

MEMORANDUM

TO: Programs, Projects, and Operations Subcommittee

FROM: Zach Nelson, Project Manager

SUBJECT: Review and Recommendation of Professional Services Agreement with Olsson, Inc for the design of the Kramper Lake/Hubbard Water Main Extension Project

DATE: 2/6/2020

The Kramper Lake / Danish Alps Recreation Area was dedicated just over five years ago and has turned into a premier location in northeast Nebraska for fishing, camping and outdoor recreation. As the recreation area grows in popularity, continuous improvements should be made to maintain the property. While the park receives a lot of positive feedback, one of the drawbacks is the poor water quality (high iron and manganese) from the two wells that serve the campground area.

During the September 2019 District Board of Director's Meeting, staff discussed the need for a feasibility study to extend a Dakota County Rural Water main to serve the recreation area. The feasibility study was completed by Olsson. The study revealed that it is possible to serve the recreation area with the extension of a Dakota County Rural Water System main, however a new booster pump station and standpipe would need to be built to provide adequate capacity to the recreation area and existing customers.

Olsson is very familiar with the Dakota County Rural Water System and has served as the System's engineer the past five years. During that time, they have designed multiple water main extensions and more importantly, have built a hydraulic model of the system. The hydraulic model and their understanding of the existing infrastructure, make them most qualified to design the infrastructure needed to extend rural water service to the Danish Alps Recreation Area. Staff is recommending an agreement with Olsson to provide professional services for the design and bidding portion of the project due to the special circumstances of the consultant's existing knowledge of the project. A detailed scope of services and fee estimate for this work is attached. Construction administration by Olsson will be an amendment to this agreement once final plans are complete.

The agreement is broken into the following phases:

- Phase 1 – Standpipe and Booster Pump Station - \$82,100
- Phase 2 – Hubbard and Kramper Lake Water Main Extension and Upgrades - \$42,700
- Phase 3 – Fiddler Creek Road Water Main Extension and Upgrade - \$38,800
- Phase 4 – Easement Documents - \$17,500

Staff is proposing to move forward with phases one and two of design this fiscal year in order to finalize the design, so bids can be obtained and costs can be projected for FY 2021. Phases three and four are subject to District Management's notice to proceed and would be accomplished at a later date once commitments were made from prospective customers that would connect to the rural water system. Phase three would be paid by the Dakota County Rural Water System because the design is not directly related to serving the Kramper Lake / Danish Alps Recreation Area.

Staff recommends that the Subcommittee recommend to the Board that the District's procurement procedure Policy 15.2 be waived and the General Manager be authorized to execute a professional services contract with Olsson, Inc for the Kramper Lake/Hubbard & Fiddler Creek Water Main Extension Project, for a maximum, not to exceed, amount of \$181,100, subject to changes deemed necessary by the General Manager and approval as to form by District Legal Counsel.

SCOPE OF SERVICES

This exhibit is hereby attached to and made a part of the Letter Agreement for Professional Services dated February 6, 2020 between the Papio-Missouri River Natural Resources Department (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is indicated below.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Dakota County, Nebraska

Project Description: Water System Upgrades to provide service to Hubbard, Kramper Lake, and along Fiddler Creek Road.

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

PHASE I – STANDPIPE AND BOOSTER PUMP STATION

Project Management

Project management is responsible for coordination of the various disciplines that have involvement in the project, tracking of work completion, maintenance of project schedule, and project management updates. Specific activities include coordination and meeting with the PMRNRD staff, coordination and meetings with Health and Human Services, and internal project meetings.

A project kickoff meeting will be conducted with all parties involved to identify needs for the project, obtain background information, establish schedule for completion, and establish channels of communication.

Olsson will participate in three design progress meetings (30%, 60%, and 90% design completions) with the PMRNRD staff to review progress and exchange ideas and information necessary during the design period. These will be scheduled based on progress of the work for additional input and information.

Survey

Perform topographic survey of the standpipe and booster pump station sites. The survey will include topographic features, locations, and property lines.

Geotechnical Investigation

Perform a geotechnical investigation; including one soil borings to a depth of 50 linear feet and lab analysis. Deliverable will be an electronic copy of a final report for geotechnical exploration.

Final Design and Construction Documents

Olsson will prepare detailed drawings and technical specifications for the proposed construction work and for equipment and materials required under the Agreement. The documents will be prepared for construction by a private contractor as contracted with by the Client. The specifications shall contain contracts, bid forms, bidding instructions, General or Supplementary Conditions, or other documents typically included when the project will be competitively bid. It is anticipated that the project drawings shall consist of the following:

1. Cover Sheet
2. General Notes and Details
3. Demolition/Decommission Plans
4. Grading and Erosion Control Plans
5. Standpipe Site Plan
6. Booster Pump Station Site Plan
7. Mechanical Plans
8. Electrical Plans
9. Instrumentation and Control Plans

SWPPP Documentation

Olsson will assemble and complete SWPPP documents necessary for permit approval.

