



# City of Pflugerville

## Legislation Details (With Text)

**File #:** 2020-8007    **Version:** 1    **Name:**  
**Type:** Agenda Item    **Status:** Approved  
**File created:** 11/14/2019    **In control:** Engineering Dept  
**On agenda:** 2/11/2020    **Final action:** 2/11/2020  
**Title:** Discuss and consider action to approve a professional services agreement with CP&Y Inc., in the amount of \$479,944.00 to provide owner representative services associated with the Wilbarger Wastewater Treatment Plant Project and authorizing the City Manager to enter into negotiations as needed regarding future scope of work and fee proposals.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. CP&Y PSA Wilbarger WWTP Owners Rep, 2. Project Map

| Date      | Ver. | Action By    | Action   | Result |
|-----------|------|--------------|----------|--------|
| 2/11/2020 | 1    | City Council | Approved | Pass   |

Discuss and consider action to approve a professional services agreement with CP&Y Inc., in the amount of \$479,944.00 to provide owner representative services associated with the Wilbarger Wastewater Treatment Plant Project and authorizing the City Manager to enter into negotiations as needed regarding future scope of work and fee proposals.

The City of Pflugerville’s Capital Improvement Plan (CIP) identified the need for the Wilbarger Creek Regional Wastewater Treatment Plant in the Wilbarger Creek Watershed to serve development in the service area east of SH130. The Wastewater Treatment Plant (WWTP) will be located on a 159-acre tract of land owned by the City of Pflugerville on Gregg Lane between FM973 and Fuchs Grove Road. The city has a Texas Pollution Discharge Elimination System (TPDES) discharge permit for the WWTP based on an Interim Phase I average daily flow (ADF) of 2.0 million gallons per day (MGD), and Interim Phase II ADF of 4.0 MGD, and a Final Permit Phase ADF of 15.75 MGD. The most current wastewater master plan states that the WWTP will be designed and constructed in phases as follows: Phase I: 8.0 MGD ADF, Phase II: 16 MGD ADF, and Final Phase: 24 MGD ADF.

Given the significance of the Wastewater demand and need for a new plant facility, an Owner’s Representative is being brought on board to assist the City with the successful delivery of the project. The City is in the process of finalizing the Wastewater Master Plan that identified the need to increase the

The City desires to retain CP&Y, Inc. as Engineering Consultant to provide Owner’s Representative Services to serve as the Owner’s liaison between the Design Consultants, Construction Contractor, regulatory agencies, Texas Water Development Board (TWDB), and other stakeholders for the project. The tasks defined in the Scope of Services is intended to provide a reasonable level of detail for the tasks that are known at this early stage, and provide some level of flexibility for the Consultant to perform tasks at the direction of the Owner without the schedule impacts of additional contract amendments resulting from minor changes to the scope.

The Owner's Representative will serve as the City's representative and liaison between the consultants, contractor, approval agencies and other vendors throughout the project. The Owner's Representative, in general, shall coordinate all project matters during the design phase and construction phase. The Owner's Representative shall advocate for the City interests of quality, timely and cost sensitive design and construction while maintaining professional relationships with all parties. The Owner's Representative will be responsible for aligning the project(s) with the City's goals and objectives and overseeing the delivery of the project at the best and lowest price in the marketplace and highest degree of functionality and quality. However, the Owner's Representative will not replace the design engineer, contractor and other consultants. The Owner's Representative will also not act with legal authority on behalf of the City.

The Owner's Representative will assist the owner with selection of a design Consultant Engineer and initiation of design, design, bidding and construction of the Wastewater Treatment Plant. The Owner's Representative will be tasked with working with a team of City staff and consultant engineers to execute the 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 3<sup>rd</sup> 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 (scheduling and budgeting), document management, pre-construction activities and bid phase services. The scope and fee for construction phased services will be negotiated with CP&Y, Inc. prior to construction and brought forward for City Council consideration.

City staff has negotiated with CP&Y, Inc. to establish a scope, schedule and fee to provide owner representative services associated with the Wastewater Treatment Plant 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.

### **Prior City Council Action**

N/A

### **Deadline for City Council Action**

Action is requested on February 11, 2020.

**Funding Expected:** Revenue \_\_\_ Expenditure \_\_\_ N/A X\*

\*This Capital Improvement Project is funded through the utility bond funds.

**Budgeted Item:** Yes  No  N/A

**Amount:** \$479,944.00

**1295 Form Required?** Yes  No

**Legal Review Required:** N/A  Required  Date Completed: 1/17/2020

**Supporting documents attached:**

Professional Services Agreement

Project Map

**Recommended Action**

Motion to approve a professional services agreement with CP&Y Inc., in the amount of \$479,944.0 to provide owner representative services associated with the Wilbarger Wastewater Treatment Plant Project and authorizing the City Manager to enter into negotiations as needed regarding future scope of work and fee proposals.