

TASK ORDER NO. 10038.e

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN

CITY OF MERIDIAN (OWNER) AND CONSOR NORTH AMERICA, INC. (ENGINEER)

This Task Order is made this ____ day of July, 2024 and entered into by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as “City”, and accepted by Conсор North America, Inc., hereinafter referred to as “Engineer” pursuant to the mutual promises, covenant and conditions contained in the Master Agreement (category 2b) between the above-mentioned parties dated October 1, 2021. The Project Name for this Task Order is as follows:

Can Ada Lift Station and Gravity Line Services During Construction

PROJECT UNDERSTANDING-SUMMARY

The Engineer’s scope of services, time of completion, and compensation shall be set forth herein. This Task Order is for professional engineering to support construction of the Can Ada Lift Station and Gravity Line Project.

SCOPE OF WORK

The CITY’s 2017 Collection System Master Plan (CSMP) identified the Can Ada Lift Station (LS) as a future regional lift station required to serve the full build out of the master plan study area. The LS will be located southeast of the intersection of N Can Ada Rd and W McMillan Rd. The City obtained an approximately 1.59-acre site for the LS in 2022.

The project includes the construction of the following elements (these elements were designed under a separate task order):

- 18 and 21-inch gravity lines to route flow to the Can Ada LS. The gravity line will be located on McMillan Rd and flow from Star Rd, west to the LS.
- Dual 10 and 14-inch force mains (FM), from the LS, flowing east on McMillan Rd from the LS to McDermott Rd, then south on McDermott Rd to a discharge at the Oaks LS. Oaks LS is located approximately 700-feet south of the McMillan and McDermott intersection.

- LS that includes a triplex wetwell with submersible pumps, discharge valve vaults, exterior control/electrical panels with shelter, vapor phase odor control, and emergency generator.

Task 1 – Project Management

Manage the project team, schedule, and ENGINEER'S budget for this task order. This includes monthly invoicing (invoices will include progress in terms of project percent complete), budget (percent spent and budget remaining) and schedule review, updates, and general administrative tasks.

Monthly invoices will include updates on project schedule and budget.

Deliverables

- Monthly project updates (submitted with invoice) that summarize each month's budget, schedule, and work accomplished.

Task 2 – Services During Bidding and Construction

2.1: Attend pre-bid meeting

2.2: Answer questions during the bid period. Assist the City in creating addenda during the bid period.

2.3: Review bid results and provide City Engineer's recommendation for award.

2.4: Develop conformed documents to incorporate revisions to the construction documents made via addenda during the bid period.

2.5: Attend the pre-construction meeting.

2.6: Respond to contractor questions during construction and assist the City in developing construction contract modifications (examples included below) 264 labor hours are budgeted

- Request for proposals (RFP)
- Work change directives (WCD)
- Field orders
- Change orders
- Change Proposal Requests (CPR)

2.7: ENGINEER will review up to 50 technical submittals and shop drawings.

2.8: Perform general construction site visits and observations during construction (times to be decided during construction)

- Performance of 6 general construction site visits by Consor
- Performance of 1 observation by QRS (structural subconsultant)

- Performance of 3 observations by DC (electrical and I&C subconsultant)

2.9: Attend up to 52 biweekly (every other week) construction meetings in person at the Meridian WRRF located at 3401 Ten Mile Rd or at the job site. Budget includes meeting preparation, 1-2 hour meeting, developing and distributing meeting notes in coordination with the City.

2.10: Prepare for and attend startup (1-day site visit).

2.11: Prepare for and conduct a final inspection of the project with representatives of the City. Prepare a “punch list” of items of work remaining to achieve final completion of the project and to prepare for the City’s acceptance of the project. Recommend procedures and timing of acceptance of the project. Advise the City and the contractor of the dates for any warranty periods as established in the contract documents.

2.12: Collect as-built information from the contractor and the City inspector. Prepare and produce complete sets of stamped Record Drawings per City Record Drawing Requirements. Record drawings may be submitted to Idaho Department of Environmental Quality (IDEQ) per IDEQ requirements after City approval.

2.13: Compile all manufacturers’ operation and maintenance (O&M) manuals on the project facilities provided by the construction contractor. Consor will include text in the operation and maintenance manual with instructions on operation of the facilities. Manuals may be submitted to IDEQ for approval only as directed by the City.

2.14: Coordinate with all approving agencies and submit required paperwork for project closeout. This includes ACHD, IDEQ, Pioneer Irrigation District (PID), Idaho Transportation Department (ITD) Bureau of Reclamation (BOR), and Williams Gas.

Deliverables

- PDF of meeting notes. Meeting notes and attendee log will be kept and official meeting minutes developed by Consor in collaboration with the City. Meeting minutes will be prepared and submitted to the City.
- PDF of addenda.
- PDF of recommendation of award.
- PDF of meeting notes. Meeting notes and attendee log will be kept and official meeting minutes developed by Consor in collaboration with the City. Meeting notes to be distributed to the Contractor will be prepared in general accordance as described in Assumptions 2.2.
- PDF of forms described above in task 2.6.
- PDFs of submittal review forms.
- PDF of site visit reports.
- PDF of meeting notes. Meeting notes and attendee log will be kept and official meeting minutes developed by Consor in collaboration with the City. Meeting

notes to be distributed to the Contractor will be prepared in general accordance as described in Assumptions 2.2.

