



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM KS

Finance DN

DA ✓

Risk Mgt. DN

HR N/A

Comptroller MS

## STAFF REPORT

BOARD MEETING DATE: October 13, 2015

**DATE:** September 2, 2015  
**TO:** Board of County Commissioners  
**FROM:** Rick Warner, P.E., Sr. Licensed Engineer, Engineering & Capital Projects  
Community Services Department, 954-4621, [rwarner@washoecounty.us](mailto:rwarner@washoecounty.us)  
**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering & Capital Projects,  
Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)  
**SUBJECT:** Recommendation to approve an Agreement for Consulting Services  
between Washoe County and Carollo Engineers, Inc., commencing  
October 13, 2015 and ending July 31, 2016, to provide design engineering  
services for the South Truckee Meadows Water Reclamation Facility  
Chemical Storage Building Rehabilitation Phase 1 Project [\$131,719].  
(Commission District 2.)

### SUMMARY

The Community Services Department (CSD) is requesting approval of a professional services agreement with Carollo Engineers, Inc. (Carollo) to provide engineering services for the South Truckee Meadows Water Reclamation Facility *Chemical Storage Building Rehabilitation Phase 1 Project*. The chemical storage building is utilized to store bulk water treatment chemicals utilized in the various treatment processes at the facility.

This contract supports the specialized engineering design tasks to address the following project elements: replacement of the chemical storage tanks, replacement of all chemical delivery pumps and piping; additional safety platforms and railing around the chemical storage tank area to enhance operator safety; structural improvements to enhance chemical spill containment areas, and improvements to the outdoor chemical delivery area. The estimated construction cost for these improvements is \$800,000. Engineering design tasks will be completed by July 2016, and construction is planned for FY17.

### PREVIOUS ACTION

On February 11, 2014, Washoe County awarded an agreement for consulting engineering services with Carollo Engineers Inc., in the amount of \$25,575, to provide a physical condition and code-compliance assessment for the South Truckee Meadows Water Reclamation Facility Chemical Storage Building's chemical storage and delivery systems.

### BACKGROUND

Washoe County owns and operates the South Truckee Meadows Water Reclamation Facility (STMWRF), which provides sewer treatment to approximately 13,000 homes

AGENDA ITEM # 5D1

and businesses within southern Washoe County, including portions of the City of Reno. The facility was commissioned in 1990 and expanded in 2003. Approximately \$25-30 million in infrastructure improvements are planned over the next several years at STMWRF, which will enhance treatment performance, maintain existing infrastructure in reliable condition, and provide future wastewater treatment capacity.

On May 28, 2014 Washoe County received a report prepared by Carollo titled "South Truckee Meadows Reclamation Facility Chemical Storage Building Rehabilitation Evaluation" (Report). The Report provided an assessment of the buildings condition and functionality relating to: fire and building code compliance; operator safety, structural and mechanical integrity, and operating reliability of the chemical storage and delivery mechanical systems. The Report cited several areas within the building needing improvement.

The contract proposed at this time supports the engineering design tasks to address the following project elements: replacement of the chemical storage tanks, replacement of all chemical delivery pumps and piping; additional safety platforms and railing around the chemical storage tank area to enhance operator safety; structural improvements to enhance chemical spill containment areas, and improvements to the outdoor chemical delivery area. The contract proposed at this time supports the engineering design tasks. Engineering design task will be completed by July 2016. The estimated construction cost for the improvements is \$800,000. Construction is planned for FY17.

Carollo is a consulting firm with extensive wastewater treatment facility engineering expertise, and was the engineering firm when the chemical building was constructed in 2003. Construction contracts resulting from this engineering design work will be publically bid and brought before the Board for consideration and possible award.

### **FISCAL IMPACT**

This project was identified and recommended for approval by the Board in the 2015-2016 Capital Improvement Program. Sufficient funds and budget authority for it exist in Fund 566, project number WR495120, acct 781080. Revenues in support of this project are provided from monthly sewer rate charges.

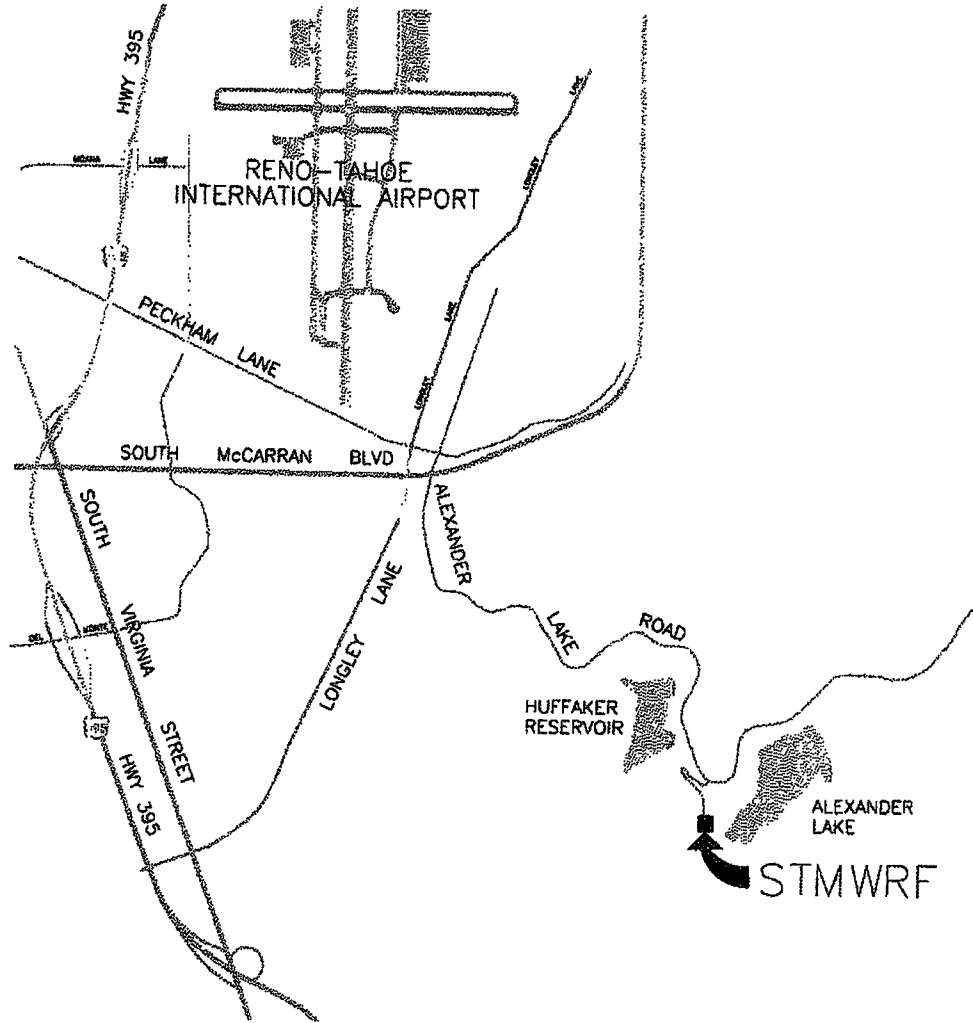
### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve an Agreement for Consulting Services between Washoe County and Carollo Engineers, Inc., commencing October 13, 2015 and ending July 31, 2016, to provide design engineering services for the South Truckee Meadows Water Reclamation Facility Chemical Storage Building Rehabilitation Phase 1 Project [\$131,719] (Commission District 2.)

