



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	02/19/2020	Department	Wastewater
Agenda Item	4.11 Consider Contract Amendment #2 with Hoyle Tanner for the WWTF & MAPS Process & Electrical Upgrades		
Est. Cost	\$311,700		

Background Information

Dan Marks from Hoyle, Tanner & Associates, Inc. will be here along with Doug Clark, to give an update on where they are in the process regarding the upgrades at the WWTF and review Contract Amendments #2, which includes the final design and bidding phase services.

The Wastewater Advisory Board unanimously approved a recommendation to Council to approve the Contract Amendment #2 with Hoyle Tanner, in the amount of \$311,700 to be included in the project bond.

In the past the city has required a bid process for contracted work. The exception to this bid process is being asked due to time constraints, the familiarity with the plant specifics by Hoyle Tanner, and the specialty of this whole upgrade.

A Public Hearing will be held for final project costs and authorization to secure interim financing/final financing cost in the March/April time frame pending notification from Rural Development.

Requested Action	'I move to approve Contract Amendment #2 with Hoyle Tanner, in the amount of \$311,700 to be funded through the loan/grant award with the intent to waive the bid process for this contract due to work specialty as noted above.'
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

CONTRACT AMENDMENT FORM

HOYLE, TANNER PROJECT NO. 125705 AMENDMENT NO. 2 DATE: Feb 3, 2020
PROJECT: WWTF & MAPS EQUIPMENT UPGRADES FINAL DESIGN & BIDDING PHASE
CLIENT: City of Gardiner, Maine

CHANGE IN CONTRACT SCOPE

Hoyle, Tanner will amend its scope of services for the above described project:

<u>CHANGE IN SCOPE OF SERVICES</u>	<u>FEE ADJUSTMENT</u>
1. Phase I: Final Design Phase Services	\$299,700
2. Phase II: Bidding Phase Services	\$12,000
TOTAL FEE ADJUSTMENT, THIS AMENDMENT	\$311,700
TOTAL PREVIOUS FEE AMENDMENTS	\$68,800
ORIGINAL CONTRACT FEE AMOUNT	\$11,000
NEW TOTAL CONTRACT FEE AMOUNT	\$391,500

CHANGE IN CONTRACT TIME

Completion date for Amendment Work: 150 days from authorization

AUTHORIZATION

Original contract dated April 10, 2019 is hereby amended as indicated on this form.

- Verbal authorization given on _____ by _____. No signature authorization required by the client.
- Client to authorize amendment by signing form below.

For City of Gardiner, Maine

For HOYLE, TANNER & ASSOCIATES, INC.

Please amend the contract and proceed with the project as indicated above.

(Signature)

(Signature)

(Printed Name and Title)

Joseph Ducharme, Vice President
(Printed Name and Title)

(Date)

(Date)

February 3, 2020

Mr. Doug Clark
Wastewater Superintendent
Gardiner City Hall
6 Church Street
Gardiner, ME 04345

Hoyle, Tanner
& Associates, Inc.

106 Lafayette Street, Unit 2D
Yarmouth, Maine 04096
207-844-8102
www.hoyletanner.com

RE: Contract Amendment No. 2
WWTF & MAPS Process & Electrical Equipment Upgrades
Final Design and Bidding Phase Services
Hoyle, Tanner Project No. 125705

Dear Doug:

Based upon our conversation with you, City Manager Christine Landes, and Finance Director Denise Brown on January 7, we are providing this proposal for final design and bidding phase services for the City's Wastewater Treatment Facility (WWTF) and Maine Avenue Pump Station (MAPS) process and electrical equipment upgrades. This proposal is an amendment to our original Agreement dated April 10, 2019.

The WWTF & MAPS Upgrades Conceptual Design and Cost Opinion Memorandum, dated June 18, 2019, prepared by Hoyle, Tanner & Associates, Inc. identified the need for replacement of critical components of the City's wastewater treatment and conveyance infrastructure. As part of Amendment No. 1, the City requested that Hoyle, Tanner complete a funding application to the USDA-Rural Development (RD) program as well as develop an equipment procurement package for the RBC process equipment to be replaced at the WWTF. As Amendment No. 1 work is nearing completion, this Amendment No. 2 is for the next phase of work, including final design with preparation of bidding documents as well as bid phase services.

Final Design will include equipment components identified in the WWTF & MAPS Upgrades Conceptual Design and Cost Opinion Memorandum, dated June 18, 2019, prepared by Hoyle, Tanner & Associates, Inc. as well as the Preliminary Engineering Report (PER), as prepared by Hoyle, Tanner & Associates, Inc. The PER is currently being prepared for review by the City and USDA-RD. These components are described below as our proposed scope of services:

Amendment 2, Phase 1: Final Design Phase Services

1. Headworks Improvements: Design will include demolition of the existing climber screen; replacement of the existing climber screen with a new continuously raked mechanical bar rack with washer/compactor; electrical and controls design; demolition and replacement of flow control gates in the influent channel; replacement of refrigerated sampler; and, structural repairs to the influent channel to accommodate the new equipment.
2. RBC Improvements: As the RBC equipment will be pre-purchased by the City, Design services for the RBC upgrades will include structural modifications needed to accept the new equipment; structural repairs needed in the existing RBC tankage; demolition of the existing RBC equipment and supporting equipment including the RBC blowers and air piping; replacement blowers to efficiently meet the new RBC demand; and, electrical and controls design. Structural modifications needed will be limited to repairs of the

existing tankage and supports for the new RBC equipment. We will complete a structural assessment of the scoped project areas that are visible during our review and write a letter report of findings. Additional structural design, including but not limited to, new tankage or additional structural defects found during the course of detailed design will require a modification to this scope and fee.

