

City of Oak Harbor
City Council Agenda Bill

Bill No. 8. a.
Date: October 3, 2017
Subject: Consultant Agreement: Carollo
Engineers for Effluent Reuse,
Clean Water Facility- Amendment
No. 18

FROM: Cathy Rosen, Public Works Director and Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

It is recommended that the City Council authorize the Mayor to sign Contract Amendment No. 18 with Carollo Engineers in the amount of \$78,432, increasing the total contract amount from to \$17,868,989 to \$17,947,421.

BACKGROUND / SUMMARY INFORMATION

After startup of the new Clean Water Facility, the city will discharge a high quality effluent into the harbor. The high quality of this water allows its use for many other purposes, including irrigation. The city currently spends over \$40,000 per year irrigating Windjammer Park. With the upcoming park improvements, conversion to effluent irrigation is extremely practical and would provide an attractive payback. This will also set up the possibility of selling reuse water.

Use of effluent is regulated by the Department of Ecology and will require a permit. The permit requirement involves a document called a reuse water plan that governs the water quality standards, operations, testing, public education, and locations of the effluent reuse. This amendment will include design of some minor modifications, based on the permitting process, to the Clean Water Facility.

Carollo Engineers is currently under contract to provide design engineering, SCADA implementation and engineering services during construction for the Clean Water Facility. Carollo is also providing design and construction services for the renovation of Windjammer Park after completion of the treatment plant construction. Expanding their service to include effluent reuse is a logical choice.

The attached Amendment No. 18 (Attachment A) to the Consultant Agreement with Carollo Engineers includes a complete scope of services for this portion of the work. The additional scope of services has increased the time and materials, not to exceed, contract by \$78,432, increasing the total contract amount from \$17,868,989 to \$17,947,421.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: _____ \$78,432 _____

Appropriation Source: _____ Sewer Fund _____

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

March 23, 2010 – City Council authorized staff to begin contract negotiations with Carollo Engineers for the wastewater treatment plant facility.

August 4, 2010 – City Council authorized the Mayor to sign an agreement with Carollo Engineers for engineering design services with a not to exceed limit of \$1,089,561 for the Oak Harbor Wastewater Treatment Plant Preliminary Engineering and Facilities Plan.

October 16, 2012 – City Council authorized the Mayor to sign Contract Amendment No. 5 with Carollo Engineers for additional site investigation related to a new wastewater treatment plant.

January 15, 2013 – City Council authorized staff to negotiate engineering services with Carollo Engineers for preliminary and final plans and specifications for a new wastewater treatment plant.

March 19, 2013 – City Council authorized the Mayor to sign consultant agreement Amendment No. 6 with Carollo Engineers in the amount of \$2,081,168 for preliminary design related to the new wastewater treatment plant.

December 2, 2014 – City Council authorized the Mayor to sign consultant agreement Amendment No. 10 with Carollo Engineers in the amount of \$4,586,959 for final design of the new wastewater treatment plant.

May 5, 2015 – City Council authorized the Mayor to sign Contract Amendment No. 11 with Carollo Engineers in the amount of \$201,876, increasing the total contract amount from \$7,907,388 to \$8,109,264.

October 20, 2015 – City Council authorized the Mayor to sign Contract Amendment No. 12 with Carollo Engineers in the amount of \$1,496,077, increasing the total contract amount from \$8,109,264 to \$9,605,341.

February 3, 2016 – City Council authorized the Mayor to sign Contract Amendment No. 13 with Carollo Engineers in the amount of \$1,828,155, increasing the total contract amount from \$9,605,341 to \$11,433,496.

May 3, 2016 – City Council authorized the release of management reserve in the amount of \$218,427; and authorized the Mayor to sign Contract Amendment No. 14 with Carollo Engineers in the amount of \$5,339,431, increasing the total contract amount from \$11,433,496 to \$16,772,927.

June 7, 2016 – City Council adopted the Windjammer Park Integration Plan through Resolution 16-15.

September 4, 2016 – City Council authorized Council authorize the Mayor to sign Contract Amendment No. 15 with Carollo Engineers in the amount of \$40,215, increasing the total contract amount from \$16,772,927 to \$16,813,142.

November 15, 2016 – City Council authorize the Mayor to sign Contract Amendment No. 16 with Carollo Engineers in the amount of \$969,726, increasing the total contract amount from \$16,813,142 to \$17,782,868.