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "Move to approve an Agreement for Consulting Services between Washoe County and Carollo Engineers, Inc., commencing October 13, 2015 and ending July 31, 2016, to provide design engineering services for the South Truckee Meadows Water Reclamation Facility Chemical Storage Building Rehabilitation Phase 1 Project [\$131,719]."

# South Truckee Meadows Water Reclamation Facility



**LOCATION MAP**  
NTS



## AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT is entered into between Washoe County, a political subdivision of the State of Nevada ("County") and Carollo Engineers ("Consultant"), collectively (the "Parties").

### WITNESSETH:

WHEREAS, County desires to engage Consultant to render certain consulting services in Support of the "South Truckee Meadows Water Reclamation Facility - Chemical Storage Building Rehabilitation Phase 1 Project" (the "Project"); and

WHEREAS, County requires certain professional services in connection with the Project, as described in **Exhibit "A", Scope of Work** (the "Services"); and

WHEREAS, Consultant represents that it is duly qualified, ready, willing and able to provide the Services by virtue of its education, training and experience; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

### ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be October 13, 2015.

CONSULTANT shall begin performance of services as provided herein upon notice to proceed and shall complete all Services identified in Exhibit A, Scope of Work in accordance with the Standard of Care as set forth in Article 5 herein no later than July 31, 2016, unless this Agreement is terminated sooner in accordance with its terms.

### ARTICLE 2 - SERVICES TO BE PERFORMED BY CONSULTANT

Consultant agrees to perform and complete all Services identified in Exhibit A, Scope of Work under this Agreement, and any amendment thereto in accordance with the Standard of Care as set forth in Article 5 herein. Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, information, specifications and other items and services furnished under this Agreement and any amendments hereto. County reserves the right to inspect, comment on, and request revision of, all Services identified in Exhibit A and any amendments thereto performed by Consultant prior to acceptance, and Consultant warrants that such Services shall be fit and sufficient for the purposes expressed in, or reasonably inferred from, this Agreement and any amendments hereto.

Failure to provide major deliverables, including, but not limited to, Services identified in Exhibit A, Scope of Work, shall constitute a material breach of this Agreement, unless waived in writing by the County.

### ARTICLE 3 - COMPENSATION

#### 3.1 Compensation for Services

For Services defined in Section 1 above, Consultant's compensation shall be determined on a time and material basis, in accordance with the **Fee Schedule described in Exhibit "B"**, which is attached hereto and incorporated by reference as part of the Agreement, and shall not exceed the sum of **\$131,719**. Consultant shall satisfy its obligations hereunder without additional cost or

expense to County during the term of this Agreement other than the heretofore stated compensation and the fee schedule described in Exhibit B. The Fee Schedule may be renegotiated at the end of one (1) year upon request by either the County or the Consultant. Renegotiated fees are subject to approval by County's Board of County Commissioners. The actual costs charged for the work by Consultant in accordance with this provision shall be full compensation to Consultant for all Services and duties required by the Scope of Work, including, but not limited to: costs of supplies, facilities and equipment; costs of labor and services of employees, consultants and sub-consultants engaged by Consultant; travel expenses, telephone charges, typing, duplicating, costs of insurance, and all items of general overhead. Consultant shall submit billings on a monthly basis.

### 3.2 Compensation for Additional Services

If County requests Consultant to perform additional services, other than those required to be performed under Services identified in Exhibit A, Scope of Work, the cost of such additional services shall be determined prior to commencing additional work. All additional services and amount of payment must be authorized in writing by County prior to commencing any work for such services.

### 3.3 Methods and Times of Payment

Consultant shall submit to County monthly progress invoices indicating the number of hours each employee provided services and other allowed direct expenses. Payment to Consultant for work on the Project shall be made within forty-five (45) days after receipt and approval of Consultant's invoice, said approval not to be unreasonably withheld. Payment by County of invoices or requests for payment shall not constitute acceptance by County of work performed on the Project by Consultant. No penalty shall be imposed upon the County for payment(s) received by Consultant after forty-five days.

