BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

◯ Award ◉ Contract ◯ Grant

Requested Board Meeting Date: 06/18/19

= Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**
Greeley and Hansen, LLC

***Project Title/Description:**
Pima County Regional Wastewater Reclamation Department Renewable Energy Feasibility Study

***Purpose:**
Amendment: Contract No. CT-WW-18-079, Amendment No. One (1). This amendment extends the term of the contract to 06/30/20, modifies the Scope of Work, and increases the contract amount by $34,696.00 for a cumulative not-to-exceed amount of $274,696.00. Administering Department: Regional Wastewater Reclamation.

***Procurement Method:**
Pursuant to Direct Selection authority of A.R.S. § 34-103, Requisition No. 272673 on 09/15/17, the Procurement Director awarded a contract for this project in the amount of $240,000.00 for a contract term of 09/15/17 to 06/30/19.

Attachment: Amendment No. One (1).

***Program Goals/Predicted Outcomes:**
To provide the Regional Wastewater Reclamation Department (RWRD) with the expert advice necessary to procure the most advantageous Solar energy and Biogas contracts for the County.

***Public Benefit:**
Pima County is committed to utilizing renewable energy sources whenever feasible, and State and Federal grants are available to fund help fund projects that utilize renewable energy sources. RWRD has secured a low rate for electricity from Tucson Electric Power (TEP) due to the amount of energy utilized at RWRD treatment facilities. In order to maintain the lowest overall cost of energy to the County, the right mix of renewable energy (solar and biogas) and commercial energy must be assessed and determined. This contract will assist the County in the complex assessment of the various energy sources, their costs, and the assistance (grants) available to mitigate some of those costs, thereby reducing costs to ratepayers.

***Metrics Available to Measure Performance:**
Contract hours and budget used-to-date will be compared against forecast amounts to verify contract needs are met and contract amounts are not exceeded. Contract deliverable schedules and deliverable receipts will be monitored and compared to ensure there are no delays in the submittal of grant applications and future delivery contracts.

***Retroactive:**
No

To: COB - 5.29-19
Ver. 7
pgs - 10
C11

Procure Dept 05/29/19 PM11:39

Contract / Award 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) required:** _____

Funding from General Fund? ○ Yes ○ No If Yes $ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

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

Amendment / Revised Award Information

Document Type: CT Department Code: WW Contract Number (i.e.,15-123): 18-079

Amendment No.: One (1) AMS Version No.: Seven (7)

Effective Date: 06/30/19 New Termination Date: 06/30/20

Prior Contract No. (Synergen/CMS): _____

◉ Expense or ○ Revenue ◉ Increase ○ Decrease Amount This Amendment: $ 34,696.00

Is there revenue included? ○ Yes ◉ No If Yes $ _____

***Funding Source(s) required:** Regional Wastewater Reclamation Department Obligations

Funding from General Fund? ○ Yes ◉ No If Yes $ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ○ Award ○ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e.,15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: $ _____ ☐ Revenue Amount: $ _____

***All Funding Source(s) required:** _____

***Match funding from General Fund?** ○ Yes ○ No **If Yes $** _____ % _____

***Match funding from other sources?** ○ Yes ○ No **If Yes $** _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Keith E. Rogers, Procurement Officer 05/10/19 5-10-19

Department: Procurement 5/15/19 Telephone: 520-724-3542

Department Director Signature/Date: 5/16/19

Deputy County Administrator Signature/Date: 5/22/19

County Administrator Signature/Date: 5/22/19

(Required for Board Agenda/Addendum items)

PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT

PROJECT: Pima County Regional Wastewater Reclamation Department Renewable Energy Feasibility Study

CONSULTANT: Greeley and Hansen, LLC.
2800 North 44th Street, Suite 650
Phoenix, AZ 85008

CONTRACT NO.: CT-WW-18-079

AMENDMENT NO.: One (1)

