COUNTY AGENDA REQUEST

Department:	Water System	Presenter(s):	Lee Pope, Director
Meeting Date:	Thursday, May 28, 2015	Type of Request:	New Business

Wording for the Agenda:

Consideration of staff's recommendation to authorize Task Order Proposal FC018 with CH2M Hill for improvements at the Crosstown Water Treatment Plant, in the amount of $442,103.00, and authorization for the County Administrator to sign all related documents.

Background/History/Details:

A requirement for proper treatment, storage, and distribution of water is the ongoing use of professional engineering services. To go through a Request for Proposals (RFP) process each time engineering services are needed would be cumbersome, and would delay work that impacts water quality of service. It is therefore customary for local governments to contract with a firm to serve as the "on-call engineer" or Engineer of Record.

Through RFP #888, Fayette County chose CH2M Hill on June 30, 2014 to serve as Engineer of Record. The original contract was made effective for twelve (12) months, with provisions for two 12-month extensions. Through this contract, Task Orders are issued as needed for engineering services on various projects.

The Georgia Environmental Protection Division recently conducted a sanitary survey of the Crosstown Water Treatment Facility. It noted the need to (1) rehabilitate the granular media filters, (2) replace the chlorine dioxide generation system, and (3) add a new powdered activation carbon storage and feed system. Task Order FC018 is proposed to authorize CH2M Hill to provide bid phase, permitting, and construction management services for these tasks.

What action are you seeking from the Board of Commissioners?

Approval of staff's recommendation to authorize Task Order Proposal FC018 with CH2M Hill for improvements at the Crosstown Water Treatment Plant, in the amount of $442,103.00, and authorization for the County Administrator to sign all related documents.

If this item requires funding, please describe:

Funds are available in the Water System bonds.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Yes	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

Fayette County
"Where Quality Is a Lifestyle"
Purchasing Department
140 Stonewall Avenue West, Ste 101
Fayetteville, Georgia 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson

From: Ted L. Burgess

Date: September 17, 2013

Subject: Contract #888; Task Order FC018 – Water System Engineer of Record

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Administrative details of the proposed Task Order are as follows:

Contract Number and Name: 888, Water System Engineer of Record
Task Order: FC018, Bid phase, permitting, and construction management for improvements at Crosstown Water Treatment Plant
Task Order Not-to-Exceed Amount: $442,103
Budget:
- **Funding Source:** Water System bonds
- **Available Balance**: $6,933,133 as of 5/20/2015

CH2M HILL
6600 Peachtree Dunwoody Road
Embassy Row 400, Suite 600
Atlanta, GA 30328
Tel (770) 604-9095

March 27, 2015

Mr. Lee Pope
Director
Fayette County Water System
245 McDonough Road
Fayetteville, Georgia 30215
(770) 320-6016
lpope@fayettecountyga.gov

Subject: Task Order Proposal FC018
Crosstown Water Treatment Plant Improvements:
Bid Phase, Permitting and Construction Management Services

Mr. Pope:

Attached is the task order proposal to provide bid phase, permitting, and construction management professional services in support of Fayette County Water Department's improvements to the Crosstown Water Treatment Plant as designed under the FC012 Crosstown WTP Improvements design task order.

Please review these items and let me know if you have any questions or comments. Upon your review and approval, please sign and return the proposal.

Respectfully,

CH2M HILL

Alan Bowling, PE
Client Service Manager

cc: Michael Diaz, PE Senior Project Engineer

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Background

The Crosstown Water Treatment Plant (WTP) was originally constructed in 1985, with a subsequent expansion occurring in 1991. The Crosstown WTP has a permitted treatment capacity of 13.5 million gallons per day (mgd) and is owned and operated by the Fayette County Water System (FCWS). The plant is a conventional water treatment facility equipped with sludge thickening. The major treatment processes include rapid mixing, flocculation, sedimentation, filtration, fluoridation, chemical corrosion control, and disinfection. In response to a recent sanitary survey conducted by the Georgia Environmental Protection Division (GA EPD), CH2M HILL worked with the FCWS to develop a Capital Improvement Plan (CIP) to address deficiencies noted during the sanitary survey. Significant areas noted for immediate improvement in the CIP for the Crosstown WTP were the rehabilitation of the granular media filters, the replacement of the chlorine dioxide generation system, and the addition of a new powdered activation carbon storage and feed system.