### 3.4 Dispute of Work

County shall notify Consultant in writing within thirty (30) days of receipt of the work, or portion of work, which is not approved. For work, or portions of the work, which are unapproved, the County and Consultant shall develop a mutually acceptable method to resolve the dispute within thirty (30) days of receipt by the Consultant of notice from the County. If the County and Consultant cannot reasonably agree to remedy the dispute of unapproved work within the thirty-day period, the work shall be terminated or suspended per Article 12.

## ARTICLE 4 - TIME SCHEDULE FOR COMPLETION

The Services identified in Exhibit A, Scope of Work on the Project shall be diligently performed and be completed no later than July 31, 2016. Consultant shall be granted time extensions for items within the phases of the Project in writing by County if the time schedules cannot be met because of delays beyond Consultant's reasonable control, including, but not limited to, County's failure to furnish information, or to approve or disapprove Consultant's work promptly. Consultant will provide to County a monthly report including a schedule identifying progress or work completed, problems or difficulties being encountered, work to be initiated during the following month and other useful information. This report will be submitted on the first day of each month and will be in a format suitable for submittal to other interested agencies. Consultant's failure to submit promptly the monthly progress report may cause delay in payment from the County.

## ARTICLE 5 - STANDARD OF CARE

Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily provided under similar circumstances and Consultant shall, at no cost to County, re-perform services which fail to satisfy the foregoing standard of care provided that Consultant is notified in writing by County of the deficiency within six (6) months of performance of the deficient Services. Such re-performed Services may include, but not be limited to, correcting errors and omissions, or any other deficiencies in designs, drawings, specifications and reports. County reserves the right to inspect, comment on, and request revision of, all Services performed by Consultant prior to acceptance, and Consultant warrants that Services shall be fit and sufficient for the purposes expressed in and intended by this Agreement and any amendments thereto. Failure to provide Services or re-performed Services in accordance with the foregoing standard of care shall constitute a material breach of this Agreement unless waived by the County. Review and approvals by County do not relieve Consultant of its responsibilities under this Article. Except as is otherwise provided for in this Article, the re-performance of Services is the Consultant's entire responsibility and the County's exclusive remedy for Services rendered or to be rendered hereunder, and no additional warranties, guarantees or obligations are to be implied.

## ARTICLE 6 - LIMITATIONS OF RESPONSIBILITY

Consultant shall not be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project. In addition, Consultant shall not be responsible for the failure of any other consultant, subcontractor, vendor, or other project participant to fulfill contractual or other responsibilities to County or to comply with federal, state, or local laws, ordinances, regulations, rules, codes, orders, criteria, or standards. Consultant shall notify County of any apparent unsafe conditions, methods or procedures that the Consultant may observe at the project site.

## ARTICLE 7 - OPINIONS OF COST AND SCHEDULE

Since Consultant has no control over the cost of labor, materials, equipment or services furnished by others, including over any other consultants', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions, Consultant's cost estimates shall be made on the basis of qualification and experience.

Since Consultant has no control over the resources provided by others to meet contract schedules, Consultant's forecast schedules for completion of Services shall be established based on generally acceptable schedules for and performance standards of similarly situated professionals qualified and experienced to perform the Services. Consultant cannot and does not guarantee that proposals, bids or actual project costs will not vary from its cost estimates or that actual schedules will not vary from its forecast schedules.

## ARTICLE 8 - INDEPENDENT CONTRACTOR

Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. County shall have no right to supervise the methods used by Consultant. County shall have the right to observe such performance. Consultant shall work closely with County in performing Services under this Agreement.

## ARTICLE 9 - PERMITS AND LICENSES

Consultant shall procure the permits, certificates, and licenses necessary to allow Consultant to perform the Services. Consultant shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Consultant in Exhibit A, Scope of Services.

## ARTICLE 10 - COUNTY'S RESPONSIBILITY

County shall provide any information authorized by law in its possession that is requested by Consultant and is necessary to complete the Project. County shall assist Consultant in obtaining access to public and private lands so Consultant can perform the Services. County shall examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by Consultant and shall render decisions pertaining thereto within a reasonable time so as not to delay the work of Consultant.

## ARTICLE 11 - REUSE OF DOCUMENTS

All documents, including computer files, drawings, specifications, and computer software, prepared by Consultant pursuant to this Agreement are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by County or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at County's sole risk and without liability or legal exposure to Consultant; and County shall indemnify and hold harmless Consultant against all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from such reuse. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by County and Consultant.

Copies of all documents, including reports, computer files, drawings, specifications, and computer software, prepared by Consultant pursuant to this agreement will be provided to the County in electronic format accompanied by the appropriate documentation necessary to catalog them in the context of this project.

When transferring data in electronic media format, Consultant makes no representation as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by Consultant at the beginning of the Project.

Because the data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Consultant shall not be responsible to maintain documents stored in electronic media format after acceptance by County.

## ARTICLE 12 - TERMINATION OR EXTENSION OF CONTRACT

Either Party may terminate this Agreement by written notice to the other Party if the other Party is in material breach or default of any provision of this Agreement and does not remedy such breach or default, or provide satisfactory evidence that such default will be expeditiously remedied, within thirty (30) days after being given such notice. In the event of

such termination, County shall pay Consultant for all Services satisfactorily performed to the date of termination.

County, in its sole discretion, shall have the right to terminate this Agreement or suspend performance thereof for County's convenience upon written notice to Consultant, and Consultant shall terminate or suspend performance of services within thirty (30) days on a schedule acceptable to County. In the event of termination or suspension for County's convenience, County shall pay Consultant for all Services performed in accordance with the terms of this Agreement.

In the event that the County's governing body fails to appropriate or budget funds for the purposes specified in this Agreement, or that the County's governing body has been required, in its sole judgment, to amend previous appropriations or budgeted amounts to eliminate or reduce funding for the purposes of this Agreement, this Agreement shall be terminated without penalty, charge, or sanction.

