



AGENCY:	MID
MEETING DATE:	March 25, 2019
DEPARTMENT:	Public Works
PRESENTED BY:	John Smith
EMAIL ADDRESS:	jsmith@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND CONSIDER ADOPTION OF MUNICIPAL IMPROVEMENT DISTRICT NO. 1 RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH SHN ENGINEERS & GEOLOGISTS, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE SEWER LIFT STATION PROJECT, CITY PROJECT NO. 2019-01, AND AUTHORIZING DISTRICT MANAGER TO EXECUTE CONTRACT (AMOUNT NOT TO EXCEED \$49,500; ACCOUNT NO. 716-7003-0731)

ISSUE:

The City owns, maintains and operates six sewer lift stations throughout the Municipal Improvement District. Four of these stations were constructed in 1971 and are scheduled for rehabilitation this fiscal year. These lift stations divert sewage to the Wastewater Treatment Facility to properly treat the waste and protect our ocean resources. These lift stations have served us well over the past 48 years. In order to continue to safeguard our environment, upgrades to the lift stations are necessary to avoid failure.

ANALYSIS:

The City has spent several years working toward improving the four lift stations constructed in 1971, the same time the treatment plant was built. At 48 years of age, it's time for rehabilitation. Over the past 10 years, operators have made numerous confined space entries to complete repairs of these dilapidated stations to keep them running properly. In 2012, NV5 Engineering was hired to complete a technical memorandum (TM) that would provide a detailed evaluation of different types of lift stations and possible reuse of portions of the existing facilities. This TM provided confirmation that portions of current lift station infrastructure would be adequate for continued use. In 2015, HDR, Inc. was hired to begin design of the sewer lift stations.

The plans and specifications for construction of the Sewer Lift Station Project (Project) were completed by HDR in early February. We have seen the result of HDR's great design work at the wastewater treatment plant. The bid documents for the Project received the same attention. Following a well-designed project, a capable Construction Management (CM) team is necessary for proper oversight of construction activities for the Project. This will ensure the Project is constructed according to the plans and specifications and that safety regulations are followed. The CM will also manage all paperwork including Requests for Information (RFI's), submittals, daily quantities, change orders, payroll and invoicing for the project.

Preconstruction activities are expected to begin in early May. This will include any design clarifications (DC), RFI's, submittals and sequencing discussions. Construction is expected to begin in late May to early June.

On February 21, 2019, the City issued a Request for Proposals (RFP) for Construction Management Services for the Project, seeking a well-rounded engineering firm that could handle the challenges of this Project. On March 8, 2019, two responsive proposals were received from the following Consultants:

- **SHN Consulting Engineers & Geologists, Inc.**, Willits – Proposal Amount \$49,500
- **LACO Associates, Inc.**, Ukiah – Proposal Amount \$139,000

SHN Engineers & Geologists, Inc. (SHN) was determined by staff to be proficient. They submitted a solid proposal which included the required items. SHN is a fully-qualified local engineering firm that specializes in this work, providing expert construction observation and quality control. In their Willits office, they offer services in engineering, geosciences, surveying, materials testing, and biological sciences. Equally as important to the construction oversight is managing the required paperwork. Organization of this paperwork will be critical to keep the project moving toward successful project completion.

RECOMMENDED ACTION:

Adopt City Council Resolution Approving Professional Services Agreement with SHN Engineers & Geologists, Inc. to Provide Construction Management and Inspection Services for the Sewer Lift Station Project, City Project No. 2019-01, and Authorize the District Manager to Execute Contract (Amount Not To Exceed \$49,500; Account No. 716-7003-0731).

FISCAL IMPACT:

This project is included in the Capital Improvement Program. Wastewater Enterprise funds will be used for this work. The budgeted amount for this project is \$1,000,000 including construction and construction management.

IMPLEMENTATION/TIMEFRAMES:

Following Council action to award the contract, the contract can be executed. Construction is anticipated to begin in May 2019 and be completed in July 2020.

ATTACHMENTS:

1. Resolution
2. RFP
3. SHN Proposal
4. SHN Contract

NOTIFICATION:

1. SHN Engineers & Geologists, Inc.