



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: September 6, 2016

or Procurement Director Award ☐

**Contractor/Vendor Name (DBA):** JACOBS

**Project Title/Description:**

Project Management Services For Lift Station Rehabilitation Program

**Purpose:**

Amendment of Award: Contract No. CT-WW-15-289, Amendment No. One (1). This amendment extends the term of the contract to June 30, 2017, amends the scope of work and increases the contract amount by \$200,000.00.

Administering Department: Regional Wastewater Reclamation.

**Procurement Method:**

Pursuant to Direct Selection authority of A.R.S. §34-103 and Pima County BOS Policy D 29.1 (C) (I), the Procurement Director awarded a contract for Solicitation No. 161203 on December 16, 2015 in the amount of \$240,000.00 for a contract term of December 1, 2015 to November 30, 2016. This amendment will increase the contract award to an amount that exceeds the Procurement Director's award authority for a Direct Select and therefore requires approval by the Board of Supervisors.

Attachments: Amendment No. One (1) and County Administrator Memo.

**Program Goals/Predicted Outcomes:**

This contract provides Regional Wastewater Reclamation Department the resources to provide design and construction related supervisory services for the repair, rehabilitation, re-construction and emergency responses to the public sewer lift station assets.

**Public Benefit:**

The resources provided supports our current sanitary system lift station rehabilitation and repair program. Through Capacity, Management, Operation and Maintenance (CMOM) requirements of the Arizona Department of Environmental Quality, the Regional Wastewater Reclamation Department is required to provide a system condition assessment of the entire conveyance system every 10 years including the sanitary sewer lift stations. This assessment identifies structural and operational issues within the conveyance system. As structural or mechanical conditions are discovered, they are to be repaired or at a minimum identified and monitored until further degradation elevates to a point of required repair. This contract will support the completion of our first assessment cycle by providing design and construction support of these assets.

**Metrics Available to Measure Performance:**

The identified sanitary system lift station rehabilitation and repair projects delivery schedule and budget will be reviewed on a monthly basis to verify consistent progress is achieved. Contract hours, budget used to date and budget remaining will be forecast to verify the contract approved amounts are not exceeded.

**Retroactive:**

No

To: COB- 8.31.16 (1)  
pgs- 6 Addendum

Procure Dept 08/31/16 PM04:11

2016 SEP 06 PM 04:11  
AFB

**Original Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_  
Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: WW Contract Number (i.e., 15-123): 15-289  
Amendment No.: One (1) AMS Version No.: 7  
Effective Date: September 6, 2016 New Termination Date: June 30, 2017  
☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$200,000.00  
Funding Source(s): Regional Wastewater Reclamation Department Obligations

Cost to Pima County General Fund: \$0.00

Contact: Keith E. Rogers *Keith E. Rogers* 08-26-16 *Thompson* 8-26-16  
Department: Procurement *M. J. Smith* 8/29/16 Telephone: 724-3542  
Department Director Signature/Date: *[Signature]* 8/29/16  
Deputy County Administrator Signature/Date: *[Signature]* 8/31/16  
County Administrator Signature/Date: *[Signature]* 8/31/16  
(Required for Board Agenda/Addendum Items)



# PIMA COUNTY

## REGIONAL WASTEWATER RECLAMATION DEPARTMENT

201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

JACKSON JENKINS  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-9635

August 9, 2016

**TO:** C.H. Huckelberry, County Administrator  
**THRU:** John M. Bernal, P.E., Deputy County Administrator, Public Works Administration  
**FROM:** Jackson Jenkins, Director, RWRD *Jackson Jenkins*  
**SUBJECT:** Project Management Services for Lift Station Rehabilitation Program Amendment

The Regional Wastewater Reclamation Department (RWRD) respectfully requests your approval to extend the contract with JACOBS Engineering, Inc. to assist RWRD with Project Management services in support of the RWRD Lift Station Rehabilitation Program until June 2017.

The JACOBS PM Support contract will expire in November 2016. The proposed amendment would extend the contract for seven (7) months (June 2017) and add \$200K to fund the contract to completion. This consulting services contract is charged with the support and delivery of the CIP Lift Station Rehabilitation program.

