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REPORT TO:

STILLWATER UTILITIES AUTHORITY

No. SUA-10-08

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ISSUED BY THE CITY MANAGER - STILLWATER, OKLAHOMA

**Date of Meeting:** March 1, 2010

**Subject:** Professional Services Agreement: Design of the 19th Avenue Waterline Replacement Project

**Purpose of Report:** To request SUA approval to execute an agreement for professional services for design of the 19th Avenue waterline replacement project.

**Background:** The SUA's FY2010 water system improvements program includes design of the 19<sup>th</sup> Avenue waterline replacement project. The project includes replacement and relocation of about 5,280 feet of water line along 19<sup>th</sup> Avenue between Jardot Road and Brush Creek Road. The new line will be located outside of the existing county right-of-way and will replace the existing transite line currently located within the county road right-of-way. Relocation of the line to a new easement, out of the county's road right-of-way, will eliminate risk of damage to the line by road grading operations. The project will be designed to minimize disruptions in service to both customers and the City's wastewater treatment plant, which relies on the existing line for its operations. The project will also be designed to ensure compliance with the U.S. Army Corps of Engineers requirements for disturbance of wetlands and watercourses.

Professional services are required to design the improvements, prepare easement descriptions, prepare bid documents and provide support to City staff during bidding and construction.

**Discussion:** On September 30, 2009, staff solicited proposals for professional services for design of the 19<sup>th</sup> Avenue waterline replacement project. Proposals, including statements of qualifications and proposed design approaches and schedules were received from seven firms. Upon reviewing each firm's submitted statement of qualifications and proposed project approach, Crafton Tull Sparks (CTS) was determined to be the most qualified to provide design services. Selection was based upon the expertise of the proposing firms, as well as the proposal and project approach.

CTS proposes to perform design work with staff from its Stillwater office. CTS has indicated that they plan to use local sub-consultants for utility location and title work.

A detailed and comprehensive scope of services was developed with the selected firm to ensure that the project objectives will be met. The fee proposal was compared to other similar projects for which professional services have been recently contracted for by the SUA and the project fee was determined to be reasonable.

**Budget Impact:** This item does not require any new appropriations and should not affect year-end projected budget account balances. Design of the 19<sup>th</sup> Avenue waterline is proposed as part of the FY 2010 waterline replacement budget item.

**Recommendation:** Staff recommends that the Trustees authorize the City Manager to execute the proposed professional services contract with Crafton Tull Sparks for the 19<sup>th</sup> Avenue waterline replacement project and authorize expenditures up to \$57,100 for the services as listed in the table below.

19 <sup>th</sup> Avenue Waterline Replacement - Crafton Tull Sparks		
Basic Services*	\$	43,202.40
Additional Services**	\$	8,699.50
Contingency	\$	5,198.10
<b>Total</b>	<b>\$</b>	<b>57,100.00</b>
* Basic Services include services that <u>will</u> be necessary to complete the project.		
** Additional Services include services that <u>may</u> be necessary to complete the project, depending on information gathered and decisions made as work progresses. Scope and fee for these services have been negotiated in advance to ensure the best project approach and fee.		

**Prepared by:** Brandon M. Neal, P.E., Water Utilities Engineer II  
**Reviewed by Department Director:** Anthony Daniel, Water Utilities Director  
**Reviewed by City Manager's Office:** Dan Blankenship, SUA Director  
**Reviewed by City Attorney's Office:** John E. Dorman, City Attorney  
**Date of Preparation:** February 24, 2010

**Submitted by:**




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Dan Galloway  
City Manager