

DATA SHEET
Agenda Item No. 17.

Meeting Date: April 5, 2018

Agenda Item:

Consider approval of Contract and Task Order No. 1 with Garver, LLC. related to design, bidding and construction phase services for the Regional Treated Water System -- for certain Meter, Valve, Tank and Pipeline Improvements.

Placement:	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Individual Consideration	<input type="checkbox"/> Executive Session
Vote:	<input type="checkbox"/> Non-Weighted	<input checked="" type="checkbox"/> Weighted Capital	
Recommending Department: Engineering and Operations			

Background:

District facilities are becoming more mature, some have been in service for more than twenty years, and as a result there are improvement that need to be made. Through our proactive maintenance program we have identified certain assets that need to be evaluated for repair or replacement.

The proposed Contract and Task Order No. 1 with Garver, LLC, is for engineering services related to evaluating, designing, bidding and construction services for improvements to the Regional Treated Water System. Specifically, this task order will 1) evaluate 18 meter vaults for meter replacement, 2) assess the operability of key system valves, 3) investigate leaking vaults, 4) design valve improvements at the Inline Booster Pump Station, and 5) investigate the pipe to Ground Storage Tank connections at Stone Hill Pump Station.

The task order includes budget amounts of \$134,360 for Basic Services (evaluation, design, bidding and construction services), \$14,630 for Special Services (valve turning, mapping and evaluation), and \$10,000 Additional Services (contingency for project related unknowns). The total task order amount is \$158,990.

Financial:

Funding for the project is available in the Regional Treated Water System FY 2018 Capital Budget with project number 5SR.


Recommendation:

Staff recommends that the Board authorize the proposed Contract and Task Order No. 1 with Garver, LLC.

Enclosures:

Task Order No. 1.

The proposed contract is a standard District professional services agreement and is not enclosed. If you would like a personal copy of the contract, please contact Kurt Staller.

Submitted By:  Date: March 30, 2018

Kurt Staller, Acting Director/ Engineering & Construction

Garver, LLC
ATTACHMENT A-1
Task Order No. 1

This Task Order is part of the AGREEMENT between Garver, LLC, the "ENGINEER"), and Upper Trinity Regional Water District (the "OWNER"), for a project generally described as:

REGIONAL SYSTEM VALVE, TANK, AND PIPELINE IMPROVEMENTS PROJECT

The purpose of this Task Order is as follows:

ARTICLE I
SCOPE OF SERVICES

The ENGINEER agrees to furnish the OWNER the following specific services:

BASIC ENGINEERING SERVICES

A. Task 1 – Turbine Meter Replacements

This task is generally focused on assessing 18 existing meters for replacement, and designing additional improvements if needed for upstream and downstream clearances from the proposed magnetic flow meters.

1.1 Records Research

Prior to site visits, UTRWD will provide Garver any available record drawings at each location and GIS information. Garver will review and research all available information and confirm pipe diameters, the presence of any existing orifice plates or screens within the existing meter assemblies, and valve and fitting locations for upstream and downstream clearances and other improvements required for replacing the existing meters with magnetic flow meters.

1.2 Facility Assessment Form

Following the records research, Garver will complete the Facility Assessment Form. The form will not contain asset scores and detailed assessment criteria, but will contain fillable forms for each location to document existing facilities.

1.3 Facility Site Visits

Following the records research, Garver will conduct field site visits of 18 meter sites and three vault locations to verify record drawings, complete assessment forms, and to gather any other available information. The assessment forms will be completed and document any other deficiencies identified during the site visit, but will not include a detailed core risk score evaluation. The site visits are anticipated to take one week to complete.

1.4 Meter Replacement Memorandum

Garver will develop a memo which documents the findings of the records research, site assessments, and valve operations report. The memo will provide recommendations for the replacement of up to 18 turbine meter replacements with magnetic flow meters, one venturi meter with a magnetic flow meter, and any valves that were identified in need of replacement.

These recommendations will determine the work and impact of replacing each meter. The District and Garver will review the recommendations and determine if work can be completed with internal maintenance staff, or if the modifications will require a contractor. The memo will also note which manholes or vaults were identified as in need of repair.

Garver will deliver the memo with a workshop with the UTRWD to present the findings of the draft memo. Following the workshop, Garver will incorporate UTRWD comments in a final deliverable.

Deliverables:

- Facility site visits to 18 locations
- Draft meter replacement and improvements memorandum
- Draft memorandum workshop
- Final meter replacement and improvements memorandum
- Opinion of Probable Construction Cost (OPCC)

B. Task 2 – Stone Hill Tank Evaluation

The existing Stone Hill facility has two ground storage tanks, sized at 2 MG and 5 MG. The tank connection to the ground piping has experienced a failure. In addition, there is a suspected leak near the emergency pump pad at the facility.