#### ARTICLE 13 - NONDISCLOSURE OF PROPRIETARY INFORMATION

Consultant shall consider all information provided by County to be proprietary unless such information is available from public sources, was known to Consultant prior to the execution of this Agreement, was received by Consultant from a third-party source not under any obligation of confidentiality to the County, or is required by law or ordered to be disclosed in a regulatory or judicial proceeding. Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of County or in response to legal process or as required by the regulations of public entities.

#### ARTICLE 14 - NOTICE

Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below:

To County:

David Solaro, Director  
Washoe County Community Services  
1001 East 9<sup>th</sup> Street  
Reno, NV 89512

To Consultant:

Lisa Freestone, Vice President  
Carollo Engineers  
1 East Liberty Street, Suite 424  
Reno, Nevada 89501

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

#### ARTICLE 15 - UNCONTROLLABLE FORCES

Neither County nor Consultant shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to uncontrollable forces the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid and is not reasonably foreseeable at the time of entering into this Agreement. The term "uncontrollable forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the non-performing party. It includes, but is not limited to, fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance,



sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either County or Consultant under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint. Consultant shall be paid for services performed prior to the delay plus related costs incurred attributable to the delay.

Neither Party shall, however, be excused from performance if nonperformance is due to uncontrollable forces which are removable or remediable nor which the non-performing Party could have, with reasonable dispatch removed or remedied. The provisions of this Article shall not be interpreted or construed to require Consultant or County to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The non-performing Party shall upon being prevented or delayed from performance by an uncontrollable force, immediately give written notice to the other Party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

#### ARTICLE 16 - GOVERNING LAW-VENUE

This Agreement shall be governed by the laws of the State of Nevada, and venue for any action shall be solely in state district court for Washoe County, Nevada.

#### ARTICLE 17 - MISCELLANEOUS

##### 17.1 Nonwaiver

A waiver by either County or Consultant of any breach of this Agreement shall not be binding upon the waiving Party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

##### 17.2 Severability

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The Parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

##### 17.3 Attorney Fees

The prevailing party in any dispute arising out this Agreement or Consultant's designs or plans for rehabilitating the Chemical Storage Building of the South Truckee Meadows Water Reclamation Facility is entitled to reasonable costs and attorneys' fees.

#### ARTICLE 18 - INTEGRATION AND MODIFICATION

This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by each of the Parties. Unless otherwise specified in writing, if there is any inconsistency between the terms of this Agreement and any other agreement between the Parties, the terms of this Agreement shall control.

## ARTICLE 19 - SUCCESSORS AND ASSIGNS

County and Consultant each binds itself and its directors, officers, partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.

## ARTICLE 20 - ASSIGNMENT

Neither County nor Consultant shall assign, sublet, or transfer any rights under or interest in (including, but without limitation, monies that may become due or monies that are due) this Agreement without the written consent of the other, except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subcontractors, as he may deem appropriate to assist him in the performance of the Services hereunder.

## ARTICLE 21 - THIRD PARTY RIGHTS

Nothing herein shall be construed to give any rights or benefits to anyone other than County and Consultant.

## ARTICLE 22 - INDEMNIFICATION, INSURANCE, AND ARBITRATION

Washoe County has established specific indemnification and insurance requirements for agreements/contracts with consultants, engineers, and architects to help assure that reasonable insurance coverage is maintained. Indemnification and hold harmless clauses are intended to assure that consultants accept and are able to pay for the loss or liability related to their activities. **Exhibit "C" Insurance Specifications** is included by reference. All conditions and requirements identified in this exhibit shall be completed prior to the commencement of any work under this Agreement.

## ARTICLE 23 – LIMITED LIABILITY

County will not waive and intends to assert available defenses and limitations contained in Chapter 41 of the Nevada Revised Statutes. Contract liability of both parties shall not be subject to punitive damages. Actual damages for the County's breach of this Agreement shall never exceed the amount of funds that have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.

Consultant agrees to indemnify, hold harmless and defend County and the employees, officers and agents of County from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees and costs, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of Consultant or the employees or agents of the Consultant (1) in the performance of the contract, or (2) which are, or are not, based upon or arising out of the professional services of Consultant, to the full extent allowed by law.

More specifically and without limitation to the foregoing, in recognition of the limitations provided in NRS 338.155, Consultant is not required to defend County and the employees, officers and agents of the County with respect to the liabilities, damages, losses, claims, actions or proceedings caused by the negligence, errors, omissions, recklessness or intentional misconduct of

Consultant or the employees or agents of Consultant which are based upon or arising out of the professional services of Consultant. However, if Consultant is adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's fees and costs to be paid to the County, as reimbursement for the attorney's fees and costs incurred by County in defending the action, by Consultant in an amount which is proportionate to the liability of Consultant.

ARTICLE 24 - ORGANIZATION'S CERTIFICATION

Consultant, its principals and agents, to the best of its knowledge and belief:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
- b) Have not within a three year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in (ii) above;
- d) Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- e) Understand that a false statement on this certification may be grounds for rejection or termination of this Agreement. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

IN WITNESS WHEREOF, the parties have executed this Agreement.