This task order proposal will allow CH2M HILL to perform bid phase, permitting, and construction management services for the implementation of the Crosstown WTP Improvements.

Scope of Services

As part of the completion of this project, CH2M HILL will perform the following tasks:

Task 1 – Permitting and Bid Phase Services

Task 1.1 Permitting

CH2M HILL will prepare and submit permit applications to the following:

- GA EPD for a water treatment process modification and a general water plant construction permit.
- Fayette County Land Disturbance Permit.
- Fayette County Building Permit.

The services to be provided as part of the permitting effort will include one meeting to describe the project requirements, identify and resolve areas of concerns, and obtain concurrence with the path forward. A permitting package, including a cover letter and the bid documents, will be submitted to the GA EPD and Fayette County Permitting for review and approval.

Task 1.1 Bid Phase Services

CH2M HILL will provide electronic bid documents to Fayette Count Purchasing Department for website posting to prospective bidders, Subcontractors, and equipment suppliers for this project. CH2M HILL will receive and respond to bidders' questions during the bid period and prepare and distribute addenda to all plan holders. As part of the delivery of the bid phase services, CH2M HILL will perform the following tasks:

- Attend one pre-bid conference and prepare and distribute agenda of the pre-bid conference to all plan holders.
- Receive and respond to Contractor questions and prepare addenda as required. Assist FCWS in the evaluation of all bids. A recommendation of award for the construction contract will be prepared detailing all, bidders, bid amounts, and the engineering estimate.
- Final Contract Documents for execution will be conformed to include addenda issued during bidding. CH2M HILL will assist in the distribution of Contract Documents to FCWS and the Contractor for signature.
- Assist Fayette County Purchasing Department with advertising as necessary.
- Deliver to the FCWS executed, conformed Contract Documents with original signatures and one set of unbound conformed Contract Documents incorporating all addenda, contractor bonds, and the

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completed proposal contract for the Contractor to use to reproduce sections of the design documents.

Task 1 Deliverables:

- Permitting package, including a cover letter and bid documents
- Electronic (PDF) addenda to Fayette Count Purchasing Department for website posting as required
- Pre-bid conference agenda and attendee list
- Recommendation letter of award for construction contract
- Electronic (PDF) of final front end Contract Documents for execution will be conformed to include addenda and the completed proposal contract, and bonds to Fayette Count Purchasing Department for the Contractor.
- Four full size, one half size, three Specifications, and one electronic (PDF) of Conformed Documents to the Contractor to make copies necessary for construction.
- Three full size, four half size, three Specifications, and one electronic PDF to FCWS.

Task 2 – Construction Management Services

During the construction phase of the Crosstown WTP Improvements project, CH2M HILL will provide engineering support and proportional construction management services. The following tasks identify the specifics of the support that will be provided.

Task 2.1 – Resident Inspection Services

CH2M HILL will perform limited on-site resident inspection services during construction. The level of effort associated with the on-site resident inspection services is not full-time and based upon the needs during the various stages of construction and is required at specific phases before accepting the Contractor's work.

The estimated Resident Inspection services level of effort over the course of the construction will vary based on the phases of construction activities throughout this period. Our inspection services are focused on when significant construction activities will be taking place and will be coordinated with the County after the Contractors proposed construction schedule is received. The level of effort included in this proposal is an average of 16 hours per week for the 52 week construction duration.

CH2M HILL will coordinate any changes to the anticipated resident inspection level of effort, either positive or negative, with the FCWS Director. If additional on-site resident inspection services are required, they will be provided under an additional scope of services.

Task 2.2 – Construction Engineering Services

In addition to providing on-site resident inspection to observe the overall construction progress made by the Contractor, CH2M HILL will also provide engineering office support services and proportional construction management for the project. The work and level of effort associated with this task is as follows:

Requests for Information (RFIs) and Submittal Review

CH2M HILL will review and respond in writing to RFIs, shop drawings, and construction related submittals generated by the General Contractor over the course of the construction period. CH2M HILL will assist in the technical interpretation of the drawings, specifications, and Contract Documents, and evaluate requested deviations from the approved design and specifications. The review of RFIs and submittals and shop drawings are included in this scope of work, up to 140 submittals and 30 RFIs.