UTRWD will provide record drawings of the facility. Garver will conduct one site visit with two (2) Garver personnel to assess the leak location. Following the assessment and review of record drawings, Garver will prepare a technical memorandum which will document the existing condition of the facilities, and recommend repairs and improvements to address the tank connection and leak at the emergency pump pad. The memorandum will provide an opinion of probable construction cost (OPCC) for recommended repairs and improvements.

Deliverables:

- Site visit to one location (concurrent with Task 1.4)
- Technical memorandum on inlet piping and field leak and recommendations for repairs
- OPCC for necessary repairs and improvements

C. Task 3 – Inline Booster Pump Station Evaluation

Garver will perform records research and field assessments to evaluate an inline booster pump station that requires manual valve operations. Garver will evaluate the current operations and provide alternatives for adding a mechanically operated valve, check valves, or other valves as well as connecting them into the District's SCADA system.

Deliverables:

- Site visit to one location
- A technical memorandum on current operations and recommendations for improvements to booster pump station.

D. Task 4 – Design of Improvements

Garver will conduct detailed design of the identified improvements in previous tasks. This scope assumes the following:

- Design of meter replacement and improvements for 18 locations
- Design of replacement and improvements of up to 15 valves
- Design of a leak repair at the Stone Hill Pump Station
- Design of a check valve for the Inline Booster Pump Station
- Design of all facilities will be based on record drawings and photographs

4.1 Detailed Design

During the design phase, Garver will work with the UTRWD to deliver the design of the proposed improvements and perform the services as described herein.

The design assumes the following:

- Design of up to 18 meter replacements and improvements, and up to 15 valve replacements and improvements
- Design for leak repair at up to three vault locations (meter or valve vault)
- Design of a leak repair at the Stone Hill Pump Station
- Design of a check valve at the Inline Booster Pump Station
- Design of all facilities will be based on record drawings and photographs

Garver will prepare construction plans and specifications including final construction details and quantities, special provisions, and opinions of probable construction cost. Throughout the final design phase, Garver will prepare Contract Documents that will consist of drawings and

specifications that set forth requirements for construction of the improvements, and shall include advertisement for bids, instructions to bidders, bid forms, bond forms, and other information as required by the UTRWD to competitively bid the work. Garver will base the front end documents on UTRWD's front end documents.

The task will include a courtesy 60% set of drawings delivered digitally and a 90% set of specifications, drawings, and OPCC. Garver will assist UTRWD in submitting the 90% design and Contract Documents for Texas Commission of Environmental Quality (TCEQ) review and approval for construction.

Following a 90% deliverable workshop with UTRWD and upon receipt of TCEQ and UTRWD's review comments, Garver will incorporate comments into a final construction document set (100% submittal).

Deliverables:

- 60% courtesy review set (one PDF)
- 90% plans, specifications, and OPCC (three half-size copies and one PDF)
- 90% workshop
- 90% submittal to TCEQ
- 100% construction documents (Four half-size copies and one PDF)

E. Task 5 – Bidding Services

During the bidding phase of the project, GARVER will:

1. Prepare and submit Advertisement for Bids to OWNER for OWNER publication in newspaper(s). The OWNER will pay advertising costs outside of this contract.
2. Dispense construction contract documents to prospective bidders using GARVER's online plan room.
3. Support the contract documents by preparing and issuing addenda.
4. Participate in one pre-bid meeting.
5. Attend the bid opening.
6. Prepare bid tabulation.
7. Evaluate bids and recommend award.
8. Prepare conformed contract documents (i.e. integrate addenda items).
9. Prepare construction contracts.

Deliverables:

- Conformed contract documents (Four half-size copies and one PDF)

F. Task 6 - Construction Administration

During the construction administration phase of the project, GARVER will:

1. Issue a Notice to Proceed letter to the Contractor.
2. Attend monthly progress/coordination meetings with the Contractor, through the anticipated duration of construction. The fee estimates a six-month project duration.

3. Review of Contractor Schedule and Payment Request:
 - a. Receive and review Construction Contractor's monthly Application for Progress Payment and progress schedules in accordance with this Agreement. The Contractor's payment schedule will be schedule constrained.
 - b. Garver will also review Construction Contractor's progress schedule and payment schedule in accordance with the requirements of the Construction Contract Documents and request that the Construction Contractor makes any necessary adjustments.
4. Evaluate and respond to a total of up to 30 construction material submittals and shop drawings. If the submittals (including resubmittals with substantial revisions) are more than the specified number they may be considered additional services. Corrections or comments made by Garver on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications.
5. Issue instructions to the Contractor on behalf of the Owner and issue necessary clarifications (respond to up to 20 RFIs) regarding the construction contract documents. If the RFIs are more than the specified number they may be considered additional services unless the project specifications and drawing were not clear on the RFI's topic.
6. Maintain a set of working drawings. Prepare and furnish record drawings that include District, Contractor and other relevant notes.
7. When authorized by the Owner, prepare change orders for changes in the work from that originally provided for in the construction contract documents. This scope assumes one change order.
8. Make an average of one visit to the project site each month concurrent with the construction progress meetings.
9. Participate in final project inspection and prepare punch list. The estimate assumes one day of site visit for the final inspection.