- PDF of field report summarizing startup observation.
- PDF of punch list.
- PDF, 2 full size hard copies (for Maintenance and City Records), and 3 half size hard copies (for Electrical, Operations, and City PM) of record drawings.
- PDF and 3 hard copies for City O&M staff.
- PDF of 18-month anniversary punch list.
- PDFs of forms required for agency closeout.

ASSUMPTIONS

While preparing our scope of services and fee schedule, we have made the following assumptions:

- Task 1 assumes:
 1. Project will go out to bid in August 2024
 2. Bidding and construction contracting will take 3 months
 3. 26 months for construction and project closeout (project completion in August 2026)

- Task 2 assumes:
 1. City will host and run pre-bid and pre-construction meetings. Engineer will attend in-person each meeting held.
 2. Engineer will prepare meeting notes for 52 progress meetings, pre-bid and pre-construction meetings. Meeting minutes will be prepared and submitted to the City for review and comment within two full (2) business days of the meeting. The City will provide comments within two (2) business days of receiving draft minutes and Consor will make edits and distribute meeting minutes to the team within one (1) business day of receiving City's comments. It is expected that ALL progress meeting minutes will include the attendance log, three week look ahead provided by the Contractor, RFI log, CPR log, submittal log, action item log, and an attendance log, prepared by the Engineer.
 3. Four (4) business days before each progress meeting, the City will edit the previous meeting minutes and provide the DRAFT copy to the Engineer to finalize. The Engineer is responsible to bring the finalized meeting minutes, a copy of the RFI log, CPR log, submittal log and action log to the progress meeting with a copy for each participant. The City will use this document to conduct each progress meeting. The Contractor will be responsible to bring a copy of the 3 week look ahead to the progress meeting.

4. City will assemble the bid documents and distribute to potential bidders.
5. Assumed Bid and Construction period are listed in the Project Management task.
6. City will produce the final Bid Package.
7. The City will distribute any required addenda during the bid period.
8. The City will review bids and determine the apparent low bidder.
9. Pay requests will be reviewed by the City.
10. The City will provide a Project Representative that will be responsible for construction management and inspection of the project.
 - a. City will act as POC with the construction contractor. Engineer will not have direct communication with the contractor unless previously approved by City.
 - b. City will be responsible for any contract modifications (e.g. request for proposals, work change directives, field orders, change orders) to the construction contractor. Engineer will prepare RFP's, WCD, and Field Orders at the request of the City. The City will not initiate any of these documents but will review the document prepared by the Engineer.
 - c. Engineer will issue submittal reviews to the construction contractor after City approval.
11. QA/QC inspections and testing are not included in this SOW. QA testing required by the Contractor is outlined in the construction documents. The City will hire a consulting firm to perform any desired QC testing.
12. City will prepare change orders after Engineer has reviewed the change order and provided their comments and recommendations.

TIME OF COMPLETION and COMPENSATION SCHEDULE

COMPENSATION AND COMPLETION SCHEDULE			
Task	Description	Estimated Completion Date	Compensation
1	Project Management	▪ Ongoing Throughout Project	\$30,477
2	Service During Bidding and Construction		
2.1	Pre-bid meeting	▪ 8/16/24	\$4,867
2.2	Bidding questions and addenda	▪ 8/27/24	\$15,056
2.3	Review bid results	▪ 8/30/24	\$1,148
2.4	Develop conformed documents	▪ 9/13/24	\$6,833
2.5	Pre-construction meeting	▪ TBD by Contractor Schedule	\$4,867
2.6	Contractor questions/work change directives/field orders/change orders	▪ TBD by Contractor Schedule	\$59,868
2.7	Submittals	▪ TBD by Contractor Schedule	\$45,482

2.8	General construction site visits	▪ TBD by Contractor Schedule	\$53,757
2.9	52 bi-weekly construction meetings	▪ TBD by Contractor Schedule	\$110,308
2.10	Startup	▪ TBD by Contractor Schedule	\$13,434
2.11	Final inspection and punchlist	▪ TBD by Contractor Schedule	\$9,791
2.12	Record drawings	▪ TBD by Contractor Schedule	\$19,746
2.13	O&M Manuals	▪ TBD by Contractor Schedule	\$6,239
2.14	Agency closeout	▪ TBD by Contractor Schedule	\$3,969
TASK ORDER TOTAL:			\$385,842.00

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 10038.e is three hundred eighty-five thousand eight hundred forty-two dollars (\$385,842.00). No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City in the form of a Change Order. No travel or expenses will be reimbursed through this agreement. All costs must be incorporated in the individual tasks within the Compensation and Completion Schedule above.

CITY OF MERIDIAN

CONSOR

BY: _____
 KEITH WATTS, Procurement Manager


 Digitally signed by Dennis M Galinato
 DN: cn=Dennis M Galinato,
 o=CITY OF MERIDIAN, c=US
 Date: 2024.06.20 16:55:41 -0600
Dennis M Galinato
 BY: _____
 DENNIS GALINATO, P.E. Principal Engineer

Dated: _____

Dated: 6/20/24

City Project Manager:
David Briggs