August 2, 2017 – City Council authorize the Mayor to sign Contract Amendment No. 17 with Carollo Engineers in the amount of \$86,121, increasing the total contract amount from to \$17,782,868 to \$17,868,989.

September 19, 2017 - City Council requested to place the item on the October 3, 2017 agenda

ATTACHMENTS

1. [Attachment A - Consultant Agreement Amendment No. 18](#)
2. [Attachment B - Carollo Contract Summary](#)
3. [Attachment C - Washington Administrative Code \(WAC\) references for contract](#)
4. [10.03.17 Carollo Inc. Professional Services Agreement and Previous Amendments](#)

Consultant Agreement Amendment Number 18	Organization and Address	
Original Agreement Title: Engineering Services for City of Oak Harbor Wastewater Treatment Plant Preliminary Engineering and Facilities Plan	City of Oak Harbor 865 SE Barrington Drive Oak Harbor, WA 98239 Phone: 360-279-4500	
Project Number: 8549A.00 (Amendments 1-5) 8549A.10 (Amendment 6 - 12, 15) 8549A.22 (Amendment 13, 17) 8549A.21 (Amendment 14, 18) 8549A.30 (Amendment 16)	Execution Date 09/16/10	Completion Date (Prior) December 2018
Project Title: Engineering, Facilities Plan and Preliminary Design	New Maximum Amount Payable \$17,948,421	
Description of Work: This Amendment authorizes services to complete assist the City of Oak Harbor in obtaining approvals necessary for operation of a reclaimed water system from Washington State regulatory agencies for the Oak Harbor Clean Water Facility.		

The City of Oak Harbor
desires to supplement the agreement entered into with Carollo Engineers, Inc.
and executed on 09/16/10 and identified as Preliminary Engineering and Facilities Plan.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

AGREEMENT is hereby amended to add the following: No Change

SCOPE OF WORK is hereby amended to add the following:

The existing Scope of Services will remain open and will be completed for the authorized budget. Please see the attached Scopes of Services (Exhibit A) for additional scope.

PROJECT COMPLETION DATE AMENDED TO: No Change

PAYMENT shall be amended as follows:

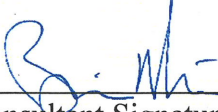
The maximum total contract value is increased from \$17,868,989 to \$17,948,421. This maximum upper limit includes a Management Reserve as indicated in prior amendments. Exhibit B summarize the level of effort associated with Amendment 18 services.

Payment shall be made in accordance with the terms and conditions described in the original contract.

If you concur with this amendment and agree to the changes as stated above, please sign in the appropriate spaces and return to this office for final action.

By: Brian R. Matson, Senior Vice-President

By: Robert Severns, Mayor

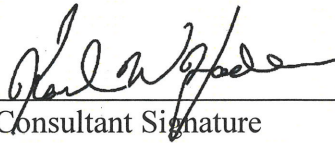


Consultant Signature

Approving Authority Signature

Date

By: Karl Hadler, Vice President



Consultant Signature

SCOPE OF WORK

TASK 849 – WASHINGTON STATE RECLAIMED WATER USE REGULATORY APPROVAL

Assist the City of Oak Harbor (City) in obtaining approvals necessary for operation of a reclaimed water system from Washington State regulatory agencies (“State”), including the Department of Ecology (“Ecology”) and the Washington State Department of Health (“DOH”).

Develop basis of design and regulatory requirements to facilitate concurrent between Ecology and DOH regarding operational concepts proposed by the City. Prepare draft and final technical memoranda (TM) that describe, evaluate, and recommend strategies for implementation of reclaimed water (RW) from the CWF including:

- Disinfection analysis to examine the requirements and life cycle costs associated with implementation of UV disinfection for RW versus sodium hypochlorite.
- Storage and distribution analysis to examine seasonal and peak day demand requirements, storage needs, backup supply requirements, and conceptual layout of a RW booster pump station at the CWF.
- Operations and maintenance guidelines including general conveyance and distribution requirements, cross-connection control, and RW distribution system identification requirements. Carollo will include preliminary rules and regulations and customer training requirements based on previous recycled water projects (for other municipalities). These will be updated by the City, if necessary, as the Project progresses.