WASHOE COUNTY:

CONSULTANT:

Dated this \_\_\_ day of \_\_\_\_\_, 2015

Dated this \_\_\_ day of \_\_\_\_\_, 2015

By \_\_\_\_\_  
Marsha Berkbigler, Chair,  
Washoe County Commission

By \_\_\_\_\_  
Lisa Freestone, Vice President  
Carollo Engineers

**EXHIBIT A  
WASHOE COUNTY, NEVADA**

**SOUTH TRUCKEE MEADOWS WATER RECLAMATION FACILITY  
CHEMICAL STORAGE BUILDING REHABILITATION PHASE 1**

**SCOPE OF SERVICES**

**PROJECT BACKGROUND**

The South Truckee Meadows Water Reclamation Facility (STMWRF) was originally constructed in 1991 and is a secondary treatment facility with tertiary filtration. STMWRF is owned by Washoe County (COUNTY) and managed by the Washoe County Department of Water Resources (WCDWR). In 2000, the plant capacity was expanded through the addition of a new oxidation ditch, four secondary clarifiers, tertiary filters, and associated appurtenant structures and equipment, including a new chemical building. WCDWR staff is responsible for preparing and maintaining a comprehensive Capital Improvement Program and has been proactive in identifying the need for evaluation of the chemical facilities at STMWRF. Carollo Engineers, Inc. (CONSULTANT) was retained to provide engineering design services for the Chemical Storage Building Rehabilitation Phase 1 project (Project).

In May 2014, CONSULTANT completed an evaluation of the existing Chemical Storage Building (CSB) and recommended rehabilitation and replacement of several elements, including the bulk delivery area, chemical storage tanks and secondary containment, chemical piping (inside and outside the building), chemical delivery pumps, and chemical sumps and sump discharge lines. This Project provides design services for the recommendations made in the May 2014 evaluation.

This project will include, but not be limited to, the following project elements:

- Demolition of existing equipment and materials related to the alum system within the CSB, except the alum storage tank which will be considered for retrofit
- Replacement of existing sodium hypochlorite piping and pumps inside the CSB
- Modification to (or replacement of) the existing sodium hypochlorite storage tanks, including platforms, access ladders, handrails, and other safety devices for access
- Addition of secondary containment curbing around sodium hypochlorite storage tanks
- Rehabilitation of the chemical sumps, including new coating inside the sumps and re-coat the CSB floor
- Modifications to sodium hypochlorite piping to the delivery points at the Chlorine Contact Basins and Export Pump Station, including replacement of buried sodium hypochlorite piping in the yard
- Improvements to the Bulk Delivery Area

## **SCOPE OF SERVICES**

### **TASK 1 – PRE-DESIGN / BASIS OF DESIGN**

The CONSULTANT will prepare a Basis of Design Letter Memorandum to document technical and engineering decisions, which will then be used as the basis for development of detailed design documents. The Memorandum will be updated in the design phase, as necessary, to document further technical, engineering and operational decisions. Copies of pertinent meeting minutes will be included in an appendix of the Memorandum.

#### **Task 101 – Basis of Design Letter Memorandum**

Using the recommendations from the May 2014 CSB evaluation, CONSULTANT will obtain additional basis of design details as developed by COUNTY staff. To obtain this information, CONSULTANT will conduct one (1) site visit (combined with project kickoff meeting) with COUNTY Engineering and Operations staff as well as STMWRF Operations staff to confirm project elements and gather information. CONSULTANT will determine the design parameters for the proposed sodium hypochlorite storage and delivery system. CONSULTANT will prepare conceptual layouts for modifications to the Chemical Storage Building, including sodium hypochlorite piping within the building and buried piping in the yard. Considerations will include civil and mechanical analysis, and electrical/instrumentation and control considerations as needed.

CONSULTANT will prepare a brief Basis of Design Letter Memorandum (5 to 10 page document) with conceptual layouts (~30 percent) and associated Appendices. The memorandum will serve as a record of the decisions made during the preliminary design phase and provide the basis for detailed design. It is anticipated that the letter memorandum will contain the following items: preliminary demolition plans, existing equipment layout, future system requirements, and recommendations for equipment demolition, retrofit and replacement, including preliminary piping and equipment layouts.

#### **Deliverable(s):**

- DRAFT Basis of Design Letter Memorandum – one (1) PDF copy submitted to COUNTY electronically. Preliminary design drawings will also be provided in electronic CAD format and provided to COUNTY electronically.
- FINAL Basis of Design Letter Memorandum – one (1) PDF copy submitted to COUNTY electronically. Preliminary design drawings will also be provided in electronic CAD format and provided to COUNTY electronically.

### **TASK 2 – DETAILED DESIGN**

The intent of Detailed Design is to prepare a biddable set of plans, technical specifications, and Contract Documents based on the design concepts and criteria developed in Task 1. The deliverables associated with this work will be final contract documents suitable for obtaining bids from qualified Construction Contractors. Tasks include:

**Task 201 – Prepare Plans and Specifications**

CONSULTANT will prepare contract documents for the Chemical Storage Building Rehabilitation Phase 1 project in intermediate submittals to facilitate COUNTY review and monitor project progress.

The development of plans and specifications will be divided into the following Intermediate Design Submittals (IDS):

1. IDS 90 Percent – Drawings and Technical Specifications
2. Final Bid Package – 100 Percent Drawings and Technical Specifications

CONSULTANT will prepare 90 Percent detailed design drawings and technical specifications (CSI 50 Division Master Format) for review by the COUNTY.

CONSULTANT will prepare 100 Percent detailed design drawings and technical specifications (CSI 50 Division Master Format) for bidding. CONSULTANT will address the COUNTY's review comments on the 90 Percent design and will incorporate adopted comments into the Final Bid Package.

**Deliverable(s):**

- 90 Percent Contract Documents – one (1) electronic PDF copy of half-sized (11 x 17) drawings and technical specifications (8-1/2 x 11) submitted to COUNTY electronically.
- 100 Percent Contract Documents
  - One (1) hard copy set of 100 percent bid documents, including half-size (11 x 17) construction drawings and technical specifications (8-1/2 x 11) submitted to COUNTY.
  - One (1) CD containing technical specifications, full- and half-size construction drawings in Adobe Acrobat .PDF file format.
  - One (1) hard copy set of 100 percent bid documents, including half-size (11 x 17) construction drawings and technical specifications (8-1/2 x 11) submitted to COUNTY for submission to NDEP.

