



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Engineering Contract with Engineering Enterprises Inc. for a Capacity, Management, Operation and Maintenance Plan
Presenter:	John Lamb

Please check appropriate box:

	Government Operations	X	Government Services 10.26.15
	Planning & Development		City Council

Estimated Cost:	\$56,174.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

In December 2014 the City received a renewal of its EPA Permit for the Main Wastewater Treatment Plant. In addition to standard permit limits there are special conditions that require additional reporting, plant modifications or new regulations, limits. The latest permit has a special condition that requires the City to implement and submit a Capacity, Management, Operation and Maintenance Plan (CMOM).

This plan is required to have a number of measures and activities the City will take to maximize the efficiency and capacity of its sanitary sewer collection system, lift stations and wastewater treatment facilities. It also addresses sanitary sewer overflows, provides an assessment of the system and identifies and prioritizes deficiencies in the system. This requirement was anticipated by staff and budgeted for it in the current year.

Staff sent out six Requests for Qualifications for Professional Services and received three submittals back. A committee of five staff members reviewed the submittals and came to a consensus on selecting the firm of Engineering Enterprises Inc.(EEI). Staff met with representatives of EEI and negotiated a fee of \$56,174.00 for services. This amount is below the budgeted amount of \$60,000.00.

Attachments: *(please list)*

* Professional Services Agreement

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Award Professional Services Agreement to Engineering Enterprises Inc. (EEI) for Capacity, Management, Operations and Maintenance Plan in the amount of \$56,174.00 and a Resolution Authorizing the Mayor and City Clerk to execute same.

For office use only

Agenda Item Number: 4.d

**AGREEMENT FOR CONSULTING ENGINEERING SERVICES
FOR THE WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATIONS AND MAINTENANCE (CMOM) PLAN**

This Agreement, made this _____ day of _____, 20__ by and between the City of St. Charles, Kane & DuPage Cos., Illinois, a municipal corporation of the State of Illinois (hereinafter referred to as the "CITY") and Engineering Enterprises, Inc. of 52 Wheeler Road, Sugar Grove, Illinois, 60554 (hereinafter referred to as the "ENGINEER").

In consideration of the mutual covenants and agreements contained in this Agreement, the CITY and the ENGINEER agree, covenant and bind themselves as follows:

1. Services: ENGINEER agrees to perform for the CITY the scope of services described in Attachment A.
2. Direction: The Director of Public Works, or his written designee, shall act as the CITY'S representative with respect to the Services to be provided by the ENGINEER under this Agreement and shall transmit instructions and receive information with respect to the Consulting Engineering Services.
3. Compensation: The work items, estimated staff time, and projected fees for each work item are summarized within Attachment B. Based on this computation, the CITY agrees to pay the ENGINEER for providing the Services set forth herein a fixed fee amount of \$56,174.
4. Term: The term of this Agreement shall be active through April 30, 2016, unless otherwise extended through written confirmation by both parties. A detailed schedule for the project is provided as Attachment C.
5. Payment: Engineer shall invoice the CITY on a monthly basis for Services performed and any costs and expenses incurred during the previous thirty (30) day period. The CITY shall pay the ENGINEER within thirty (30) days of receipt of said invoice.
6. Termination: This Agreement may be terminated upon fourteen (14) days written notice of either party. In the event of termination, the ENGINEER shall prepare a final invoice and be due compensation calculated as described in paragraph 3 for all costs incurred through the date of termination.
7. Documents: All related writings, notes, documents, information, files, etc., created, compiled, prepared and/or obtained by the ENGINEER on behalf of the CITY for the Services provided herein shall be used solely for the intended project.

8. Notices: All notices given pursuant to this Agreement shall be sent Certified Mail, postage prepaid, to the parties at the following addresses:

The CITY:

City of St. Charles
Two East Main Street
St. Charles, IL 60174
Attn: Peter Suhr, Director of Public Works

The ENGINEER:

Engineering Enterprises, Inc.
52 Wheeler Road
Sugar Grove, IL 60554
Attn: Jeffrey W. Freeman, P.E., CFM, LEED AP

9. Waiver: The failure of either party hereto, at any time, to insist upon performance or observation of any term, covenant, agreement or condition contained herein shall not in any manner be constructed as a waiver of any right to enforce any term, covenant, agreement or condition hereto contained.
10. Amendment: No purported oral amendment, change or alteration hereto shall be allowed. Any amendment hereto shall be in writing by the governing body of the CITY and signed by the ENGINEER.
11. Succession: This Agreement shall ensure to the benefit of the parties hereto, their heirs, successors and assigns.

IN WITNESS WHEREOF, we have hereunto signed our names the day and year first above written.