Develop a draft Engineering Report for the Production, Distribution, and Use of RW from the Oak Harbor Clean Water Facility (CWF) at the City’s Windjammer Park, in the format required by WAC 173-240-060. In addition, the Engineering Report will document compliance requirements with WAC Chapter 246-290-100, Water System Plan, as required by the *Water Reclamation and Reuse Standards*.

Facilitate three (3) meeting with DOH and Ecology to discuss and review the basis of design analyses noted above and the draft Engineering Report.

Incorporate and/or address DOH and Ecology comments, and issue a final Engineering Report.

Assumptions

1. The City of Oak Harbor will be the sole user and no additional user agreements are anticipated to be implemented for this first phase.
2. The Engineering Report is intended to meet the requirements of the State of Washington *Water Reclamation and Reuse Standards* (DOH/Ecology, September 1997). The State currently has a draft rule published and a Rule Advisory Committee is actively working on promulgation of new regulations anticipated in early 2018. Consultant will track proposed State of Washington regulatory changes that may affect implementation and operation of the reclaimed water system. The development of this draft rule may impact the level of effort associated with regulatory approval and/or reclaimed water implementation at the CWF. Carollo will notify the City of potential impacts immediately including the need to amend the scope of work.

EXHIBIT A

3. The outcome of the Engineering Report will be the basis of design for design modifications/additions to the Oak Harbor CWF. This scope does not include detailed design of modifications, public involvement activities for implementation of RW, or staff training requirements. These activities will be developed in a future scope of work based on the final Engineering Report.

Deliverables

1. Draft and final Disinfection Analysis TM.
2. Draft and final Storage and Distribution Analysis TM.
3. Draft and final Operation and Maintenance Guidelines TM.
4. Agenda, minutes and responses to comments for three (3) meetings with Ecology and DOH to present basis of design information and the draft Engineering Report.
5. Technical documentation to respond to agency information requests.
6. Draft and final RW Engineering Report.

EXHIBIT B

City of Oak Harbor Wastewater Treatment Plant Preliminary Design Carollo Level of Effort Estimate August 24, 2017																	
WORK TASKS	Project Manager	QA/QC Team	Design Manager	Senior Engineer	Staff Engineer	Sr. CAD/ Graphics Tech.	CAD/ Graphics Tech.	WP/ Admin. Support	Carollo Hours	Carollo DL Cost	Carollo Indirect Cost	Carollo Expenses	Subtotal Carollo Cost	Subconsultant Cost		Total Cost	
														ESA	EI		
Direct Labor (DL) Rates	\$94	\$87	\$80	\$60	\$45	\$40	\$26	\$26									
TASK 849 - RW USE REGULATORY APPROVAL																	
Disinfection Analysis TM		2	16	6	36	4		4	68	\$3,698	\$7,026	\$894	\$11,619			\$11,619	
Storage and Distribution Analysis TM		2	16	6	36	4		4	68	\$3,698	\$7,026	\$894	\$11,619			\$11,619	
O&M Guidelines TM		2	8	6	28			4	48	\$2,538	\$4,822	\$627	\$7,987			\$7,987	
Regulatory Meetings	3		12		18			6	39	\$2,208	\$4,195	\$518	\$6,921			\$6,921	
Technical Documentation for Regulatory Information Requests			8	8	20				36	\$2,020	\$3,838	\$477	\$6,335			\$6,335	
RW Engineering Report	4	8	24	16	80		16	16	164	\$8,384	\$15,930	\$2,126	\$26,440			\$26,440	
Task 849 Subtotal	7	14	84	42	218	8	16	34	423	\$22,546	\$42,837	\$5,538	\$70,921	\$0	\$0	\$70,921	
SUBTOTAL AUTHORIZED BUDGET	7	14	84	42	218	8	16	34	423	\$22,546	\$42,837	\$5,538	\$70,921	\$0	\$0	\$70,921	
CAROLLO FEE (12% of Carollo Cost)																\$8,511	
SUBCONSULTANT MARKUP (5% of Subconsultant Cost)															\$0	\$0	
TOTAL AUTHORIZED BUDGET																\$79,432	