**Task 202 – 90 Percent Progress Review Meeting**

A progress review meeting will be conducted with COUNTY staff to review the 90 percent submittal and receive comments. For budgeting purposes, the meeting will be attended by the CONSULTANT's Project Manager and Project Engineer. If needed, other design team members will attend by teleconference.

**Deliverable(s):** Responses to COUNTY's review comments.

**Task 203 – Opinion of Probable Construction Cost**

CONSULTANT will prepare an ACE International Class 3 cost estimate of probable construction cost at the 90 Percent IDS submittal. CONSULTANT will prepare a Class 1 cost estimate of probable construction cost at the 100 Percent IDS submittal.

**Deliverable(s):**

- 90 Percent Construction Cost Estimate – one (1) electronic (PDF) copy submitted to COUNTY electronically.
- 100 Percent Construction Cost Estimate – one (1) electronic (PDF) copy submitted to COUNTY electronically.

**TASK 3 – PROJECT MANAGEMENT**

The CONSULTANT is responsible for management of all services provided by CONSULTANT to the COUNTY. This management extends across all phases and parts of the project defined herein. The CONSULTANT Project Manager will monitor, report, and coordinate efforts with the COUNTY's Project Manager. Tasks include:

**Task 301 – Project Management**

The CONSULTANT will provide the COUNTY with a brief monthly Project status report (1 to 2 page document) that will include descriptions of work that took place during the past month. The monthly project report will accompany the CONSULTANT's monthly invoice. Project documentation shall be the responsibility of the CONSULTANT. Meeting agendas and decision/action item logs, notes, design calculations, and reports all constitute project documentation that may be required to be delivered to the COUNTY.

**Task 302 – Kickoff Meeting**

The CONSULTANT will prepare for and attend a combined Project Kickoff / STMWRF Operations & Maintenance Staff Meeting. The CONSULTANT will obtain information on the CSB from COUNTY staff and STMWRF Operations staff to confirm the goals and objectives of the project as well as identify alternate dosing points. This meeting will be attended by the CONSULTANT's key team members necessary to conduct the meeting and answer questions regarding the details of the Project. For budgeting purposes, a full day trip (10 hours) for three (3) team members is estimated.

**Deliverable(s):** Meeting Minutes – submitted to COUNTY electronically.

**ESTIMATED MAN-HOURS AND COSTS**

The Estimate of Man-hours and Costs associated with completion of the Scope of Work is provided in *Exhibit B-1*.

## **PROJECT SCHEDULE**

The Project is expected to have a duration of 8 months. The Preliminary Schedule associated with completion of the Scope of Work is provided in *Exhibit B-2*.

## **PROJECT ASSUMPTIONS**

1. Where possible, data obtained and information developed under the South Truckee Meadows Water Reclamation Facility Expansion Project (2003, PWP-WA-2001-114) will be used in this effort. The COUNTY will provide copies of any other reports or documents related to COUNTY's chemical feed systems, as needed.
2. The COUNTY will provide as-built documents (CAD files) as needed for the project.
3. The COUNTY will provide front end documents for incorporation into the contract documents.
4. The COUNTY will provide information and contract with subconsultants necessary for the project. Anticipated subconsultant work includes, but is not limited to, surveying and potholing.
5. The COUNTY will coordinate and obtain necessary State, County, and Local permits required for Project.
6. CONSULTANT will be retained to provide Bid Period Assistance and Engineering Services During Construction through a contract amendment (~90 percent level of detailed design completion).

## **STANDARD OF CARE**

Carollo Engineers shall be responsible to the level of competency and standard of care presently maintained by other practicing Professional Engineers performing the same or similar type of work at the time notice to proceed is issued. Carollo and the COUNTY mutually agree that standard of care, as applied to design professionals, shall be defined as the ordinary and reasonable care required and established by expert testimony of what a reasonable and prudent professional would have done under the same or similar circumstances.

Carollo shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractors or the safety precautions and programs incidental to the work of contractors and will not be responsible for Contractor's failure to carry out work in accordance with the Contract Documents.

Carollo has no control over the cost of labor, materials, equipment, or services furnished by others, or over Contractor's methods of determining prices, or other competitive bidding or market conditions, practices, or bidding strategies. Cost estimates are based on the Carollo's opinion based on experience and judgment. Carollo cannot and does not guarantee that proposals, bids, or actual project construction costs will not vary from cost estimates prepared by the Carollo.



**EXHIBIT B-1A  
WASHOE COUNTY, NEVADA**

**SOUTH TRUCKEE MEADOWS WATER RECLAMATION FACILITY  
CHEMICAL STORAGE BUILDING REHABILITATION PHASE 1**

**SUMMARY OF PROFESSIONAL SERVICES**

<b><u>Work Elements</u></b>	<b><u>Estimated Fee</u></b>
Task 1 – Pre-Design / Basis of Design (Task 101)	\$2,846
Task 2 – Detailed Design (Tasks 201 – 203)	\$115,936
Task 3 – Project Management and Meetings (Tasks 301 – 302)	\$12,937
<b>TOTAL AMOUNT</b>	<b>\$131,719</b>

**Exhibit B-1B: Labor Hour Breakdown and Fee Estimate  
 STWRF Chemical Storage Building Rehabilitation Phase 1  
 Washoe County Department of Water Resources**