Quality Control

Olsson will conduct internal quality reviews at the 30, 60 and 90 percent design stages.

Opinion of Probable Cost (OPC)

Olsson will prepare an OPC of project construction work at the 30, 60, and 90 percent design stages.

State Nebraska HHS Review

Olsson will coordinate the project with NeHHS and submit the project plans and specifications as required for approval and issuance of a construction permit by NeHHS. All fees associated with the permit shall be paid for by the PMRNRD.

Bid Services

Olsson will coordinate the issuance of notices to bidders and the production and distribution of bidding documents. Notices will be placed in the official publications directed by the Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom Olsson and/or the Client know will be interested in the project. Documents will be available for inspection at Olsson offices.

Olsson will coordinate answering questions raised by bidders. Addenda will be prepared, if needed, to provide clarification to questions. The Client will be informed on a regular basis of project changes resulting from bidders' questions.

Olsson will attend the bid opening. Bids properly received will be reviewed. Inconsistencies or irregularities found in the bids will be reported to the Client. Olsson will prepare a bid tabulation of bids received and will make the bid tabulation available to bidders. Olsson will evaluate the bids and make a written recommendation to the Client concerning contract award.

Conformed copies of the contract documents, including insurance and bond forms, will be prepared by Olsson. Olsson will review the documents to confirm that procedures have been properly followed. Copies of the conformed documents will be provided to the Client for review. Executed copies will be distributed to the Client, the contractor, and Olsson. These documents form the official contract between the Client and the contractor, as well as the basis for decisions concerning the work.

PHASE II – Hubbard & Kramper Lake Water Main Extension and Upgrades

Project Management

Project management is responsible for coordination of the various disciplines that have involvement in the project, tracking of work completion, maintenance of project schedule, and project management updates. Specific activities include coordination and meeting with the PMRNRD staff, coordination and meetings with Health and Human Services, and internal project meetings.

A project kickoff meeting will be conducted with all parties involved to identify needs for the project, obtain background information, establish schedule for completion, and establish channels of communication.

Olsson will participate in three design progress meetings (30%, 60%, and 90% design completions) with the PMRNRD staff to review progress and exchange ideas and information necessary during the design period. These will be scheduled based on progress of the work for additional input and information.

Survey

Olsson will utilize publicly available LiDar imagery/surfaces to create a topographic survey of the project alignment. Olsson will request utility locates along the project alignment and will survey and locate marked utilities. Olsson will also coordinate with the known utility companies in the area and will note any unmarked utilities in the project alignment based on the information supplied by the utility companies.

Final Design and Construction Documents

Olsson will prepare detailed drawings and technical specifications for the proposed construction work and for equipment and materials required under the Agreement. The documents will be prepared for construction by a private contractor as contracted with by the Client. The specifications shall not contain contracts, bid forms, bidding instructions, General or Supplementary Conditions, or other documents typically included when the project will be competitively bid. It is anticipated that the project drawings shall consist of the following:

1. Cover Sheet
2. General Notes and Details
3. Water Main Plan & Profile Sheets

Quality Control

Olsson will conduct internal quality reviews at the 30, 60 and 90 percent design stages.

Opinion of Probable Cost (OPC)

Olsson will prepare an OPC of project construction work at the 30, 60, and 90 percent design stages.

State Nebraska HHS Review

Olsson will coordinate the project with NeHHS and submit the project plans and specifications as required for approval and issuance of a construction permit by NeHHS. All fees associated with the permit shall be paid for by the PMRNRD.

Bid Services

Olsson will coordinate the issuance of notices to bidders and the production and distribution of bidding documents. Notices will be placed in the official publications directed by the Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom Olsson and/or the Client know will be interested in the project. Documents will be available for inspection at Olsson offices.

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PHASE III – Fiddler Creek Road Water Main Extension and Upgrades

Project Management

Project management is responsible for coordination of the various disciplines that have involvement in the project, tracking of work completion, maintenance of project schedule, and project management updates. Specific activities include coordination and meeting with the PMRNRD staff, coordination and meetings with Health and Human Services, and internal project meetings.

A project kickoff meeting will be conducted with all parties involved to identify needs for the project, obtain background information, establish schedule for completion, and establish channels of communication.

Olsson will participate in three progress meetings with the PMRNRD staff to review progress and exchange ideas and information necessary during the design period. These will be scheduled based on progress of the work for additional input and information.

Survey

Olsson will utilize publicly available LiDar imagery/surfaces to create a topographic survey of the project alignment. Olsson will request utility locates along the project alignment and will survey and locate marked utilities. Olsson will also coordinate with the known utility companies in the area and will note any unmarked utilities in the project alignment based on the information supplied by the utility companies.

Final Design and Construction Documents

Olsson will prepare detailed drawings and technical specifications for the proposed construction work and for equipment and materials required under the Agreement. The documents will be prepared for construction by a private contractor as contracted with by the Client. The specifications shall not contain contracts, bid forms, bidding instructions, General or Supplementary Conditions, or other documents typically included when the project will be competitively bid. It is anticipated that the project drawings shall consist of the following:

1. Cover Sheet
2. General Notes and Details
3. Water Main Plan & Profile Sheets

Quality Control

Olsson will conduct internal quality reviews at the 30, 60 and 90 percent design stages.