*During the execution of their contract, JACOBS Engineering has done an excellent job of delivering the projects assigned to them. Examples of completed project include The Cardinal LS abandonment, the Sabino Creek Force Main directional drill installation and the design of the State Penitentiary LS Screens and La Tierra LS abandonment.*

JACOBS Engineering is currently managing the construction of La Tierra LS gravity conversion to gravity and will be managing the recently awarded Sabino Creek LS DBB project. Remaining projects in the Lift Station Rehab Program include the Mountain Gardens LS force main rehabilitation and our last Lift Station in the 5 year program (the Silverado LS) which is scheduled to be designed this coming Fiscal Year.

Having JACOBS Engineering contract extended to the end of this Fiscal Year, it will allow the Department to complete on-going projects and finalize the Silverado LS design.

JACOBS Engineering support on the LS rehabilitation program has allowed the Department to postpone the need to fill the CE position responsible for the LS Rehabilitation Program. Your approval of this contract extension request is greatly appreciated.

If you should have any questions or need additional information, please feel free to contact us.

**CONCUR:**

*John M. Bernal*  
John M. Bernal, P.E., Deputy County Administrator – Public Works

*8/10/16*  
Date

**APPROVED:**

*C.H. Huckelberry*  
C.H. Huckelberry, County Administrator

*8/10/16*  
Date

c: Mary Jo Furphy, Director – Procurement Department  
John Warner, Deputy Director – Conveyance  
Jaime Rivera, CIP Program Manager

CMH, JMB re: Project Management Services Amendment-1348.jj

**PIMA COUNTY WASTEWATER MANAGEMENT  
DEPARTMENT**

**PROJECT:** Project Management Services For Lift  
Station Rehabilitation Program

**CONSULTANT:** JACOBS  
333 E. Wetmore Rd., Suite 600  
Tucson, AZ 85705

**CONTRACT NO.:** CT-WW-15-289

**AMEND. NO.:** One (1)

**FUNDING:** Regional Wastewater Reclamation  
Department Obligations

**CONTRACT**

NO. CT-WW-15-289

AMENDMENT NO. 01

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

**CONTRACT TERM:** 12/01/14 – 11/30/16  
**TERMINATION DATE PRIOR AMENDMENT:** NA  
**TERMINATION THIS AMENDMENT:** 06/30/17

<b>ORIG. CONTRACT AMOUNT:</b>	<b>\$240,000.00</b>
<b>PRIOR AMENDMENTS:</b>	<b>\$ 0.00</b>
<b>AMOUNT THIS AMENDMENT:</b>	<b>\$200,000.00</b>
<b>REVISED CONTRACT AMOUNT:</b>	<b>\$440,000.00</b>

**CONSULTING CONTRACT AMENDMENT**

WHEREAS, COUNTY and CONSULTANT entered into a Contract for services, as referenced above, dated December 1, 2014; and

WHEREAS, due to the need for Pima County Regional Wastewater Reclamation Department (PCRWRD) staff to provide support to other projects, additional CONSULTANT services are required for completion of this project; and

WHEREAS, COUNTY and CONSULTANT have agreed to extend the contract period for the purpose of project completion; and

WHEREAS, additional funding is required to compensate CONSULTANT for the additional services; and

WHEREAS, COUNTY and CONSULTANT have agreed to a Scope of Services and Compensation Schedule for completion of the project; and

NOW, THEREFORE, it is agreed as follows:

**CHANGE: ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES, first paragraph:**

From: "This Contract as approved by the Procurement Director, shall commence on December 1, 2014, and shall terminate on November 30, 2016, unless sooner terminated or further extended pursuant to the provisions of this Contract."

To: "This Contract as originally approved by the Procurement Director and amended by the Board of Supervisors, shall commence on December 1, 2014, and shall terminate on June 30, 2017, unless sooner terminated or further extended pursuant to the provisions of this Contract."

**CHANGE: ARTICLE II – SCOPE OF SERVICES, first paragraph:**

Add: "AMENDMENT 1, APPENDIX A: SCOPE OF SERVICES (2 pages), an attachment to this amendment, to "APPENDIX A: SCOPE OF SERVICES."

**CHANGE: ARTICLE III – COMPENSATION AND PAYMENT**, first sentence of first paragraph:

From: "In consideration of the services specified in this Contract, the COUNTY agrees to pay CONSULTANT Not To Exceed Two Hundred Forty Thousand Dollars (\$240,000.00)."

To: "In consideration of the services specified in this Contract, the COUNTY agrees to pay CONSULTANT Not To Exceed Four Hundred Forty Thousand Dollars (\$440,000.00)."