SPECIAL SERVICES

Special Services are those services known to be required for completion of the project that the OWNER agrees are to be furnished by the ENGINEER or by a subconsultant that cannot be defined sufficiently at this time to establish the maximum compensation. The services are not included in the scope of work of Basic Services or the amount of compensation for Basic Services. The Special Services for this assignment are described as follows:

- A. Additional Meetings and Site visits: Attending additional meetings or site visits beyond those specifically included in the basic services.

- B. Valve evaluation. Garver will sub-contract with a valve turning contractor to evaluate up to 82 valves. The District will provide exhibits and locations of these valves.

Prior to operation, the contractor will provide an estimated overall timeframe to operate valves and the sequence in which they would like to evaluate the valves. A coordination meeting with UTRWD and one Garver staff member will be held to review the anticipated valves to be operated, day of operation, and to develop an overall schedule with estimated timeframe for each operation. If required, UTRWD will coordinate the shutdown with the meter customer. All shutdowns and operational changes or this work will be subject to time constraints and UTRWD's operational needs.

The contractor will then perform field operation of the valves to conduct the following actions and identify the following information per valve, at a minimum:

- Operate valves in accordance with the AWWA manual M-44, through a minimum of two consecutive range of operations
- Document number of turns
- Document max torque required to operate valve
- Valve accessibility
- Depth of valve
- Determine if valve is able to operate through full range of motion for at least two cycles
- GPS coordinates through handheld GPS locator (GPS locations will be provided in ESRI ArcGIS format)
- Digital picture of valve and surrounding area
- Other applicable information

This information will be incorporated into the meter replacement technical memorandum.

The fee is based on a two person crew conducting five days of field work, and includes an additional two days of mobilization and demobilization. The fee also assumes two days of one Garver staff on-site and coordinating the subcontractor's schedule.

ADDITIONAL SERVICES

Additional services to be performed by the ENGINEER, if authorized by the OWNER, which are not included in the above-described Basic Engineering Services, are described as follows:

- A. Any additional services that may be required by the OWNER for completion of the project that are not included in the Basic or Special Services.

Article II Compensation

BASIC SERVICES

Compensation by the OWNER to the ENGINEER for all Basic Services enumerated in Task Order No. 1 will be on an actual raw salary cost times a 3.0 multiplier basis. A budget allowance has been made for this item and will not be exceeded.

Item A – Task 1	
Amount	<u>\$22,236.00</u>
Item B – Task 2	
Amount	<u>\$2,764.00</u>
Item C – Task 3	
Amount	<u>\$4,956.00</u>
Item D – Task 4	
Amount	<u>\$66,558.00</u>
Item E – Task 5	
Amount	<u>\$10,752.00</u>
Item F – Task 6	
Amount	<u>\$27,094.00</u>

The total compensation for Basic Services authorized by Task Order No. 1 shall not exceed \$134,360

Special Services

For all Special Services enumerated in Task Order No. 1 will be on an actual raw salary cost times a 3.0 multiplier basis. A budget allowance has been made for this item and will not be exceeded without prior written authorization from the OWNER. No work will be undertaken on this item without specific written authorization from the OWNER.

Item A	
Amount	<u>\$14,630.00</u>

The total compensation for Special Services authorized by Task Order No. 1 shall not exceed \$14,630.00

Additional Services

Additional Services, which may be required by the OWNER, shall be based on an actual raw salary cost times a 3.0 multiplier basis. A budget allowance has been made for this item and will not be exceeded without prior written authorization from the OWNER. No work will be undertaken on this item without specific written authorization from the OWNER.

Total budget allocation for Additional Services for Task Order No. 1:

Item A	
Not-to-exceed	\$10,000.00

Total Compensation Summary

Basic Services Items A-F	\$ <u>134,360.00</u>
Special Services Item A-E	\$ <u>14,630.00</u>
Additional Services Item A	\$ 10,000.00
Total Authorization	\$ <u>158,990</u>

Other Provisions

The following provisions shall apply to this Task Order:

Compensation for Additional Services will be on an actual raw cost times a 3.0 multiplier basis specified when the task order authorizing the Additional Services is approved by the OWNER.

This Task Order No. 1 will become part of the referenced AGREEMENT when executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

For the OWNER, Upper Trinity Regional Water District dated this _____ day of _____, 2018.

By: _____

Title: _____

For the ENGINEER, Garver, LLC dated this _____ day of _____, 2018.

By: _____
Jeffrey L. Sober

Title: Vice President