FUNDING: Regional Wastewater Reclamation Department Obligations

CONTRACT TERM: 09/15/17 - 06/30/19	**ORIGINAL CONTRACT AMOUNT:**	$	240,000.00
TERMINATION PRIOR AMENDMENT: N/A	**PRIOR AMENDMENT(S):**	$	-
TERMINATION THIS AMENDMENT: 06/30/20	**AMOUNT THIS AMENDMENT:**	$	34,696.00
	REVISED CONTRACT AMOUNT:	$	274,696.00

CONTRACT AMENDMENT

WHEREAS, COUNTY and CONSULTANT have entered into the Contract referenced above; and

WHEREAS, COUNTY and CONSULTANT have previously agreed on Scope and Cost for Consulting Services; and

WHEREAS, as services have progressed, the need for additional services, additional time and additional funding has become apparent; and

WHEREAS COUNTY and CONSULTANT have agreed to these modifications.

NOW, THEREFORE, it is agreed as follows:

CHANGE: ***ARTICLE 1 – TERM AND EXTENSION/RENEWAL/CHANGES,*** Paragraph 1

FROM: "This Contract as approved by the Procurement Director commences September 15, 2017, and terminates on June 30, 2019, unless sooner terminated or further extended pursuant to the provisions of this Contract."

TO: "This Contract as approved by the Procurement Director commences on September 15, 2017, and terminates on June 30, 2020, unless sooner terminated or further extended pursuant to the provisions of this Contract."

CHANGE: ***ARTICLE 2 – SCOPE OF SERVICES,*** as follows:

FROM: "CONSULTANT agrees to provide wastewater engineering and design services for the Project for the COUNTY as described in EXHIBIT A: SCOPE OF WORK (7 pages), attached to this Contract."

TO: "CONSULTANT agrees to provide wastewater engineering and design services for the Project for the COUNTY as described in **Attachment 1 to EXHIBIT A: ADDITIONAL SCOPE OF WORK** (5 pages), attached to this Contract."

CHANGE: ***ARTICLE 3 – COMPENSATION AND PAYMENT,*** Paragraph 1, as follows:

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). CONSULTANT'S fees are as stated in EXHIBIT B: CONSULTANT FEE PROPOSAL (3 pages), attached to this Contract. Hourly rates and all other rates included under this Contract will remain fixed throughout the term of the Contract. COUNTY may consider adjustments to rates in connection with any extensions of the Contract term."

TO: "In consideration of the services specified in this Contract, the COUNTY agrees to pay CONSULTANT Not To Exceed Two Hundred Seventy Four Thousand Six Hundred and Ninety Six Dollars and Zero Cents ($274,696.00). CONSULTANT'S fees are as stated in **Attachment 1 to EXHIBIT B: CONSULTANT FEE PROPOSAL** (3 pages), attached to this Contract. Hourly rates and all other rates included under this Contract will remain fixed throughout the term of the Contract. COUNTY may consider adjustments to rates in connection with any extensions of the Contract term."

ADD: **Attachment 1 to EXHIBIT A: ADDITIONAL SCOPE OF WORK** (5 pages).

ADD: **Attachment 1 to EXHIBIT B: CONSULTANT FEE PROPOSAL** (3 pages).

This Amendment shall be effective 06/30/19.

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

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

PIMA COUNTY:

Chairman, Board of Supervisors

Date

ATTEST:

Clerk of the Board

Date

APPROVED AS TO FORM:

Deputy County Attorney

CHARLES WESSELHOFT

Name (Please Print)

MAY 13 2019

Date

CONSULTANT:

Joseph M. Gorgan

Joseph M. Gorgan - Member

Name and Title (Please Print)

May 17, 2019

Date

Pima County Regional Wastewater Reclamation Department

Scope of Services Amendment No. 1 Solar Energy and Biogas Purification Projects Assistance

April 2019

GREELEY AND HANSEN

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Introduction

Pima County Regional Wastewater Reclamation Department (PCRWRD) and Pima County are making progress on expanding their sustainability portfolio by capitalizing on the expansion of renewable energy resources at the Tres Rios Water Reclamation Facility. On September 15, 2017, Greeley and Hansen received a contract to assist PCRWRD with technical services regarding the solar energy assessments at the County-owned Water Reclamation Facilities, and the design and construction of a biogas purification facility. The upper limit of the Contract wa2 $240,000.00.

