

The Owner's Representative will assist the owner and Consultant Engineer with advancing the design, bidding and construction of the expansion of the City's Wastewater Treatment Plant. The Owner's Representative will be tasked with working with a team of City staff and consultant engineers to execute the expansion project on-time and within budget. The selected representative must demonstrate the ability to advocate for the City while maintaining professional relationships with the engineers and contractors during the project.

Specific work includes but is not limited to:

- coordinating, attending, conducting, recording and assisting the City at all project meetings and preparing minutes as needed;
- developing and continuously updating a Master Project Schedule;
- the preparation of a task matrix list that identifies roles and responsibilities up to 6 months in advance and project milestones;
- developing and continuously updating team rosters and information;
- identifying 3rd party resources required to complete the project including system to manage paperwork and submittals through design and construction processes; and
- serving as the City's representative for design, construction phase, project close out and warranty services through the duration of the project.

The attached agreement includes services for only general project management activities, project controls, document management, pre-construction activities and bid phase services. The scope and fee for construction phased services will be negotiated with Plus Six Engineering, LLC prior to construction and brought forward for City Council consideration.

City staff has negotiated with Plus Six Engineering, LLC to establish a scope, schedule and fee to provide owner representative services associated with the Central Wastewater Treatment Plant Expansion Project. Given the services necessary to complete the project, staff finds value in the qualifications of the project team and proposed project fee. Funding for this agreement will be paid by utility bond funds.

The agreement has been reviewed and approved as to form by the City Attorney.

Prior City Council Action

City Council approved the selection of Plus Six Engineering, LLC at the November 13, 2018 City Council meeting to provide owner representative services associated with the Central Wastewater Treatment Plant Expansion Project and authorizing the City Manager to enter into negotiations as needed regarding scope of work and fee proposals.

Deadline for City Council Action

Action is requested on November 27, 2018 to maintain the project schedule for the Central Wastewater Treatment Plant Expansion Project.

Funding Expected: Revenue ___ Expenditure X N/A ___

Budgeted Item: Yes X No ___ N/A ___

Amount: \$331,665.00

1295 Form Required? Yes X No ___

Legal Review Required: N/A Required Date Completed: 11/9/2018

Supporting documents attached:

Professional Services Agreement

Recommended Action

Motion to approve a professional services agreement with Plus Six Engineering, LLC to provide owner representative services associated with the Central Wastewater Treatment Plant Expansion Project and authorizing the City Manager to enter into negotiations as needed regarding future scope of work and fee proposals.