



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Public Works

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## Memorandum 22-108

TO: Mayor Castner and Homer City Council  
THROUGH: Rob Dumouchel, City Manager  
FROM: Janette Keiser, PE, Director of Public Works  
DATE: June 1, 2022  
SUBJECT: Task Orders for Engineering Services for WWTP Clarifier Belt Repairs

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I. **Issue:** The purpose of this Memorandum is to recommend award of a Task Order for engineering services related to the WWTP Clarifier Belt Repairs.

### II. Background:

Memorandum 22-103 identifies the urgent need for repairs to the City's belt-driven clarifiers at the Waste Water Treatment Plant (WWTP).

We have issued Term Contracts, pursuant to Resolution 22-038, to a number of engineering firms capable of performing the professional services for a wide variety of engineering disciplines, including RESPEC Company. RESPEC is a national engineering firm, with one mechanical engineer, Luke Rubalcava, PE, based in Homer. We asked Mr. Rubalcava to visit the WWTP to view the problems first hand and offer suggestions. While we have not done business with RESPEC before, we have confidence that Mr. Rubalcava can help us, mostly because the problem needs on-site attention. We asked RESPEC to submit a proposal for Mr. Rubalcava's services to help us develop an engineered solution.

### III. Recommendations

That the City Council authorize a Task Order to RESPEC Company in the amount of \$22,840 to help us find an engineered solution to the clarifier problems.



# STATEMENT OF SERVICES

**CITY OF HOMER**

**TASK ORDER #22-01: WWTP CLARIFIER BELT**



MAY 2022





# CITY OF HOMER TASK ORDER #22-01: WWTP CLARIFIER BELT HOMER, ALASKA

The City of Homer (CITY) has requested that RESPEC Company, LLC (ENGINEER) provide engineering services to identify options for repairing/replacing the clarifier mechanism at the WWTP, develop specifications for procurement and installation of the selected repair/replacement option, provide construction administration support to facilitate procurement of equipment/labor, and perform quality control during construction.

## 1.0 PROJECT SCOPE SUMMARY

This Statement of Services details the scope to be provided by RESPEC Company, LLC (ENGINEER or RESPEC).

### 1.1 DEFINITIONS

- / CITY – City of Homer
- / ENGINEER – RESPEC
- / QC – Quality Control
- / RFI – Requests for Information
- / WWTP – Wastewater Treatment Plant

### 1.2 SCOPE OF WORK TO BE PROVIDED BY RESPEC

1. Research options for repairing or replacing the clarifier equipment
2. Develop specifications for repair/replacement work
3. Help CITY procure vendor(s) for equipment/labor
4. Provide QC during installation and commissioning process

## 2.0 ENGINEERING REQUIREMENTS

Upon this Agreement becoming effective, the ENGINEER shall perform the tasks:

- / Assessment and Option Analysis
- / Procurement/Design Documents
- / Bid Phase Services
- / Construction Administration and Commissioning

## 2.1 ASSESSMENT AND OPTION ANALYSIS

- / Perform site investigation(s) to collect information needed to identify and evaluate equipment repair/replacement options – **In Process**
- / Coordinate with existing equipment vendor (Evoqua) – **In Process**
- / Coordinate with alternative equipment vendor (TBD)
- / Develop summary memo for repair/replacement options (including rough order of magnitude cost estimate)
- / Review summary memo with the CITY and adjudicate questions/comments

## 2.2 PROCUREMENT/DESIGN DOCUMENTS

- / Develop design narrative for selected repair/replacement option with the following appendices:
  - » Redlined edits to existing record drawings
  - » Stamped and Signed Specifications
- / Coordinate with selected basis of design vendor to develop design narrative appendices
- / Review design narrative with the CITY and adjudicate questions/comments

## 2.3 BID PHASE SERVICES

- / Respond to contractor questions
- / Respond to equipment vendor questions

## 2.4 CONSTRUCTION ADMINISTRATION AND COMMISSIONING

- / Respond to contractor RFIs
- / Review contractor and vendor submittals
- / Perform QC site visits during construction and record findings in site visit reports
- / Perform commissioning of new equipment with assistance from equipment vendor, contractor, and/or CITY staff

## 3.0 ASSUMPTIONS

1. The procurement and installation of the repair/replacement equipment will be fully described in the design narrative and appendices (described above). A drawing package is not required for this scope of work.
2. Electrical engineering scope has been included in the latter phases of work to account for the required design associated with replacing the existing motors and variable frequency drives (VFDs). If the selected repair/replacement option does not include electrical scope, this portion of scope can be disregarded.
3. The total price does not include additional labor and expenses from the schedule being delayed by the CITY, the contractor, or the equipment vendor.

## 4.0 CITY RESPONSIBILITIES

1. Provide record drawings and O&M data for the WWTP Clarifier Equipment- **Completed**
2. Select the preferred repair/replacement from the repair/replacement option summary memo.

## 5.0 SCHEDULE

The schedule for the project is as follows, or to be determined, pending coordination with the CITY:

/ Official Notice to Proceed	June 1, 2022
/ Preliminary Pricing	June 13, 2022
/ Assessment and Option Analysis	June 22, 2022
/ Procurement/Design Documents	TBD
/ Bid Phase Services	TBD
/ Construction Administration and Commissioning	TBD

## 6.0 METHOD OF PAYMENT

The Consultant will perform the services on a time and expenses not-to-exceed basis for \$22,840. See attachment for additional information.

