

TO: James L. App, City Manager
FROM: Joseph M. Deakin, Public Works Director
SUBJECT: Contract Expansion with Carollo Engineers
DATE: July 15, 2003

NEEDS: For the City Council to consider expanding the existing professional services contract with Carollo Engineers to include construction engineering services for the Solids Handling Facilities Upgrade at the Wastewater Treatment Plant.

- FACTS:**
1. The City completed a Capacity Evaluation Study in the year 2000 to predict and accommodate the City's future growth and equipment limitations. The Study recommended staged improvements, with upgrading/modifying the Solids Handling System as the top priority. Specifically, the Study recommended adding a third digester, installing a sludge dewatering system (belt filter press), and providing other improvements.
 2. On March 20, 2001, the City Council hired Carollo Engineers to prepare Plans, Specifications and Estimates (PS&E) to upgrade the Solids Handling Facility at the Wastewater Treatment Plant. Carollo was selected as the most qualified professional engineers for the project, following a selection process that began with requests for proposals (RFP).
 3. On June 17, 2003, the City Council awarded a construction contract to Kirkwood-Bly (the low, responsive bidder) in the amount of \$3,772,914.

**ANALYSIS
AND**

CONCLUSION: Carollo Engineers designed and prepared construction documents to construct a belt filter press sludge dewatering system, add a digester, and provide other improvements at the City's Wastewater Treatment Facility. Carollo now proposes to provide construction management and engineering services to oversee the \$3.8 million construction project. Carollo has provided the City with excellent wastewater engineering services for many years, and is the designer on this project after an RFP process concluded they were the best firm for the project. Carollo performed construction oversight in the early 1980's when the last major project at the Wastewater Treatment Plant was implemented. It is a natural choice for the City to continue to count on Carollo by contracting with them to finish this project by assisting in the construction management.

Attached is a Scope of Work and Fee Proposal in the amount of \$290,277 for this phase of the project. As a "rule-of-thumb" construction engineering is budgeted at 10% of the construction contract. The proposal is in line with the budget.

POLICY

REFERENCE: Adopted Capital Improvement Program; Adopted Sewer Master Plan

FISCAL

IMPACT: The cost for these services is included in the current overall project budget of \$5,200,000.

- OPTIONS:**
- a.** Adopt Resolution No. 03-xx authorizing the City Manager to expand the contract with Carollo Engineers to include construction engineering services for the Solids Handling Facilities Project in the amount of \$290,277.
 - b.** Amend, modify or reject the above option.

Attachments (3)

- 1) Scope of Work
- 2) Fee Proposal
- 3) Resolution

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
EXPANDING THE EXISTING PROFESSIONAL SERVICES WITH CAROLLO ENGINEERS
FOR THE SOLIDS HANDLING FACILITIES UPGRADE
AT THE WASTEWATER TREATMENT PLANT

WHEREAS, the City completed a Capacity Evaluation Study in the year 2000 to predict and accommodate the City's future growth and equipment limitations; and

WHEREAS, the Study recommended adding a third digester, and installing a sludge dewatering system (belt filter press); and

WHEREAS, on March 20, 2001, the City Council hired Carollo Engineers to prepare Plans, Specifications and Estimates to upgrade the Solids Handling Facility at the Wastewater Treatment Plant; and

WHEREAS, on June 17, 2003, the City Council awarded a construction contract to Kirkwood-Bly, (the low, responsive bidder) in the amount of \$3,772,914.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby authorize the City Manager to expand the contract with Carollo Engineers to include construction engineering services for the Solids Handling Facilities Project in the amount of \$290,277.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 15th day of July 2003 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk



RECEIVED

JUN 16 2003

Public Works Dept.

*Dedicated to creative,
responsive, quality solutions
for those we serve.*

June 10, 2003
6266A.10



Ms. Ditas Esperanza
City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Subject: Wastewater Treatment Plant Solids Handling
Facilities Expansion and Upgrades Contract

Dear Ms. Esperanza:

During our meeting on April 30, 2003, we briefly discussed our expanded role during construction of the Solids Handling Facilities. Based upon our conversation we have agreed to use Kim Lindbery, P.E. as our construction manager. She will be a subconsultant to Carollo Engineers. We propose this approach because it provides you with single source responsibility for the project.

Construction Management Services

As we discussed at that meeting, our original contract did not provide full construction services support. For example, we anticipated reviewing only key submittals (40 total), only design related Requests for Information (RFIs) (40 total), and a specific number of design-related change orders. This level of effort is approximately one-half of the total required for these services. The reason for this approach was due to the fact that the City had not yet determined how it intended to provide construction management.

The attached proposed amendment assumes Carollo Engineers will provide complete construction management services including review of all submittals and RFIs, analysis of all change orders, and on-site inspection for the course of the construction.

Out of Scope Design Services

In addition to the proposed amendment for construction services, we want to discuss with you work we have performed as part of the final design that we consider to be out of scope. These items are identified as follows:

The original Scope of Services had three submittals to the City for review (30 percent, 90 percent and 100 percent Plans and Specifications Submittals). The amended scope to include the new anaerobic digester and modifications to the existing anaerobic digesters required an additional submittal (70 percent Plans and Specifications Submittals) and meeting to discuss this portion of the design.

Ms. Ditas Esperanza
City of El Paso de Robles
June 10, 2003
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The original Scope of Services did not include effort assisting the City in obtaining a Permit to Construct from the County of San Luis Obispo Air Pollution Control District or coordination with PG&E for the installation of the new electrical service.


Operations and Maintenance Manual

In our meeting we also discussed offering our services to provide an updated Operations and Maintenance Manual as an optional task. The Operations and Maintenance Manual was last updated in 1989 following completion of the last upgrade. The level of effort is based upon updating the manual to include Sections on the new Treatment processes. We have provided an optional scope item for you to consider.

We would like to meet with you at your convenience to discuss these issues. If you have any questions please feel free to call us.

Sincerely,

CAROLLO ENGINEERS, P.C.



Steven G. Swanback

SGS:ml

cc: Gary Deis
John Kyser

CITY OF EL PASO DE ROBLES		
SOLIDS HANDLING FACILITIES EXPANSION AND UPGRADE PROJECT		
WASTEWATER TREATMENT PLANT		
COST AND LABOR SUMMARY FOR OUT OF SCOPE SERVICES		
June 10, 2003		
TASK NO	TASK DESCRIPTION	TOTAL BUDGET
I. DESIGN SERVICES		
1	70% SUBMITTAL	\$11,476
2	AIR BOARD/PG&E PERMIT ASSISTANCE	\$11,451
	Subtotal	\$22,927
II. CONSTRUCTION SERVICES		
1	SHOP DRAWING REVIEW	\$25,348
2	RFI RESPONSE	\$19,001
3	DESIGN CHANGE ORDER REVIEW	\$5,741
4	ON SITE INSPECTION	\$189,027
5	START UP ASSISTANCE	\$12,060
6	AS BUILT DRAWINGS	\$16,174
	Subtotal	\$267,350
III. OPERATIONS AND MAINTENANCE MANUAL		
1	OPERATIONS AND MAINTENANCE MANUAL	\$36,958
	Subtotal	\$36,958
		\$290,277