CITY OF ST. CHARLES:

ENGINEERING ENTERPRISES, INC.:

Mayor

Vice President

ATTEST:

ATTEST:

Title: _____

Administrative Assistant

ATTACHMENT A – SCOPE OF SERVICES
CAPACITY, MANAGEMENT, OPERATIONS AND MAINTENANCE (CMOM) PLAN
City of St. Charles, Kane and DuPage Cos., IL

The Illinois Environmental Protection Agency (IEPA) reissued the City of St. Charles Eastside Wastewater Treatment Facility (WWTF) National Pollutant Discharge Elimination System (NPDES) permit in November 2014. The reissued permit requires the City to prepare a Capacity, Management, Operation and Maintenance (CMOM) Plan for the City's sanitary sewer network and submit it to the IEPA. While the reissued NPDES permit requires the CMOM submittal before December 1, 2015, the City currently is seeking a submittal deadline extension to March 31, 2016. This scope of services and schedule assumes the deadline extension will be granted.

The proposed work items for the development of the CMOM Plan, which is consistent with the Work Plan defined in the September 24, 2015 qualifications submittal for this project, are as follows:

PROJECT FACILITATION & MEETINGS

- 0.1 Project Administration
- 0.2 Project Initiation & Progress Meetings (Total of 4 Project Meetings)

CAPACITY, MANAGEMENT, OPERATIONS, AND MAINTENANCE (CMOM) PLAN

- 1.1 Conduct Site Visits To Collection System Facilities (i.e. Lift Stations, Siphon Chambers, Chronic SSO Areas, etc.)
- 1.2 Analyze Existing City GIS Data and Historical Collection System Maintenance and Repair Documentation
- 1.3 Update Collection System Base Map and Inventory Wastewater Collection System
- 1.4 Develop Map Summarizing Sanitary Sewer System Rehabilitation Projects In the Last 10 - 15 Years
- 1.5 Update Lift Station Inventory With Maintenance History
- 1.6 Update Systemwide I/I Historical Evaluation
- 1.7 Inventory & Map Historical Collection System Issues (i.e. System Failures, SSOs, Odor Complaints, Structural Deficiencies etc.)
- 1.8 Document Wastewater System Organizational Structure, Personnel Inventory & Lines of Communication
- 1.9 Document Wastewater System Personnel Training Needs
- 1.10 Document SSO Management & Notification Process (Including Third Party Notice Plan)
- 1.11 Confirm Internal Sanitary Sewer Collection System Issue Tracking Process
- 1.12 Identify Areas For Further Detailed Investigation (i.e. Flow Monitoring, SSES, Modeling, etc.)
- 1.13 Develop/Update List of Existing Collection System Equipment and Spare Parts
- 1.14 Develop/Update Maintenance Plan For System
- 1.15 Develop/Update Maintenance Schedules For Tracking System Maintenance (Pipes, Manholes & Pump Stations)
- 1.16 Develop/Update Emergency Response Plan For a Sanitary Sewer Failure and a Pump Station Failure
- 1.17 Develop Dashboard/Table For Annual CMOM Program Summary & Tracking
- 1.18 Develop Cost Estimates For Implementation and Maintenance of Plan
- 1.19 Review Sanitary Sewer Ordinance & Develop Recommendations For Future Modifications
- 1.20 Report
- 1.21 Attendance At City Council Meeting Where Report Is Presented By City Staff
- 1.22 Report Submittal To IEPA

The above scope summarizes the work items that will be completed for this contract. Additional work items, including additional meetings beyond the meetings defined in the above scope, shall be considered outside the scope of the base contract and will be billed in accordance with the Standard Schedule of Charges.

ENGINEERING ENTERPRISES, INC.
CONSULTING ENGINEERS

DATE: 10/20/2015
ENTERED BY: JWF

**ATTACHMENT B:
ESTIMATE OF LEVEL OF EFFORT AND ASSOCIATED COST FOR PROFESSIONAL ENGINEERING SERVICES
Capacity, Management, Operation and Maintenance (CMOM) Plan**