DRAFT 2

Task	Subtask	Activity Description	Labor Category										Total Hours	Labor Cost	Other Direct Cost (ODC) Details		Total ODC's	Total Project Budget				
			Senior Professional	Lead Project Professional	Project Professional	Professional	Assistant Professional	Senior Technician	DP/Clerical	Travel and Subsistence	Printing											
1.0	Pre-Design / Basis of Design		\$245	\$233	\$212	\$180	\$142	\$136	\$93													
	101	Basis of Design Letter Memorandum	4	0	0	0	8	4	2	18											\$ 2,846	
	102	Detailed Design	4	0	0	0	8	4	2	18												\$ 2,846
	201	Prepare Plans and Specifications	44	0	0	0	531	180	43	788												\$ 114,961
	202	80 Percent Progress Review Meeting	18				520	180	40	756												\$ 105,960
	203	Opinion of Probable Construction Cost	4				5		1	30												\$ 6,993
3.0	Project Management																					
	301	Project Administration	32	0	0	0	18	0	12	62												\$ 2,018
	302	Kickoff Meeting	8						8	16												\$ 2,704
			24				18		4	48												\$ 8,908
			80	0	0	0	557	184	67	978												\$ 129,018
				0	0	0	0	0	0	0												\$ 2,400
																						\$ 300
																						\$ 1,425
																						\$ 1,425
																						\$ 975
																						\$ 300
																						\$ 1,278
																						\$ 115,938
																						\$ 106,260
																						\$ 7,658
																						\$ 2,018
																						\$ 12,937
																						\$ 2,704
																						\$ 1,425
																						\$ 1,425
																						\$ 2,704
																						\$ 10,233
																						\$ 131,716

**EXHIBIT B-2A  
WASHOE COUNTY, NEVADA**

**SOUTH TRUCKEE MEADOWS WATER RECLAMATION FACILITY  
CHEMICAL STORAGE BUILDING REHABILITATION PHASE 1**

**SUMMARY OF PROJECT SCHEDULE**

**Work Elements**

**Target  
Completion**

Notice to Proceed

October 2015

Task 1 – Pre-Design / Basis of Design (Task 101)

December 2015

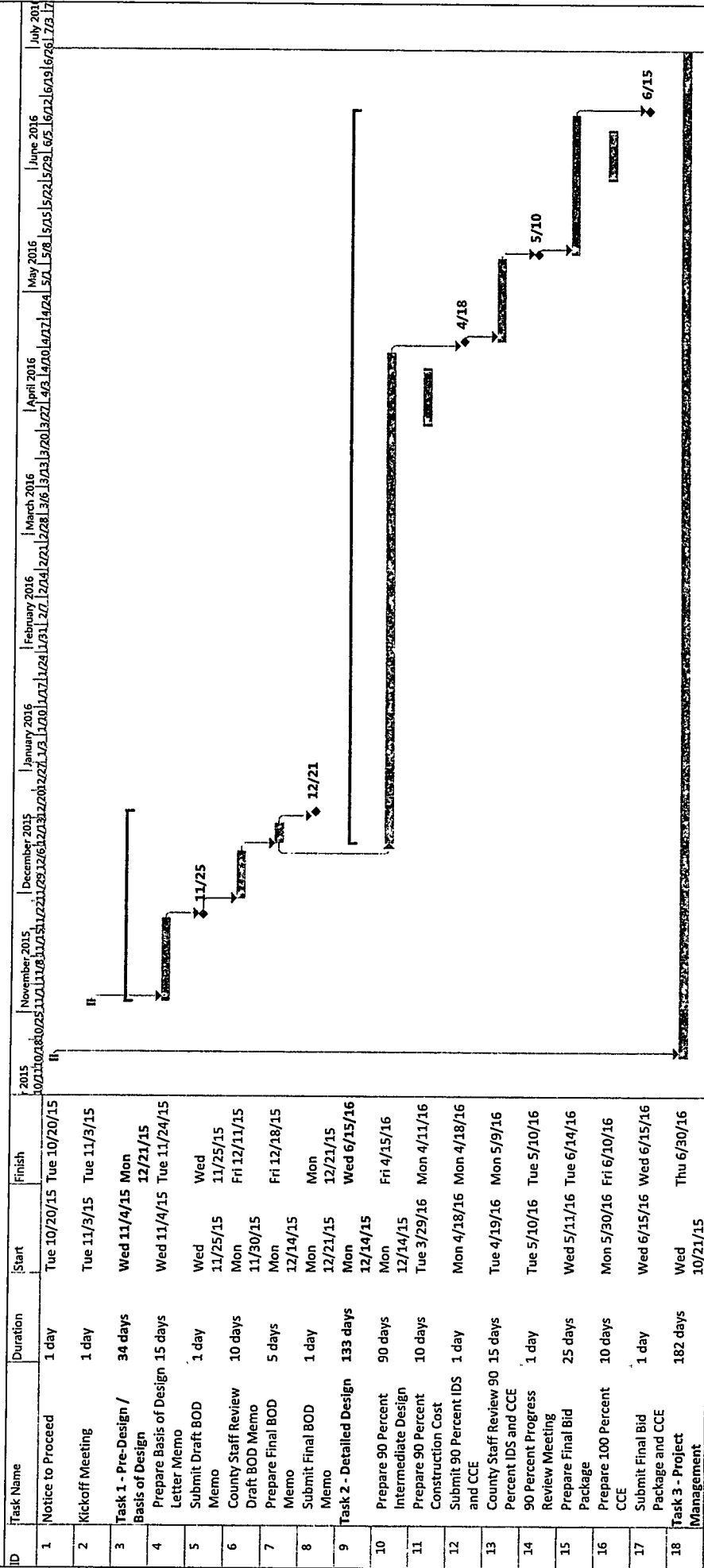
Task 2 – Detailed Design (Tasks 201 – 203)

June 2016

Task 3 – Project Management and Meetings (Tasks 301 – 302)

June 2016

**Exhibit B-2B**  
**Preliminary Detailed Schedule**  
**South Truckee Meadows Water Reclamation Facility**



Task	Project Summary	Manual Task	Start-only	Deadline
Project CSB Rehab Phase 1	Project Summary	Manual Task	Start-only	Deadline
Task	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

## EXHIBIT C

### INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS FOR CONSULTANT ENGINEERING SERVICES SOUTH TRUCKEE MEADOWS WATER RECLAMATION FACILITY CHEMICAL STORAGE BUILDING REAHABILITATION PHASE 1 PROJECT

#### INDEMNIFICATION

##### CONSULTANT Liability

As respects acts, errors or omissions in the performance of CONSULTANT services, CONSULTANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability to the extent caused by CONSULTANT'S negligent acts, errors or omissions in the performance of its CONSULTANT services under the terms of this agreement.

