



STAFF REPORT

DATE: January 22, 2019

TO: Ronald L. Olson, City Manager

VIA: David A. Olson, Executive Director of Public Works

FROM: Steve Kana, Director of Water & Sewer Utilities

SUBJECT: Authorize the Award of a Professional Services Agreement (PSA) with CP&Y to Design the Septic Tank Elimination Program (STEP), Phase XI Project

BACKGROUND AND FINDINGS:

In 2002, the City implemented the STEP to connect properties served by on-site sewage facilities (septic systems) to the City sanitary sewer collection system. The STEP has completed construction of STEP Phases I through Phase X. STEP Phase XI will provide 95 service taps with 74 of those being connected to the homes in the Morning Sun Mobile Home Park, located along Stagecoach Road, and 21 connected to the homes on Tiffany Circle, located adjacent to Mohawk Drive and South Clear Creek Road.

THE ALTERNATIVES CONSIDERED:

1. The City could discontinue STEP; however, this would stop a very successful program that has greatly enhanced the quality of life for citizens as well as increasing water quality in areas impacted by septic systems;
2. Another site for STEP XI could be chosen, but the sites chosen have the densest layout of septic systems;
3. Another engineering design firm could be chosen for this professional services agreement; or
4. Negotiate a PSA with CP&Y for the design and construction administration of the STEP, Phase XI Project.

Which alternative is recommended? Why?

Alternative 4 is recommended because:

1. CP&Y has extensive experience with the design of sanitary sewer systems.
2. CP&Y successfully completed the design of STEP Phase X and has independently conducted preliminary research into each of the proposed sites.
3. Continuing the STEP program will greatly enhance the quality of life for citizens as well as increase water quality in the areas impacted by septic systems.

CONFORMITY TO CITY POLICY:

Authorizing a PSA with CP&Y for the design and construction administration of the STEP Phase XI Project conforms to all State and City purchasing policies.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

Funding for this project is available in the amount of \$105,920.00 through Account Number 386-3495-800.54-58 of the 2013 Water and Sewer Bond. This amount of expenditure is available in the current fiscal year.

Is this a one-time or recurring expenditure?

The STEP is made up of several phases of work. However, this expenditure for STEP Phase XI is a one-time expenditure.

Is this expenditure budgeted? If not, where will the money come from?

This expenditure is budgeted.

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes, there is a sufficient amount in the budgeted line-item for this expenditure.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager, or designee, to enter into a PSA with CP&Y for the design and construction administration of the STEP, Phase XI Project in the amount of \$105,920.00, and that the City Manager, or designee, is expressly authorized to execute any and all changes within the amounts set by state and local law.

DEPARTMENTAL CLEARANCES:

Public Works
Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Proposal
Certificate of Interested Parties