**CHANGE: ARTICLE III – COMPENSATION AND PAYMENT**, second sentence of first paragraph:

Add: "AMENDMENT 1, APPENDIX B: CONSULTANT FEE SCHEDULE (2 pages), an attachment to this amendment, to "APPENDIX B: CONSULTANT FEE SCHEDULE."

The effective date of this Amendment shall be September 6, 2016.

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

REMAINDER OF THIS PAGE LEFT BLANK

IN WITNESS WHEREOF, the parties have affixed their signatures to this amendment on the dates written below.

APPROVED:

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

CONSULTANT:

Stephen M. O'Brien  
Signature

Stephen M. O'Brien Division Vice President  
Name and Title (Please Print)

8-30-16  
Date

ATTEST:

\_\_\_\_\_  
Clerk, Board of Supervisors

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

Charles Wesselhoft  
Deputy County Attorney

**CHARLES WESSELHOFT**

Printed Name  
**AUG 29 2016**

\_\_\_\_\_  
Date

# **AMENDMENT 1, APPENDIX A**

## **SCOPE OF SERVICES FOR PROJECT MANAGEMENT SERVICES PIMA COUNTY, ARIZONA**

### **STATEMENT OF WORK**

The PROJECT MANAGER shall perform all work required and authorized by the AGREEMENT in relation to assisting PIMA COUNTY with the Project Management of the Regional Wastewater Reclamation Department's Capital Improvement Program (CIP) Projects.

### **BILLING RATES**

Hourly Rate Schedules are included in "**Appendix B**" and made part of this agreement. The Hourly Rate Schedule shall be used to determine the fee estimates of the PROJECT MANAGER's staff assigned for each Work Authorization. Following PIMA COUNTY's approval of the PROJECT MANAGER's proposal, the agreed upon terms, including scope of work, compensation, and schedule, shall be placed in a final Contract document and executed by PIMA COUNTY's Procurement Department.

### **PROJECT MANAGEMENT SERVICES**

Jacobs shall provide Project Management services for CIP Projects selected and assigned by PIMA COUNTY. The assigned Jacobs staff shall become Team Members of PIMA COUNTY's CIP Group. Jacobs shall assist PIMA COUNTY in managing assigned CIP Projects. Specific work assignments may include the following tasks.

#### **Continuous Services**

- Provide monthly progress reports including project descriptions, schedules, cost information, photos, and key project issues
- Monitor design and construction costs and manage to the project budget
- Facilitate project team cooperation and input
- Maintain project files

#### **Pre-Design Phase**

- Develop work plans for assigned CIP Projects, including scope, schedule, budget, and project interfaces
- Prepare RFQ's, RFP's, and scopes of services for consultants
- Assist with the selection of consultants
- Prepare a responsibility assignment matrix outlining each team member's responsibilities
- Assist with negotiating final scope and fees with consultants
- Establish or confirm budgets in conjunction with Pima County staff

#### **Design Phase**

- Work with the design engineer to develop a detailed design schedule, including deliverables
- Coordinate input from, and disseminate reports to project team members
- Review design options
- Arrange, coordinate, and participate in design reviews at key project design milestones
- Update cost estimates at each budget cycle and at key project design milestones
- Track and report on cash flow projections each month
- Receive, review, distribute, and return comments on technical memoranda and reports

- Conduct periodic quality control reviews
- Review consultant invoices and recommend payment
- Conduct periodic review meetings with designer and Pima County staff
- Perform constructability reviews
- Obtain input and consensus from operations and maintenance division
- Coordinate easement and right-of-way procurement activities
- Coordinate building permits
- Coordinate necessary environmental permits
- Coordinate ADEQ/PDEQ review and approval as needed
- Review project pre and post video
- Write project scope and compile JO project packages, including contractor cost proposal

### **Construction Phase**

- Coordinate bid and contract award activities with Pima County
- Arrange groundbreaking where required
- Manage consultants
- Manage construction contract
- Attend construction progress meetings as required
- Monitor material testing consultant
- Review the cost loaded CPM Schedule
- Negotiate change orders and prepare justifications
- Review SWPPP documentation
- Monitor construction activities on an as-needed basis
- Monitor easement conditions
- Track RFI's, RFP's, field orders, change orders, shop drawings, and other submittals
- Claims analysis and resolution
- Review O&M Manuals
- Oversee start up training provided by others
- Monitor testing and start-up
- Coordinate, review, and approve payments to construction contractor and consultants; verify quantities
- Determine substantial completion and prepare lists of incomplete or unsatisfactory items
- Assist with public outreach program