##### General Liability

As respects all acts or omissions which do not arise directly out of the performance of CONSULTANT services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONSULTANT agrees to indemnify, defend (at COUNTY'S option), and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability arising out of any acts or omissions of CONSULTANT (or Sub-consultant, if any) while acting under the terms of this agreement; excepting those which arise out of the negligence of COUNTY.

In determining the nature of the claim against COUNTY, the incident underlying the claim shall determine the nature of the claim, notwithstanding the form of the allegations against COUNTY.

#### GENERAL REQUIREMENTS

COUNTY requires that CONSULTANT purchase Industrial Insurance (Workers' Compensation), General and Auto Liability, and CONSULTANT'S Errors and Omissions Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work here under by CONSULTANT, its agents, representatives, employees or Sub-consultants. The cost of all such insurance shall be borne by CONSULTANT.

#### INDUSTRIAL INSURANCE (Workers' Compensation)

It is understood and agreed that there shall be no Industrial Insurance coverage provided for CONSULTANT or any Sub-consultant by COUNTY. CONSULTANT agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the COUNTY to make any payment under this Agreement to provide COUNTY with a certificate issued by an insurer in accordance with NRS 616B.627 and NRS 617.210.

If CONSULTANT or Sub-consultant is a sole proprietor, coverage for the sole proprietor must be purchased and evidence of coverage must appear on the Certificate of Insurance. Such requirement may be waived for a sole proprietor who does not use the services of any employees, subcontractors, or independent contractors and completes an Affirmation of Compliance pursuant to NRS 616B627.

Should CONSULTANT be self-funded for Industrial insurance, CONSULTANT shall so notify COUNTY in writing prior to the signing of any agreement. COUNTY reserves the right to approve said retentions and may request additional documentation, financial or otherwise for review prior to the signing of any agreement.

### **MINIMUM LIMITS OF INSURANCE**

CONSULTANT shall maintain coverages and limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this project or location.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.
3. CONSULTANT Errors and Omissions Liability: \$1,000,000 per occurrence and as an annual aggregate. Premium costs incurred to increase CONSULTANT'S insurance levels to meet minimum contract limits shall be borne by the CONSULTANT at no cost to the COUNTY.

CONSULTANT will maintain CONSULTANT liability insurance during the term of this Agreement and for a period of three (3) years from the date of substantial completion of the project. In the event that CONSULTANT goes out of business during the term of this Agreement or the three (3) year period described above, CONSULTANT shall purchase Extended Reporting Coverage for claims arising out of CONSULTANT'S negligent acts, errors and omissions committed during the term of the CONSULTANT Liability Policy.

Should COUNTY and CONSULTANT agree that higher CONSULTANT Coverage limits are needed warranting a project policy, project coverage shall be purchased and the premium for limits exceeding the above amount shall be borne by COUNTY. COUNTY retains the option to purchase project insurance through CONSULTANT'S insurer or its own source.

### **DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division prior to the start of work under this Agreement. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self-insured retention and prior to executing the underlying agreement. Any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy must be approved by the COUNTY Risk Manager prior to the change taking effect.

### **OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability Coverages
  - a. COUNTY, its officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of CONSULTANT, including the insured's general supervision of CONSULTANT; products and completed operations

of CONSULTANT; or premises owned, occupied or used by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the additional insureds, nor shall the rights of the additional insured be affected by the insured's duties after an accident or loss.

b. CONSULTANT'S insurance coverage shall be primary insurance as respects COUNTY, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, agents, employees or volunteers shall be excess of CONSULTANT'S insurance and shall not contribute with it in any way.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to COUNTY, its officers, agents, employees or volunteers.

d. CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. CONSULTANT'S insurance coverage shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to COUNTY except for nonpayment of premium.

#### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of no less than A-: VII. COUNTY with the approval of the Risk Manager may accept coverage with carriers having lower Best's ratings upon review of financial information concerning CONSULTANT and insurance carrier. COUNTY reserves the right to require that the CONSULTANT'S insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.

#### **VERIFICATION OF COVERAGE**

CONSULTANT shall furnish COUNTY with certificates of insurance and with original endorsements affecting coverage required by this exhibit. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms approved by COUNTY. All certificates and endorsements are to be addressed to the specific COUNTY contracting department and be received and approved by COUNTY before work commences. COUNTY reserves the right to review all required insurance policies, at any time.

#### **SUB-CONSULTANTS**

CONSULTANT shall include all Sub-consultants as insureds under its policies or furnish separate certificates and endorsements for each Sub-consultant. Sub-consultant shall be subject to all of the requirements stated herein.

#### **MISCELLANEOUS CONDITIONS**

1. CONSULTANT shall be responsible for and remedy all damage or loss to any property, including property of COUNTY, caused in whole or in part by CONSULTANT, any Sub-consultant, or anyone employed, directed or supervised by CONSULTANT.

2. Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Sub-consultants under it.
3. In addition to any other remedies COUNTY may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, COUNTY may, at its sole option:
  - a. Order CONSULTANT to stop work under this Agreement and/or withhold any payments which become due CONSULTANT here under until CONSULTANT demonstrates compliance with the requirements hereof;
  - b. Terminate the Agreement.