

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: APPROVAL OF WEST YOST PROPOSAL FOR ENGINEERING SERVICES FOR COTTAGE GROVE WASTEWATER TREATMENT SECONDARY CLARIFIER FINAL DESIGN

DATE: November 9, 2022

Background

On March 28, 2022 Cottage Grove City Council awarded a contract to Clear Stream Environmental, Inc. to construct the operating mechanism for phase I of the secondary clarifier rebuild project at the Cottage Grove Water Reclamation Facility. Construction of the mechanism is underway and is expected to be completed and delivered in January of 2023.

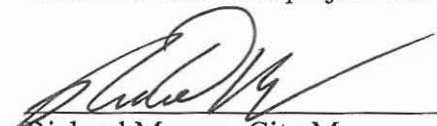
City Engineer of Record West Yost designed phase I and has submitted a proposal for engineering services to complete final design documents, bid services, and project management of phase II of the secondary clarifier rebuild project. West Yost has provided a not-to-exceed budget of \$171,870.00 for the proposed engineering services necessary for phase II of the clarifier rebuild project. West Yost is proposing to have the final design documents completed in December of 2022 and out for bid in January of 2023. The proposed timeline allows plenty of time to have a contractor chosen and ready to complete the clarifier rebuild by the middle of October 2023. It is critical to have the clarifier rebuilt and operational by the end of October before the fall rain comes increasing the influent flows coming into the plant for treatment.

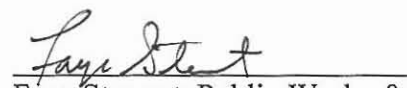
Recommendation

City Council move to approve the proposal from West Yost for engineering services to complete final design documents, bid services, and project management of phase II of the secondary clarifier rebuild project.

Cost

The cost of the proposal is not-to-exceed \$171,870.00 and will be paid by the Wastewater Reserve Fund. This project was listed and approved in the 2022-2023 adopted City budget.


Richard Meyers, City Manager


Faye Stewart, Public Works &
Development Director



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October 24, 2022

SENT VIA: EMAIL

Mr. Faye Stewart
Public Works Director
400 East Main Street
Cottage Grove, OR 97424

SUBJECT: Proposal for Engineering Services for Cottage Grove Wastewater Treatment Secondary Clarifier Final Design

Dear Faye,

This Letter Proposal summarizes West Yost's proposed design team, Scope of Services, Budget, and Schedule for providing final design on the City of Cottage Grove's (City) Wastewater Treatment Plant (WWTP) Secondary Clarifier Final Design Project (Project). The Project's scope includes the installation of new secondary clarifier equipment that has been pre-purchased, rehabilitation of structural deficiencies identified by a site visit and bid period service. The scope and fee for engineering services during construction are not included and will be developed after final design is completed.

DESIGN TEAM

West Yost's team includes:

Corie Moolenkamp (West Yost) – Principal-in-Charge
Tim Banyai (West Yost) – Project Manager
Mel Damewood III – Engineer of Record
Walt Meyer (West Yost) – QA/QC, Technical Adviser
Ace Engineers – Structural
Zane Wilsterman – Electrical, Instrumentation and Controls (EI&C)

SCOPE OF SERVICES

The Scope of Services is included in Attachment A and includes the following major tasks:

- Task 1. Project Management
- Task 2. Final Design
- Task 3. Bid Period Services

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is summarized in Table 1 and in Attachments A and B. West Yost will perform the Scope of Services described above on a time-and-expenses basis, with a not-to-exceed budget of \$171,870.

Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 2. Estimated Project Budget	
Task	Budget, dollars
Task 1. Project Management	9,869
Task 2. Final Design	144,851
Task 3. Bidding Services	17,150
Total Project Budget	\$171,870

SCHEDULE

West Yost team anticipates completing the project within the following key milestone dates:

Project Start:	October 15, 2022
Task 2. Final Design:	October to December 2022
Task 3. Bid Period Services:	December 2022/January 2023

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 510.282.4894, if you have any questions or require additional information.

