 10%
Expert Witness	Rate x 2.0

This fee schedule is subject to annual revisions due to labor adjustments.