BILL 2022-27

Second/Final Reading

Agenda Item

TO: Mayor and City Council

FROM: Zachary Johnson, Director of Utilities

DATE: August 1, 2022

RE: HDR Professional Services Agreement

Purpose

The City of Cameron recently applied for a water infrastructure grant through the Missouri Department of Natural Resources. A requirement of the grant is to submit a preliminary engineering report for the proposed project within 90 days of the application. Staff has been working with HDR to develop the application and the project would consist of extensions for our distribution. We will be looking to extend services to the business park and add additional capacity north of US Hwy 36. The estimated cost of the project is $1.98 million.

The following ordinance would authorize the City to supplement our agreement with HDR and execute Task Order #12 to develop the PER for this grant. The not-to-exceed cost of this task order is $37,300.

Recommendation

Staff recommends the following ordinance be passed and approved authorizing the City Manager to enter into a Professional Service Agreement with HDR for engineering services.

Bill 2022-27

AN ORDINANCE AUTHORIZING THE CITY MANAGER OF THE CITY OF CAMERON, MISSOURI, TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH HDR FOR PREPARING AN ENGINEERING REPORT FOR THE WATER DISTRIBUTION SYSTEM

WHEREAS, the City of Cameron owns and operates its own water distribution system and provides services to the residents of Cameron; and

WHEREAS, the City applied for grant funds available to make improvements to its water infrastructure and is required to submit a preliminary engineering report with the application; and

WHEREAS, a qualified engineering firm is necessary to provide such services.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMERON, MISSOURI AS FOLLOWS:

Section 1. The City Manager is hereby authorized to enter into an agreement with HDR for engineering services for preparing an engineering report for improvements to the water distribution system. A copy of which is attached hereto and made a part hereof.

Section 2. The Mayor is hereby authorized to sign this Ordinance approving it on behalf of the City of Cameron.

Section 3. The City Clerk is hereby directed to attest to the Mayor's signature.

Passed and approved on first reading this 18th day of July 2022.
Passed and approved on second reading this 1st day of August 2022.

_____
Mayor Roy Estes

ATTEST:

_____
City Clerk

SECOND-FINAL

TASK ORDER NO. 12

This Task Order pertains to an Agreement by and between City of Cameron, Missouri, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated April 18, 2011, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: No. 12

PROJECT NAME: Engineering Report – Water Distribution System Improvements

PART 1.0 PROJECT DESCRIPTION:

The purpose of the task order is to prepare an engineering report required for MDNR's ARPA grant application for water system improvements. Improvements identified by the City to be addressed in the engineering report include increasing water distribution capacity to serve the area north of Highway 36 which is served primarily by a 10-inch water main, as well as extending a 12-inch water main to the industrial park on Highway BB.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

1. Project Initiation and Management - supervision and other tasks required to administer the project.
2. Preliminary Activities - kick-off meeting with City staff to discuss project schedule, lines of communication, and project goals.
3. Review water system annual water supply and purchase records together with top 10 water users and wholesale customers to establish average day water use for an average user. Utilize historical records of water usage and meter counts to project future 20-year water demands.
4. Develop engineering report in accordance with MDNR requirements for water distribution system improvements.
5. Develop exhibits showing options for water distribution improvements.
6. Prepare project cost estimates for options identified, along with a financing plan and rate impact for the recommended option.
7. Review engineering report with City staff.
8. Finalize the engineering report. Submit one hard copy and one electronic copy of the engineering report to both the City and to MDNR.

PART 3.0 OWNER'S RESPONSIBILITIES:

Owner to provide historical water usage records, water system GIS map files, record drawings, O&M data, etc., as required.

PART 4.0 PERIODS OF SERVICE:

100 days from date of Task Order execution to submittal of report to MDNR. Address comments from MDNR per MDNR's schedule. Design, bidding and construction phase services will be by separate task order after MDNR approval of the engineering report.

PART 5.0 PAYMENTS TO ENGINEER:

Compensation for ENGINEER'S services under this Task Order shall be on the basis of hourly rates with a not-to-exceed maximum fee of Thirty Seven Thousand, Three Hundred Dollars ($37,300).

The total not-to-exceed amounts for completion of services cannot be exceeded except by an amendment to this Agreement. Hourly rates are based on the 2022 Hourly Rate Schedule in Exhibit A. The Hourly Rate Schedule will be updated on an annual basis.

Invoicing will be on a monthly basis.

PART 6.0 OTHER:

Design, bidding and construction phase services along with any funding administrative requirements such as public hearings, agency clearance letters, etc. will be by separate task order after MDNR approval of the engineering report.

This Task Order is executed this _____ day of _____, 20___.

City of Cameron, Missouri	HDR ENGINEERING, INC.
"OWNER"	"ENGINEER"
BY: _____	BY: Joseph Drimmel (Jul 7, 2022 16:49 CDT)
NAME: _____	NAME: Joseph E. Drimmel
TITLE: _____	TITLE: Sr. Vice President
ADDRESS: _____	ADDRESS: 10450 Holmes Rd., Ste.600
_____	Kansas City, MO 64131

EXHIBIT A

HDR Engineering, Inc.

2022 Hourly Billing Rates

Effective 12/26/2021 through 12/31/2022

Enclosed are the 2022 Hourly Billable Rates for HDR Engineering, Inc. These billing rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not included reimbursable direct expenses as defined below.

Description	Billing Rate/Hour
Senior Technical Specialist/Senior Project Manager III	$280
Technical Specialist/Senior Project Manager II	$250
Senior Project Manager I	$230
Project Manager III	$200
Project Manager II	$170
Project Manager I	$135
Engineer VI	$230
Engineer V	$200
Engineer IV	$170
Engineer III	$150
Engineer II	$135
Engineer I	$110
Cadd/GIS Technician V	$165
Cadd/GIS Technician IV	$145
Cadd/GIS Technician III	$130
Cadd/GIS Technician II	$110
Cadd/GIS Technician I	$95
Environmental/Water Quality Scientist III	$200
Environmental/Water Quality Scientist II	$175
Environmental/Water Quality Scientist I	$155
Senior Land Surveyor	$170
Survey Technician III	$125
Survey Technician II	$85
Survey Technician I	$65
Construction Manager II	$165
Construction Manager I	$140
Construction Engineer	$120
Construction Inspector	$110
Project Accountant II/Project Assistant II	$115
Project Accountant I	$100
Project Assistant	$95
Admin Assistant	$80

Direct Expenses	
Mileage	CURRENT IRS RATE
Printing	AT COST
Travel	AT COST
Subconsultants	AT COST