Sincerely,
WEST YOST



Tim Banyai
Treatment Business Sector Lead



Mel Damewood, III
Engineer of Record



Attachment A

Scope of Services

Appendix A

Scope of Services

The Scope of Services includes the following key task, which are further described below:

- Task 1. Project Management
- Task 2. Final Design
- Task 3. Bidding Services

Task 1. Project Management

Project management includes coordination of West Yost's internal team and subconsultants, quality assurance and quality control (QA/QC) activities, and preparation of monthly project updates and invoices.

Task 1.01. Contracts and Project Management Plan (PMP)

Coordinate with the City to finalize contracts for West Yost and our subconsultants. Prepare a Project Management Plan to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements.

Task 1.02. Monthly Project Status Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget used, key upcoming project milestones, and any anticipated issues that may impact project budget or schedule.

Task 1.03. Team Coordination Activities

West Yost's Project Manager will conduct monthly project check-in conference calls with the City staff to review progress compared with schedule milestones, confirm timing for upcoming meetings and site visits, review current budget status, discuss outstanding issues or requests for information, and items related to overall project progress. For budgetary purposes, monthly check-in conference calls will be attended by West Yost's Project Manager and Engineer of Record.

West Yost's design team will also conduct internal bi-weekly design team conference calls to discuss preliminary design progress, coordinate discipline design efforts and keep the project on schedule and budget. For budgeting purposes, four 30-minute design team conference calls are included and are included in the design task budget.

Task 1 Assumptions

- The project duration is anticipated to be four months through bid period services; therefore, four monthly project progress reports and invoices are budgeted.
- Action items from monthly project check-in conference calls with the City will be sent to attendees via email.
- Action items from bi-weekly design team project check-in conference calls will be recorded and maintained in an action item log shared with the design team via Microsoft Teams.

Appendix A

Scope of Services

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.
- West Yost will provide one electronic (email) copy of meeting summaries and action items from monthly project check-in conference calls with the City.

Task 2. Final Design

Final design will carry the pre-purchase documents through development of final contract documents and bidding of the project.

Task 2.01. 90% Design

Prepare the 90% Design including drawings, technical specifications, Engineer's OPCC and project schedule. A total of 27 drawings will be developed during 90% design as summarized by discipline in Table 1.

Table 1. Design Drawings by Discipline	
Discipline	Number of Drawings
General	3
Civil	5
Demolition	3
Structural	5
Mechanical	4
Electrical	4
Instrumentation and Controls	3
Total	27

Task 2.02. 90% Design Review Workshop

Conduct a meeting with City staff to review the 90% Design documents. The 90% Design documents will be provided to the City one week prior to the workshop. The workshop will be conducted virtually.

Task 2.03. Final Contract Documents

Incorporate review comments and prepare final Contract Documents (Final CDs) for bidding including all drawings, "front end" bidding, contracts and general conditions, technical specifications, final Engineer's OPCC for bidding and final construction schedule.

Appendix A

Scope of Services

Task 2 Assumptions

- No topographical surveying, hazardous materials survey or environmental documentation are required as part of the project.
- No services associated with hazardous materials removal or cultural artifacts recovery and monitoring are included in West Yost's Scope of Services.
- Drawings will be developed for printing and readability based on 11x17 half-size reductions.
- Specifications will be developed in the Construction Specifications Institute (CSI) 5-digit format.
- The 90% Engineer's OPCC will be an AACE Class 4 cost estimate.

Task 2 Deliverables

- West Yost will provide one (1) electronic (PDF) copy of the 90% Design including drawings, all specifications, 90% Engineer's Opinion of Probable Construction Cost and updated Project Schedule.
- West Yost will provide one electronic (PDF) copy of the agenda and minutes for the 90% Design Review Workshop.
- West Yost will provide three (3) hard copies and one (1) electronic (PDF) copy of the Final Contract Documents including drawings, specifications, Final Engineer's OPCC and construction schedule.

