

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 28, 2015**

SUBJECT: Amendment to CH2MHILL/OMI Agreement for Out-of-Scope Services

SUBMITTING DEPARTMENT: Utilities Department

PREPARED BY: Mark Kieren - Operations Manager, for
Neil Wadsworth, PE - Utilities Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a.) Amendment for CH2MHILL/OMI Agreement for Out-of-Scope Services with
Associated Proposals for Scope of Services – Exhibits A thru E
b.) Letter of Agreement (Exhibit F)

SUMMARY BACKGROUND: CH2MHILL provides all operations for our WWTP and Water Distribution System. Due to their expertise and institutional knowledge of both systems, we utilize our Professional Services agreement with CH2MHILL to complete complex or technical tasks from time to time. We have five specific projects that are funded from two Water funds and one Wastewater fund that we are combining under one Out-of-Scope Agreement.

Water Enterprise Fund:

- Electrical Transfer Switch at Santa Fe well site. Install a transfer switch that will allow the Town to use the trailer mounted generator purchased last fiscal year at this location for emergency situations. (See Fiscal Analysis Table 1)
- Electrical Sub Monitors - Install electric power monitoring equipment at five well sites where power quality has been a concern, to document conditions and provide better control of electrical set points and operational parameters. . (See Fiscal Analysis Table 2)

Wastewater Enterprise Fund:

- WWTP Anoxic Basin Mixers - Labor and materials required to install six new Mixers in our Anoxic basins at the WWTP. This work will reduce power costs at the wastewater treatment plant. (See Fiscal Analysis Table 3).
- Collection System Flow Monitoring - Professional services to document flow rates in some key locations of the wastewater treatment collection system to help evaluate pipe capacity concerns. (See Fiscal Analysis Table 4)
- Wastewater Treatment Plant Solids Capacity Analysis – Perform an engineering analysis of the capacity of the wastewater treatment plant as it relates to solids loadings and capacities. This study will identify capacities and possible system limitations based on influent Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) concentrations. Influent concentrations have increased to levels greater than accounted for in the design for the expansion completed in 2007, and this study will help us anticipate when future improvements may be needed. (See Fiscal Analysis Table 4)

We intend to utilize our Professional Services Agreement with CH2MHILL/OMI and complete this project under the Out-of-Scope Services Clause in Section 9 of the Restated and Amended Agreement dated April 24, 2008 for an amount not to exceed \$133,582.97.

OPTIONS ANALYSIS: The Council may vote to:

- 1.) Approve the Amendment for the Out-of-Scope Services with CH2MHILL/OMI **OR**
- 2.) Not approve the Amendment for the Out-of-Scope Services with CH2MHILL/OMI **OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to approve an Amendment to the Professional Services Agreement with CH2MHILL/OMI for the Out-of-Scope Services in an amount not to exceed \$133,582.97, **OR** Motion not to approve this Amendment to the CH2MHILL/OMI Agreement. **VOTE.**

RECOMMENDATION: Staff recommends approving this proposed Amendment for the Out-of-Scope Services with CH2MHILL/OMI .

FISCAL ANALYSIS: The following tables summarize the budget items needed to complete these projects.

Table 1

IMPROVEMENTS OTHER THAN BUILDING		511-7020-700-7320	
FISCAL YR 2014/2015	Budget:	\$316,133.00	
	Expended/Encumbered:	\$47,201.51	
	Emergency Transfer Switch:	\$30,890.15	<this action
	Remaining Balance	\$238,041.34	
			FISCAL YR 2014/2015

Table 2

MACHINERY AND EQUIPMENT		511-7020-700-7411	
FISCAL YR 2014/2015	Budget:	\$15,000.00	
	Expended/Encumbered:	\$0.00	
	Subtrol Monitoring Equipment:	\$4,015.67	<this action
	Remaining Balance	\$10,984.33	
			FISCAL YR 2014/2015

Table 3

IMPROVEMENTS OTHER THAN BUILDING		501-7010-700-7320	
FISCAL YR 2014/2015	Budget:	\$216,995.00	
	Expended/Encumbered:	\$26,762.00	
	Anoxic Basin Mixer Installation	\$62,699.15	<this action
	Remaining Balance	\$127,533.85	
			FISCAL YR 2014/2015

Table 4

IMPROVEMENTS/SITE IMPROVEMENTS		552-7010-700-7320	
FISCAL YR 2014/2015	Budget:	\$120,000.00	
	Expended/Encumbered:	\$73,159.00	
	Collection System Flow Monitoring	\$23,478.00	<this action
	Solids Loading Assessment	\$12,500.00	<this action
	Remaining Balance	\$10,863.00	
			FISCAL YR 2014/2015

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____