Opinion of Probable Cost (OPC)

Olsson will prepare an OPC of project construction work at the 30, 60, and 90 percent design stages.

State Nebraska HHS Review

Olsson will coordinate the project with NeHHS and submit the project plans and specifications as required for approval and issuance of a construction permit by NeHHS. All fees associated with the permit shall be paid for by the PMRNRD.

Bid Services

Olsson will coordinate the issuance of notices to bidders and the production and distribution of bidding documents. Notices will be placed in the official publications directed by the Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom Olsson and/or the Client know will be interested in the project. Documents will be available for inspection at Olsson offices.

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PHASE IV – Easement Descriptions for Phase II

Easement Documentation

Olsson will research properties and create easement documents that contain legal descriptions for approximately 25 properties along the proposed water main extension alignment. Olsson will assist the client with information, but not engage in negotiations with property owners.

Exclusions:

The following items, in addition to any items not specifically listed above are excluded from this agreement but can be provided under a supplemental agreement:

- Database Review of State and Federally listed Threatened and Endangered Species.
- Migratory Bird Treaty Act Nesting Surveys.
- Agency Requested Threatened and Endangered Species Specific Survey.
- Agency Requested Historic or Cultural Resource Surveys.
- Wetland Mitigation Services.
- Permit Costs
- Phase I & Phase III Legal Surveys/Easements

Note: Construction phase services will be handled by a future amendment for Phase I, II, and III.

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

Exhibit B - Fees

Client: Papio Missouri River NRD
Engineer: Olsson
Project: Kramper Lake/Hubbard & Fiddler Creek Water Main Extension

Phase / Task No.	Description of Work Items/Tasks	Labor (HRS.)								Total Hours	Labor Costs	Expenses	Total
		Senior Engineer	Senior Proj. Engineer	Project Engineer	Assoc. Engineer	Design Tech.	Tech.	Survey Crew / Manager	Admin.				
Phase 1 – Standpipe & Booster Pump Station Design													
Task 1	Project Management (Progress Meetings, QA/QC, Funding Coordination, etc.)		15		25					40	\$5,750		\$5,750
Task 2	Survey (Topographic Survey & LiDAR Data Gathering)				10		10	40		60	\$8,750	\$100	\$8,850
Task 3	Geotechnical Investigation (Soil Boring, Lab Work, & Report)		6		14		16			36	\$4,100	\$1,300	\$5,400
Task 4	Electrical Design		28		40					68	\$10,000		\$10,000
Task 5	Mechanical Design		4		20					24	\$3,000		\$3,000
Task 6	Controls Scheme & Design		8		40					48	\$6,000		\$6,000
Task 7	Civil Design		60		120		120			300	\$35,400		\$35,400
Task 8	Storm Water Pollution Prevention Plan (SWPPP)				25					25	\$2,750		\$2,750
Task 9	Bidding Services				30				30	60	\$4,950		\$4,950
	Phase 1 Totals	0	121	0	324	0	146	40	30	661	80700		\$82,100
Phase 2 – Hubbard/Kramper Lake Water Main Extension & Upgrades													
Task 1	Project Management (Progress Meetings, QA/QC, Funding Coordination, etc.)		10		25					35	\$4,750		\$4,750
Task 2	Survey (Topographic Survey, LiDAR Data Gathering, & Easment Documents)				20		10	60		90	\$13,250	\$300	\$13,550
Task 3	Civil Design		10		120		50			180	\$19,450		\$19,450
Task 4	Bidding Services				30				30	60	\$4,950		\$4,950
										0	\$0		\$0
	Phase 2 Totals	0	20	0	195	0	60	60	30	365	42400		\$42,700
Phase 3 - Fiddler Creek Road Water Main Extension & Upgrades													
Task 1	Project Management (Progress Meetings, QA/QC, Funding Coordination, etc.)		10		25					35	\$4,750		\$4,750
Task 2	Survey (Topographic Survey & LiDAR Data Gathering)				18		10	50		78	\$11,330	\$270	\$11,600
Task 3	Civil Design		10		110		40			160	\$17,500		\$17,500
Task 4	Bidding Services				30				30	60	\$4,950		\$4,950
	Phase 3 Totals	0	20	0	183	0	50	50	30	333	38530		\$38,800
Phase 4 - Easement Documents for Phase 2													
Task 1	Easement documentation (\$700/easement, estimated 25 easements)											\$17,500	
	Phase 4 Totals												\$17,500
Total Hours													
		0	161	0	702	0	256	150	90	1359			
Billing Rate													
		\$0	\$200	\$110	\$110	\$0	\$85	\$170	\$55				
Costs by Labor Category													
		\$0	\$32,200	\$0	\$77,220	\$0	\$21,760	\$25,500	\$4,950	TOTAL	\$161,630	\$19,470	\$181,100