3. Generator Replacement: Design will include demolition of the existing generators at both the WWTF and MAPS and replacement with new generators, including electrical and controls design. We assume that the WWTF generator will be located exterior to the building, immediately north of the RBC room and that the MAPS generator will be replaced in the same location. Design will include generator support, which we assume will be a concrete slab on grade, and generator access, which we assume will be grating and stairs to provide access based on the generator maintenance needs.
4. MAPS Main Switchboard Replacement: Design will include demolition of the existing switchboard and replacement with a new switchboard.
5. Controls Upgrades: The City desires replacement of the control system at the WWTF, including developing network architecture drawing, preparing instrumentation and controls specifications, control narratives and I/O lists for the eight (8) control panels that run the WWTF. This scope does not include panel fabrication or drawings, loop sheets, field installation, instrument configuration or programming, SCADA integration, electrical specifications, or conduit/cable/wire specifications.
6. Miscellaneous Improvements: Design will include replacement of the sodium hypochlorite tank, roofing improvements over the existing generator area, and a push camera and tractor camera for collection system operation and maintenance. We assume that the roofing replacement will not require any structural modifications.
7. Bidding Document Preparation: Design of items included in #1-6 above include technical specifications and drawings to describe the scope of work. Bidding documents will also include procurement ("front end") and general contractor requirements.
8. Design Submittals and Review Meetings: We will make progress design submittals to the City at the 50% and 95% Design levels. 50% Design will include key technical specifications and proposed modifications shown in plan view only. 95% Design will include all specifications and proposed modifications shown in plan and section view, with required details to construct the work. We will update the Total Project Opinion of Probable Construction Cost (OPCC) at the 50% and 95% Design levels and include the OPCC in the 50% and 95% Design Submittals. We will hold 50% and 95% Design Review Meetings with the City and incorporate your comments in the bidding documents.
9. Design Approval: We will coordinate with USDA-RD (the assumed funding source) and Maine Department of Environmental Protection (DEP) to obtain their design approval and authorization to bid the project. This will include Maine DEP approval of the Basis for Final Design of the project. We assume that there will be no permitting requirements, including stormwater general permit, public/fire safety, etc. for the purposes of this proposal. Local permits will be managed by the City staff.

Upon completion of the above scope tasks, bidding phase services will commence.

Amendment 2, Phase 2: Bidding Phase Services

1. Assist with the bid advertisement and preparation of bid ready documents. The City will pay for the publication of the bid advertisement.
2. Providing a point of contact throughout the bid phase period.
3. Bid document distribution.
4. Preparation for and attendance at the pre-bid conference.
5. Receiving, managing and distributing addenda to respond to questions from potential bidders.
6. Evaluating received bids for conformance to the bidding requirements and making a recommendation to award to the City.

Upon completion of the above scope tasks, we will prepare an amendment for construction phase services upon request from the City.

Schedule

We propose to complete the tasks identified above in 150 days, with the following interim milestones:

50% Design Submittal	45 days from Agreement
95% Design Submittal	45 days after receipt of comments
Agency Review/Comments/Authorization to Bid	25 days after receipt of comments
Bid Period	30 days
Review of Bids/Recommendation to Award	5 days
TOTAL SCHEDULE	150 days (minimum)

Agency and City review durations are beyond our control and could add to the overall duration of the project.

Owner Responsibilities

Your responsibilities under this agreement shall include:

1. Provide all available information as to the project requirements.
2. Provide access to the site(s).
3. Provide equipment and personnel to assist with field observations.
4. Designate a contact person who can act with the Owner's authority regarding this project.
5. Complete careful, timely Deliverables reviews and provide comments during Deliverable meetings.
6. Attend critical meetings with the State of Maine DEP, if needed.
7. Administer the USDA-RD loan funding project aspects.

Enclosed you will find our standard Contract Amendment Form which summarizes the additional professional engineering services. Please sign and date this form where indicated and return it to us. You should make a copy of the signed form for your records.

We look forward to the opportunity to provide additional professional engineering services to you on this project. Please do not hesitate to call us if you have any questions or comments on this amendment.

Very truly yours,
HOYLE, TANNER & ASSOCIATES, INC.

A handwritten signature in cursive script, appearing to read "Dan Marks".

Dan Marks, PE
Project Manager

DRAFT MINUTES
Wastewater Advisory Meeting
February 3, 2020
6:00 p.m. Council Room
Agenda

ATTENDANCE: Chair Al Godfrey, Dan Marks – Hoyle Tanner; Reggie Cooley; Phil Garwood; Julia Kimball; Nancy Frost; Craig Nelson; Dan Kates; Doug Clark, WW Director; Sherry Emmons, WW Admin.

Dan Marks, Hoyle Tanner gave a presentation on where they are in the process regarding the upgrades at the WWTF and reviewed Contract Amendments #2.

These amendments include the final design phase services and the bidding phase. With these amendments, it increases engineering fees by \$311,700.00. The committee was asked to review if they want to have the City incorporate the fees into the bond or pay for a portion of the fees through regular budget.

The City has \$79,800 that is incorporated in the WWTF budget for engineering. The additional amount requested in amendment 2 is \$311,700 is not funded in the regular budget and a lot for the City to absorb at one time.

MOTION by Craig Nelson:

Recommendation to Council to approve the Contract Amendment 2 with Hoyle Tanner, in the amount of \$391,500 with \$311,700 to be paid under project bonds and the \$79,800 engineering cost be paid out of the general budget.

Second: Phil Garwood

VOTE: Unanimous vote

Meeting adjourned at 6:55 p.m.