Review and Issue Field Changes and Change Orders

CH2M HILL will assist the General Contractor with field changes and change orders that result from potential issues that arise as construction progresses. Assistance will include coordination with the General Contractor

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to obtain pricing information for field changes and change orders. If the required field change results in a modification to the construction price, the General Contractor will submit a proposal for CH2M HILL to prepare a potential change order form and document the proposed work and pricing to be distributed and signed by CH2M HILL, FCWS, and the General Contractor at the time of the change. CH2M HILL will provide signed documentation of the change order at the end of the construction project. An estimated ten field orders (including change orders) are included in this scope of work.

Site Visits and Construction Progress Meetings

CH2M HILL will host and participate in monthly construction progress meetings during the duration of the construction project to receive the General Contractor's report on the progress of construction, anticipated problems, and review the schedule of planned work. During these monthly meetings, CH2M HILL's design discipline engineers can be made available to attend to observe construction progress and assist in resolving any outstanding field issues with the Contractor. If issues arise prior to these scheduled monthly construction progress meetings, CH2M HILL's design discipline engineers will visit the site to coordinate on specific issues with the Contractor that cannot wait for the scheduled meeting.

A total of twelve monthly progress meetings are assumed for the scope of work. In addition, it is estimated that CH2M HILL's design discipline engineers will conduct thirty site visits over the estimated twelve month construction period. Site visits are assumed to be a full day (8 hours). As part of these site visits, CH2M HILL will also support and coordinate with the Contractor on the start-up services and training for the new equipment being installed as part of the project.

CH2M HILL will host two additional meetings during construction – a pre-construction kickoff conference and final construction review meeting. CH2M HILL will prepare meeting meetings to document the items discussed at each of the monthly construction progress meetings, as well as the pre-construction kickoff conference and the final construction review meeting.

Record Drawings

CH2M HILL will produce one set of record drawings at the end of the construction phase. CH2M HILL will utilize mark-ups from the General Contractor to modify the conformed drawings to generate the record drawings. CH2M HILL will monitor the General Contractor's progress on maintaining the record drawings monthly as part of the construction progress meetings.

Task 2 Assumptions:

- The construction duration for the project is assumed to be 12 months with construction beginning in late summer 2015.
- CH2M HILL shall not supervise, direct, or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the Contractor, nor for the Contractor's safety precautions or programs in connection with the work.
- CH2M HILL does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.
- Warranty period assistance is not included in the scope of work. Assistance, including periodic monitoring, responding to operational issues, communications with the Contractor for performance of warranty work, and observation of warranty work where appropriate can be provided as an additional service.

Task 2 Deliverables:

- Record drawings
- Complete set of submittals and shop drawings

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- Construction progress meeting minutes
- Construction photos

Level of Effort

The level of effort summarized in the following table reflects CH2M HILL's proposed team for this project.

Labor Category	Est. Hours
Principal Program Manager	41
Principal Technologist	1088
Senior Technologist (Resident Inspector)	959
Project Technologist	400
Associate Engineer	409
Designer 5	396
Designer 4	36
Office Support	48
Task Order Total Budgeted Hours	**3,377**

Schedule

The CH2M HILL team will begin work under this Professional Services Assignment when authorized by FCWS. The scope of services is based on the following durations after receipt of a Notice to Proceed from FCWS:

- Permitting and Bidding Services – 3 months
- Construction Services and Record Drawings – 13 months
  (12 months of construction and 1 month for record drawings)

Compensation

The level of effort for this scope is based upon the timelines included in the schedule above. Compensation for the work in this task order will be based upon a time and materials basis, not to exceed, of $442,103.00.

The compensation is based upon the previously agreed upon rates associated with CH2M HILL's Engineer of Records contract with FCWS and the following summary by task:

Task	Hours	Labor	Expenses	Total
TASK 1: Permitting & Bid Phase	342	$38,631	$435	$39,066
TASK 2: Construction Management	3035	$392,730	$10,307	$403,037
Project Total	**3,377**			**$442,103**

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ENGINEER Project Manager will track and communicate with County any changes in scope or budget on a monthly basis as a part of the project's monthly status report.

Reviewed by:
Fayette County
Date:_____

_____
Lee Pope
Water System Director

Approved by:

Fayette County	CH2M HILL
Date: _____	Date: March 27, 2015
_____	_____
Steve Rapson County Administrator	Steve Lavinder, PE Vice-President

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