### **Post Construction Phase**

- Close out consultant and construction contracts
- Submit asset management report
- Prepare a final report
- Arrange dedication as required
- Identify and fulfill regulatory requirements
- Deliver all project files to Pima County in digitally archived and one hard copy format
- Deliver record drawings to Pima County
- Perform eleventh month warranty inspection

### **CONTROL OF CONSTRUCTION WORK**

Jacobs shall not have control over or charge of the construction work. Jacobs shall not be responsible for any construction means, methods, techniques, sequences or procedures, or for safety programs and practices, since these are solely the Construction Contractor's responsibility. Jacobs shall not have responsibility for the safety of any persons other than its own employees. Responsibility for any deficiencies in materials or completed work, and for compliance with plans and specifications, shall be attributable solely to the Construction Contractor, notwithstanding Jacobs' observations and inspections.



AMENDMENT 1, APPENDIX B  
(Page 1 of 2)

Pima County Project Management Services

Cost to Complete the Contract

WBS	TASK DESCRIPTION	NAME	PU	DISCIPLINE	Aug-16	Sep-16	Oct-16	Nov-16	Bill Rate	Revenue
1000	Sabino Creek PS	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer		80.0	80.0	80.0	\$ 70.00	\$ 16,800.00
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager		10.0	10.0	10.0	\$ 229.00	\$ 6,870.00
Subtotal	1000				0.0	90.0	90.0	90.0		
2000	State Prison PS	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer		80.0	80.0	80.0	\$ 70.00	\$ 16,800.00
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager		10.0	10.0	10.0	\$ 229.00	\$ 6,870.00
Subtotal	2000				0.0	90.0	90.0	90.0		
3000	MRP17	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer					\$ 70.00	\$ -
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager					\$ 252.00	\$ -
Subtotal	3000				0.0	0.0	0.0	0.0		
Total Billable Labor					0	180	180	180	\$ 47,340.00	

Cost for an Additional Year

WBS	TASK DESCRIPTION	NAME	PU	DISCIPLINE	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Bill Rate	Revenue
1000	Sabino Creek PS	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer	80.0	80.0						\$ 79.00	\$ 12,640.00
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager	10.0	10.0						\$ 252.00	\$ 5,040.00
Subtotal	1000				90.0	90.0	0.0	0.0	0.0	0.0	0.0	\$ 17,680.00	
2000	State Prison PS	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer	80.0	80.0						\$ 79.00	\$ 12,640.00
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager	10.0	10.0						\$ 252.00	\$ 5,040.00
Subtotal	2000				90.0	90.0	0.0	0.0	0.0	0.0	0.0	\$ 17,680.00	
3000	MRP17	Badger, David Duncan	20118 - Phoenix/Vegas	Civil Engineer			160.0	160.0	160.0	160.0	160.00	\$ 79.00	\$ 63,200.00
		Roth, Glen W	20118 - Phoenix/Vegas	Project Manager			10.0	10.0	10.0	10.0	10.0	\$ 252.00	\$ 12,600.00
Subtotal	3000				0.0	0.0	170.0	170.0	170.0	170.0	170.0	\$ 75,800.00	
Total Billable Labor					180	180	170	170	170	170	170	\$ 111,160.00	

Fulfill Current Contract	\$ 47,340.00
Additional Year	\$ 111,160.00
Owner Allowance Under 3MRP17	\$ 41,500.00
Total Amendment Increase	\$ 200,000.00

# AMENDMENT 1, APPENDIX B

(Page 2 of 2)

**Jacobs Hourly Rate Schedule**  
**Pump Station Project Management Services**  
**8/16/2016**

Name	Hourly Billing Rate
David Badger	\$79.00
Glen Roth	\$252.00

Notes:

1. Rates shown are based on field office overhead rates and include a 10% fee.
2. Rates are valid through June 2017
3. Billing rates for any required additional staff will be billed at direct hourly rate, plus appropriate field overhead rate (0.95) or office overhead rate (1.1843), plus a 10% fee.
4. Direct costs will be billed at cost with no markup.