Pima County has contracted with a design/build team to construct a biogas purification system at the Tres Rios WRF and either sell the biomethane product to Southwest Gas, or wheel (transport) the biomethane through the Southwest Gas pipeline network to a third-party buyer. In this regard the scope of services of Greeley and Hansen has been to assist PCRWRD with the preparation of the technical procurement documents for the design/build of a biogas purification system, and with technical assistance for the implementation, startup and commissioning of the constructed facility.

On February 16, 2018, PCRWRD approved including Chris Davis, Bluestone Energy Advisors, LLC to provide expert advice and consultation on biogas project development, sales and procurement matters under the Owner's Contingency for the project.

The original scope of services was to be carried out between September 2017 and June 30, 2019. However, the biogas purification project has been delayed due to uncontrollable circumstances and is currently scheduled to be completed in February, 2020. For the reason of an extended schedule and a request to provide additional technical services to assist PCRWRD in bringing the biogas purification project on line, this amendment is requested.

An outline of the additional scope of services, schedule and compensation for engineering services follows.

Additional Scope Of Services

Additional engineering services are provided under two Tasks (Task 2 and Task 3), which are summarized below.

ENGINEERING SERVICES

Task 1 Solar Energy

No additional services required

Task 2 Biogas Purification System at Tres Rios WRF

The biogas purification system project at the Tres Rios includes the design and construction of facilities under a design/build project delivery. Greeley and Hansen continues to assist in the preparation of the technical information for the design/build procurement and assist with implementation, startup and commissioning. Further, Greeley and Hansen has assisted with procurement of biomethane marketing

and sales services. The subtasks for the original biogas purification project development and the additional services under this Amendment includes:

Original Scope Subtasks

- Collect and Review Background Materials
- Investigate biogas purification production site locations
- Review biogas purification production technologies
- Review the marketing and sales issues related to purified biogas
- Assist with procurement of biomethane sales and marketing services
- Review the advantages and disadvantages of County or third party operated facilities
- Prepare a Basis of Design Memorandum
- Assist with Design/Build Procurement
- Assist, on an as needed basis, during design, construction, startup and commissioning of facilities.

Addition Services (not included in the original scope of services above) are:

Additional Scope Subtasks

- Assistance in the preparation of Quality Assurance Plan RFQ for advertisement by PCWRWD
- Assistance in the review of multiple agreements and letters of understanding by Southwest Gas.
- Assistance as a third party in the registering of the Tres Rios WRF Biogas Purification Facility with the EPA for purposes of sale of renewable natural gas.

Task 3 Project Management

The project management services will include organizing, planning, monitoring and reporting on the tasks above. The original project management services was from September 15, 2017 through June 30, 2019. Additional services required to manage the project are from July 1, 2019 through February, 2020 are:

Subtasks

- Maintain a record of communications documents
- Plan, coordinate and attend project and monthly status meetings
- Prepare monthly project status reports
- Prepare monthly invoices for services rendered

Schedule

Based on the current construction schedule for the biogas purification project, the project is anticipated to be completed in February, 2020, which is 8 months beyond the date of the original contract. The request of this amendment is to extend the time from June 30, 2019, through February 28, 2020. With a time extension Greeley and Hansen will continue to assist with technical issues, on an as needed basis, during design, construction, startup and commissioning of facilities.

Budget

Estimated level of effort and compensation for the additional services has been developed and is summarized in **Table 1.** Breakdown of the costs are provided in the Attachments.