Task 3. Bidding Services

West Yost will provide bid period services, including:

- attend Pre-Bid conference;
- respond to Bidder inquiries and questions;
- prepare and issue up to two (2) addenda to the Final CDs;
- support City staff in reviewing General Contractor bids; and
- prepare Conformed Contract Documents following bidding.

Task 3 Assumptions

- City staff will be the primary point of contact during bidding and will administer the bidding. West Yost staff will not attend the Bid Opening.
- Building Permit fees are not included in West Yost's budget.

Task 3 Deliverables

- West Yost will prepare pre-bid meeting notes.
- West Yost will prepare bid addenda in electronic format.
- West Yost will prepare conformed documents.



Attachment B

Project Budget

West Yost Associates		P	PE/PS/PG II	SE/SS/SG I	PTS I	TS III	CAD II	ADM III	P	Labor		Costs				
PROJECT: Secondary Clarifier Rehabilitation		\$318	\$288	\$244	\$286	\$216	\$165	\$131	\$318	Hours	Fee	Technology & Admin 6%	ACE	Sub. w/markup 10%	Other Direct	Total Costs
Moentkamp		Banyai	Shimberg	Wiltseman	E and R/C	Barber	Meyer/Darnewood									
Task 1 Project Management																
1.01 Contracts and PMP		2	4					2		8	\$ 2,050	\$ 123				\$ 2,173
1.02 Monthly Project Status Reports and Invoices			4					4		8	\$ 1,676	\$ 101				\$ 1,777
1.03 Team Coordination Activities			16	4						20	\$ 5,584	\$ 335				\$ 5,919
Subtotal, Task 1 (hours)		2	24	4	0	0	0	6	0	36						
Subtotal, Task 1 (\$)		\$ 636	\$ 6,912	\$ 976				\$ 786			\$ 9,310	\$ 559				\$ 9,869
Task 2 Final Design																
2.01 90 Percent Design			16	120	32	164	120	20	8	480	\$ 103,428	\$ 6,206	\$ 7,800	\$ 8,580	\$ 1,000	\$ 119,214
2.02 90 Percent Design Workshop			8	8	4			2	2	24	\$ 6,298	\$ 378				\$ 6,676
2.03 Final Contract Documents			4	24	4	16	24	8	4	84	\$ 17,888	\$ 1,073				\$ 18,961
Subtotal, Task 2 (hours)			28	152	40	180	144	30	14	588						
Subtotal, Task 2 (\$)			\$ 8,064	\$ 37,088	\$ 11,440	\$ 38,880	\$ 23,760	\$ 3,930	\$ 4,452		\$ 127,614	\$ 7,657	\$ 7,800	\$ 8,580	\$ 1,000	\$ 144,851
Task 3 Bidding Services																
3.01 Attend Pre-bid Conference			8							8	\$ 2,304	\$ 138				\$ 2,442
3.02 Respond to Bidder Questions			4	4					2	10	\$ 2,764	\$ 166				\$ 2,930
3.03 Prepare Addenda					4	12		2	2	20	\$ 4,634	\$ 278	\$ 1,200	\$ 1,320		\$ 6,232
3.04 Review Contractor Bids			2	2						4	\$ 1,064	\$ 64				\$ 1,128
3.05 Prepare Confirmed Documents			2	4		12		2	2	20	\$ 4,168	\$ 250				\$ 4,418
Subtotal, Task 3 (hours)		0	16	10	4	12	12	2	6	62						
Subtotal, Task 3 (\$)			\$ 4,608	\$ 2,440	\$ 1,144	\$ 2,592	\$ 1,980	\$ 262	\$ 1,908		\$ 14,934	\$ 896	\$ 1,200	\$ 1,320		\$ 17,150
TOTAL (hours)		2	68	166	44	192	156	38	20	686						
TOTAL (\$)		\$ 636	\$ 19,584	\$ 40,504	\$ 12,584	\$ 41,472	\$ 25,740	\$ 4,978	\$ 6,360		\$ 151,858	\$ 9,112	\$ 9,000	\$ 9,900	\$ 1,000	\$ 171,869