## END OF STATEMENT OF SERVICES



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	Phase	Mechanical	Electrical	Total
1	#401 - Assessment and Option Analysis	\$3,725.00	\$0.00	\$3,725.00
2	#441 - Procurement/Design Documents	\$6,145.00	\$1,620.00	\$7,765.00
3	#490 - Bid Phase Services	\$1,320.00	\$580.00	\$1,900.00
4	#901 - Construction Administration and Commissioning	\$8,580.00	\$870.00	\$9,450.00
	<b>Total</b>			<b>\$22,840.00</b>



Phase

#401 - Assessment and Option Analysis

	Senior Mech Eng	Lead Mech Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$180.00	\$165.00	\$115.00		
Task				0	\$0.00
Site Investigation		4		4	\$660.00
Coordination w/ Existing Equipment Vendor		4		4	\$660.00
Coordination w/ Alternative Equipment Vendor		4		4	\$660.00
Summary Memo for Repair/Replacemnt Options		4	2	6	\$890.00
QC Review	2	1		3	\$525.00
Review Alternatives with City and Adjudicate Questions/Comments		2		2	\$330.00
<b>Hourly Subtotal</b>	<b>2</b>	<b>19</b>	<b>2</b>	<b>23</b>	
<b>Cost</b>	<b>\$360.00</b>	<b>\$3,135.00</b>	<b>\$230.00</b>		<b>\$3,725.00</b>



Phase

#441 -

Procurement/Design Documents	Senior Mech Eng	Lead Mech Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$180.00	\$165.00	\$115.00		
Task				0	\$0.00
Coordination w/ Basis of Design Vendor		6		6	\$990.00
Design Narrative (DN)		4	2	6	\$890.00
Redlined Edits to Existing Drawings (Appendix to DN)		4		4	\$660.00
General "Front-End" Specifications (Appendix to DN)		4	2	6	\$890.00
Mechanical Equipment Specifications (Appendix to DN)		6	3	9	\$1,335.00
QC Review	4	2		6	\$1,050.00
Review Design with City and Adjudicate Questions/Comments		2		2	\$330.00
<b>Hourly Subtotal</b>	<b>4</b>	<b>28</b>	<b>7</b>	<b>39</b>	
<b>Cost</b>	<b>\$720.00</b>	<b>\$4,620.00</b>	<b>\$805.00</b>		<b>\$6,145.00</b>





Phase

#490 - Bid Phase Services	Senior Mech Eng	Lead Mech Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$180.00	\$165.00	\$115.00		
Task				0	\$0.00
Respond to Contractor Questions		4		4	\$660.00
Respond to Bidding Vendor Questions		4		4	\$660.00
<b>Hourly Subtotal</b>	0	8	0	8	
<b>Cost</b>	\$0.00	\$1,320.00	\$0.00		\$1,320.00

Phase

#901 - Construction

Administration and Commissioning

Administration and Commissioning	Senior Mech Eng	Lead Mech Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$180.00	\$165.00	\$115.00		
Task				0	\$0.00
Respond to Contractor Requests for Information (RFIs)		8		8	\$1,320.00
Submittal Reviews		8		8	\$1,320.00
Site Visits During Construction		20		20	\$3,300.00
Construction QC Reports		8		8	\$1,320.00
Commissioning		8		8	\$1,320.00
<b>Hourly Subtotal</b>	0	52	0	52	
<b>Cost</b>	\$0.00	\$8,580.00	\$0.00		\$8,580.00

<b>Mechanical Hours</b>	6	107	9	113	
<b>Mechanical Cost</b>	\$1,080.00	\$17,655.00	\$1,035.00		\$19,770.00



**Phase**

#401 - Assessment and Option Analysis	Senior Elec. Eng	Project Elec. Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$200.00	\$145.00	\$115.00		
Task				0	\$0.00
<b>Hourly Subtotal</b>	0	0	0	0	
<b>Cost</b>	\$0.00	\$0.00	\$0.00		\$0.00

**Phase**

#441 - Procurement/Design Documents	Senior Elec. Eng	Project Elec. Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$200.00	\$145.00	\$115.00		
Task				0	\$0.00
Coordination w/ Basis of Design Vendor		3		3	\$435.00
Design Narrative (DN)		2		2	\$290.00
Electrical Equipment Specifications (Appendix to DN)		2	1	3	\$405.00
QC Review	1	1		2	\$345.00
Review Design with City and Adjudicate Questions/Comments		1		1	\$145.00
<b>Hourly Subtotal</b>	1	9	1	11	
<b>Cost</b>	\$200.00	\$1,305.00	\$115.00		\$1,620.00



Phase

#490 - Bid Phase Services	Senior Elec. Eng	Project Elec. Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$200.00	\$145.00	\$115.00		
Task				0	\$0.00
Respond to Contractor Questions		2		2	\$290.00
Respond to Bidding Vendor Questions		2		2	\$290.00
<b>Hourly Subtotal</b>	0	4	0	4	
<b>Cost</b>	\$0.00	\$580.00	\$0.00		\$580.00

Phase

#901 - Construction

Administration and Commissioning

Administration and Commissioning	Senior Elec. Eng	Project Elec. Eng	Tech Editor	Hourly Subtotal	Cost
<b>Billing Rate</b>	\$200.00	\$145.00	\$115.00		
Task				0	\$0.00
Respond to Contractor Requests for Information (RFIs)		2		2	\$290.00
Submittal Reviews		4		4	\$580.00
<b>Hourly Subtotal</b>	0	6	0	6	
<b>Cost</b>	\$0.00	\$870.00	\$0.00		\$870.00

<b>Electrical Hours</b>	1	19	1	20	
<b>Electrical Cost</b>	\$200.00	\$2,755.00	\$115.00		\$3,070.00