Table Greeley and Hansen
Estimated Labor and Total Costs

Tasks	Labor Hours	Labor Cost
Task 1 Solar Energy Master Plan	-	--
Task 2 Biogas Purification System at Tres Rios WRF	139	$25,185
Task 3 Project Management	42	$9,511
Amendment No. 1 TOTALS	**181**	**$34,696**

The above costs are based on the terms and conditions agreed to under the standard Pima County professional services contract and utilizes the hourly cost of the original contract. The above costs are inclusive of fee. No markups will be allowed on other direct costs, and travel will be in accordance with Pima County guidelines for consultant services.

END OF ATTACHMENT 1 TO EXHIBIT: A

Pima County Regional Wastewater Reclamation Department

Solar and Biogas Projects

Amendment No. 1 Estimated Level of Effort

		Labor Classification							
No.	**Task Description**	**Program Director**	**Project Manager**	**Senior Engr/Arch**	**Project Engr/Arch**	**Staff Engr/Arch**	**Technician/ Drafting**	**Admin Support**	**Totals**
Task 1	Solar Energy Master Plan								
	Subtotal	0	0	0	0	0	0	0	0
	Total Task 1	0	0	0	0	0	0	0	0
Task 2	Biogas Purification System at Tres Rios WRF								
1	**Prepare Technical Requirements for Quality Assurance Plan RFQ**								
	Subtotal	1	16	4	0	0	0	2	23
2	**Review of Southwest Gas Agreements and Letters of Understanding**								
	Subtotal	0	6	8	0	0	0	1	15
3	**Assistance in Registering PCRWRD as Renewable Biogas Producer with EPA**								
	Subtotal	1	8	32	56	0	0	4	101
	Total Task 2	2	30	44	56	0	0	7	139
Task 3	Project Management								
	Total Task 3	0	30	8	0	0	0	4	42
	Total Hours for Task 1 to Task 4	2	60	52	56	0	0	11	181

Pima County Regional Wastewater Reclamation Department

Solar Energy and Biogas Purification Projects Assistance

Amendment No. 1 Estimated Compensation

		Labor Classification							
No.	**Task Description**	**Program Director**	**Project Manager**	**Senior Engr/Arch**	**Project Engr/Arch**	**Staff Engr/Arch**	**Technician/ Drafting**	**Admin Support**	**Totals**
1	Task 1 Solar Energy Master Plan	$0	$0	$0	$0	$0	$0	$0	$0
2	Task 2 Biogas Purification System at Tres Rios WRF	$565	$7,731	$8,102	$8,250	$0	$0	$537	$25,185
3	Task 3 Project Management	$0	$7,731	$1,473	$0	$0	$0	$307	$9,511
	Total Labor Costs	**$565**	**$15,462**	**$9,575**	**$8,250**	**$0**	**$0**	**$844**	$34,696
								Total	**$34,696**

Pima County Regional Wastewater Reclamation Department
Solar Energy and Biogas Purification Projects Assistance

Hourly Rates By Labor Classification

		Program Director	Program Manager	Senior Engr/Arch	Project Engr/Arch	Staff Engr/Arch	Technician/ Drafting	Clerical
Average (Weighted) Labor Rate		$282.15	$257.75	$184.14	$147.31	$128.90	$93.07	$76.31
Range By Classification	high:	$290	$270	$195	$160	$148	$109	$70
	low:	$275	$210	$162	$123	$108	$78	$45

Notes:

1. Avg.Labor rates are fully burdened with direct labor costs, overhead and profit.
   Audited 2016 Overhead Rate = 1.790
   Profit = 10%
2. Program Manager designation includes Process Consultants
3. Senior Engineers
4. Project Engineers designation include Environmental Scientists and Project Designers
5. Staff Engineers

END OF ATTACHMENT 1 TO EXHIBIT: B