City of St. Charles, Kane & DuPage Cos., IL

WORK ITEM NO.	WORK ITEM	ENTITY:				PROJECT ROLE:	EET:				GIS / CAD TECH. \$125	ADMIN. \$75	WORK HOUR SUMM.	COST PER ITEM
		PRINCIPAL IN CHARGE \$185	SENIOR PROJECT MANAGER \$175	PROJECT ENGINEER \$125	PROJECT ENGINEER \$125		PROJECT ENGINEER \$125	PROJECT ENGINEER \$125						
									HOURLY RATE:	PROJECT FACILITATION \$175				
0.1	Project Administration		2	6									8	\$ 1,420
0.2	Project Initiation & Progress Meetings (4 Total)		12	20	16								52	\$ 8,032
	Project Facilitation Subtotal:		14	26	16								60	\$ 9,462
CAPACITY, MANAGEMENT, OPERATIONS, AND MAINTENANCE (CMOM) PLAN														
1.1	Conduct Site Visits To Collection System Facilities (i.e. Lift Stations, Siphon Chambers, Chronic SSO Areas, etc.)		8	8	8								24	\$ 3,680
1.2	Analyze Existing City GIS Data and Historical Collection System Maintenance and Repair Documentation		1	8	8								17	\$ 2,685
1.3	Update Collection System Base Map and Inventory, Wastewater Collection System		1	2	8			12					23	\$ 3,035
1.4	Develop Map Summarizing Sanitary Sewer System Rehabilitation Projects in the Last 10 - 15 Years		1	2	12			8					23	\$ 3,035
1.5	Update Lift Station Inventory With Recent Maintenance History		1	2	6								9	\$ 1,285
1.6	Update Systemwide I/I Historical Evaluation		1	4	8								13	\$ 1,885
1.7	Inventory & Map Historical Collection System Issues (i.e. System Failures, SSOs, Odor Complaints, Structural Deficiencies etc.)		1	4	8			8					21	\$ 2,885
1.8	Document Wastewater System Organizational Structure, Personnel Inventory & Lines of Communication		1	2	4								7	\$ 1,035
1.9	Document Wastewater System Personnel Training Needs		1	2	2								5	\$ 785
1.10	Document SSO Management & Notification Process (Including Third Party Notice Plan)		1	4	4								9	\$ 1,365
1.11	Confirm Internal Sanitary Sewer Collection System Issue Tracking Process		1	2	2								5	\$ 785
1.12	Identify Areas For Further Detailed Investigation (i.e. Flow Monitoring, SSES, Modeling, etc.)		1	6	4								11	\$ 1,735
1.13	Develop/Update List of Existing Collection System Equipment and Spare Parts		1	2	2								5	\$ 785
1.14	Develop/Update Maintenance Plan For System		1	8	12								21	\$ 3,085
1.15	Develop/Update Maintenance Schedules For Tracking System Maintenance (Pipes, Manholes & Pump Stations)		1	4	8								13	\$ 1,885
1.16	Develop/Update Emergency Response Plan For a Sanitary Sewer Failure and a Pump Station Failure		1	4	4								9	\$ 1,385
1.17	Develop Dashboard/Table For Annual CMOM Program Summary & Tracking		2	4	8								14	\$ 2,070
1.18	Develop Cost Estimates For Implementation and Maintenance of Plan		1	8	8								17	\$ 2,685
1.19	Review Sanitary Sewer Ordinance & Develop Recommendations For Future Modifications		2	2	4								8	\$ 1,220
1.20	Report		4	12	32								52	\$ 7,152
1.21	Attendance At City Council Meeting Where Report is Presented By City Staff		4	4	4								8	\$ 1,440
1.22	Report Submittal To IEPA			1	1								2	\$ 300
	CMOM Plan Subtotal:		36	95	153			28					316	\$ 46,222
PROJECT TOTAL:														
			50	121	169			28					376	\$ 55,674

DIRECT EXPENSES	
Printing =	\$ 500
DIRECT EXPENSES =	\$ 500

LABOR EXPENSES	
Engineering Expenses =	\$ 51,550
Drafting & GIS Technician Expenses =	\$ 3,500
Administrative Expenses =	\$ 624
TOTAL LABOR EXPENSES =	\$ 55,674

TOTAL COSTS =	\$ 56,174
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6/14/2015, Contact: 615857501, RGS CMOM Plan/SWManagement B - Fee Estimate/Per Estimate (10/20/15)



Standard Schedule of Charges

January 1, 2015

EMPLOYEE DESIGNATION	CLASSIFICATION	HOURLY RATE
Senior Principal	E-4	\$190.00
Principal	E-3	\$185.00
Senior Project Manager	E-2	\$175.00
Project Manager	E-1	\$158.00
Senior Project Engineer/Planner/Surveyor II	P-6	\$146.00
Senior Project Engineer/Planner/Surveyor I	P-5	\$137.00
Project Engineer/Planner/Surveyor	P-4	\$125.00
Senior Engineer/Planner/Surveyor	P-3	\$114.00
Engineer/Planner/Surveyor	P-2	\$105.00
Associate Engineer/Planner/Surveyor	P-1	\$ 94.00
Senior Project Technician II	T-6	\$137.00
Senior Project Technician I	T-5	\$125.00
Project Technician	T-4	\$114.00
Senior Technician	T-3	\$105.00
Technician	T-2	\$ 94.00
Associate Technician	T-1	\$ 82.00
Engineering/Land Surveying Intern	I-1	\$ 78.00
Administrative Assistant	A-3	\$ 78.00

CREW RATES, VEHICLES AND REPROGRAPHICS

1 Man Field Crew with Standard Survey Equipment	\$149.00
2 Man Field Crew with Standard Survey Equipment	\$233.00
1 Man Field Crew with RTS or GPS *	\$184.00
2 Man Field Crew with RTS or GPS *	\$268.00
Vehicle for Construction Observation	\$15.00

In-House Scanning and Reproduction

\$0.25/Sq. Ft. (Black & White)
\$1.00/Sq. Ft. (Color)

*RTS = Robotic Total Station / GPS = Global Positioning System