**Carollo Contract Summary
City of Oak Harbor
Wastewater Treatment Plant**

September 28, 2017

Contract	Purpose	Authorized by	Approval Date	Facilities Plan Authorized Amount	Preliminary Design Authorized Amount	Final Design Authorized Amount	Windjammer Park Phase 1	SCADA Services	Engineering Services During Construction	Authorized Management Reserve	Available Management Reserve	Base + Management Reserve
Original Contract	Facilities Plan	City Council	8/4/10	\$ 1,039,561						\$ 50,000	\$ 50,000	\$ 1,089,561
Amendment 1	Increase No. of Alternatives	Staff	7/6/11	\$ 14,683							\$ 35,317	
Amendment 2	Additional Field Investigation	Staff	5/8/12	\$ 3,404							\$ 31,913	
Amendment 3	Added Charrette Process	Staff	8/1/12	\$ 18,084							\$ 13,829	
Amendment 4	Complete Eel Grass Survey	Staff	10/9/12	\$ 9,896							\$ 3,933	
Amendment 5	Geotech, Survey, Freund	City Council	10/16/12	\$ 121,021						\$ 28,679	\$ 32,612	\$ 149,700
Email	Geotech	Staff	3/13/13	\$ 28,679							\$ 3,933	
Amendment 6	Preliminary Design, Outfall	City Council	3/19/13		\$ 1,982,065					\$ 99,103	\$ 103,036	\$ 2,081,168
Amendment 7	ESA to Complete SEPA	Staff	5/29/13	\$ 9,327							\$ 93,709	
Amendment 8	GC/CM Assist, Pump Test, Camera	Staff	3/17/14	\$ 22,260	\$ 47,107						\$ 24,342	
Amendment 9	Facilities Re-Design, GC/CM Coord.	Staff	9/23/14		\$ 20,804						\$ 3,538	
Amendment 10	Final Design	City Council	12/2/14			\$ 4,368,533				\$ 218,427	\$ 221,965	\$ 4,586,960
Amendment 11	Outfall Engineering Services	City Council	5/5/15						\$ 201,876		\$ 221,965	\$ 201,876
Amendment 12	Deep Excavation Eng. Services Concept B & Parking Design Park Planning and Outreach	City Council	10/20/15			\$ 782,703			\$ 713,374		\$ 221,965	\$ 1,496,077
Amendment 13	SCADA Services	City Council	2/2/16					\$ 1,828,155			\$ 221,965	\$ 1,828,155
Amendment 14	Services during construction and	City Council	5/3/16			\$ 218,427			\$ 5,339,431		\$ 3,538	\$ 5,339,431
Amendment 15	Interpretative Center Design Services	City Council	9/4/16			\$ 40,215					\$ 3,538	\$ 40,215
Amendment 16	Windjammer Park Design	City Council	11/15/16			\$ 130,548	\$ 969,726		\$ (130,548)		\$ 3,538	\$ 969,726
Amendment 17	Asset Management	City Council	8/2/17					\$ 86,121				\$ 86,121
Amendment 18	Water Reuse	City Council	pending			\$ 78,432						\$ 78,432
Total				\$ 1,266,915	\$ 2,049,976	\$ 5,618,858	\$ 969,726	\$ 1,914,276	\$ 6,124,133	\$ 396,208		\$ 17,947,421

WAC 173-219 Reclaimed Water

Carollo Amendment Tasks	WAC Section
Disinfection analysis	WAC 173-219-340
Storage and Distribution analysis	WAC 173-219-310&360
O&M Guidelines	WAC 173-219-240
Regulatory Meetings	WAC 173-219-070
Technical Documentation for Regulatory Requests	WAC 173-219-180
Reuse Water Report	WAC 173-219-200&210

Carollo Engineering Inc. Professional Services Agreement and previous amendments

The following documents are made a part of the record for the October 3, 2017 Regular City Council Meeting. By clicking the hyperlink listed below, the PDF of the document will open / download, depending on your browser settings. If you would prefer to not download the documents, but view them in a browser preview, you will need to access them on our website.

To go directly to the document go to:

http://www.oakharbor.org/uploads/documents/7960carollo_psa_and_previous_amendments.pdf

To go to the page where the document is located go to:

<http://www.oakharbor.org/documents.cfm?pageId=126>

Go to the section titled: CITY PROJECTS

Then click on the document titled: Carollo Inc. professional Services Agreement and previous amendments

This document is a total of 334 pages.