



Town of Castle Rock

Agenda Memorandum

Agenda Date: 5/21/2019

Item #: 24. File #: TMP 2019-357

To: Honorable Mayor and Members of Town Council

From: Mark Marlowe, P. E., Director of Castle Rock Water

Resolution Approving the Town of Castle Rock Services Agreement with Dewberry Engineers, Inc. for Construction Phase Engineering Services for the Plum Creek Diversion Pump Station Project *[located west of Sedalia, CO]*

Executive Summary

Castle Rock Water is seeking Town Council approval of a Resolution (**Attachment A**) awarding a Services Agreement (**Exhibit 1**) to Dewberry Engineers, Inc. (Dewberry) for the Plum Creek Diversion Pump Station Project. A project location map has been provided (**Attachment B**). In order to deliver a quality-constructed project and maximize value, Castle Rock Water would like to retain Dewberry, the design engineers, for construction phase engineering services for the Plum Creek Diversion Pump Station Project. Staff recommends approval of a Services Agreement with Dewberry for construction phase engineering services; the total cost of these services will not exceed \$496,470.

At the request of Castle Rock Water, Dewberry submitted a proposal to provide these services on the Plum Creek Diversion Pump Station Project. Construction phase engineering services will include, but not be limited to, attending weekly progress meetings, visiting the site to observe construction, reviewing submittals, responding to requests for information from the contractor, providing start-up assistance, and preparing record drawings. The scope and fee proposed by Dewberry is fair and reasonable, and sole-sourcing these services with the design consultant will help ensure that the project is constructed in accordance with the intended design. Dewberry services will be used on an as-needed basis, with a scope that will not exceed \$496,470.

History of Past Town Council, Boards & Commissions, or Other Discussions

The Plum Creek Diversion Pump Station is located at the Plum Creek Diversion site, west of Sedalia, Colorado. The project is located within the Douglas County jurisdictional area. The Douglas County Planning Commission approved the location and extents project application on December 3, 2018. Castle Rock Water is currently working with Douglas County to obtain all of the required construction permits for this project.

Discussion

In 2017 Castle Rock Water purchased United Water and Sanitation District's Infrastructure, which included the Plum Creek Diversion in Sedalia. The Plum Creek Diversion structure has a capacity to capture up to 25.8 million gallons per day (MGD), but is only able to pump 1.15 MGD up to Castle Rock Reservoir 1. This project is to construct a new Diversion Pump Station that is capable of pumping 25.8 MGD up to the reservoir. This project will also construct the new Plum Creek Pump Station that will pump water from the Castle Rock Reservoir 1 to the Plum Creek Water Purification Facility. The Plum Creek Pump Station will initially be capable of pumping 8 MGD and will be expandable up to 15 MGD.

In 2018, a Request for Proposal (RFP) was sent out to six qualified consultants to provide proposals for the design of the pump station. Dewberry was selected to provide design services for this project and successfully completed the design on schedule and within budget. Castle Rock Water developed a scope of work for the construction phase engineering services and requested that Dewberry provide a fee based on the requested services. Sole-sourcing these services with Dewberry will assist Town staff to ensure that the project is constructed in accordance with the intended design. The sole source justification has been approved (**Attachment C**). Dewberry will provide engineering services related to attending weekly progress meetings, on-site observation and inspections, assistance with Douglas County permitting, reviewing submittals, responding to requests for information from the contractor, providing start-up assistance, and preparing record drawings. Dewberry's services will be used on an as-needed basis during the construction of the project. This proposal is in-line with construction services on other similar projects.

Budget Impact

Funding for this project was budgeted in the 2019 budget in the line item titled Plum Creek Diversion Structure, account no. 211-4375-443.77-54 WR-SDS. This account has a current balance in the amount of \$7,224,113. Additional funding for this project will be requested in the second quarter budget amendment. The table below provides a summary of the costs to-date and all estimated future costs. The Dewberry contract fee is \$496,470.

| | Cost | Contingency | Total Cost |
|-----------------------------|-------------|--------------------|-------------------|
| Design | \$ 342,800 | \$ 34,280 | \$ 377,080 |
| Planning Permits | \$ 3,905 | | \$ 3,905 |
| Construction Permits | \$ 41,000 | | \$ 41,000 |
| GESC Surety | \$ 36,000 | | \$ 36,000 |
| Construction Phase Services | \$ 496,470 | | \$ 496,470 |
| Construction | \$9,228,500 | \$922,850 | \$10,151,350 |
| Electrical Services | \$ 10,000 | | \$ 10,000 |
| | | Total Costs | \$11,115,805 |

Staff Recommendation

Staff recommends approval of the Services Agreement (***Exhibit 1***) with Dewberry Engineers, Inc. for Construction Phase Engineering Services for the Plum Creek Diversion Pump Station Project, in the amount of \$496,470.

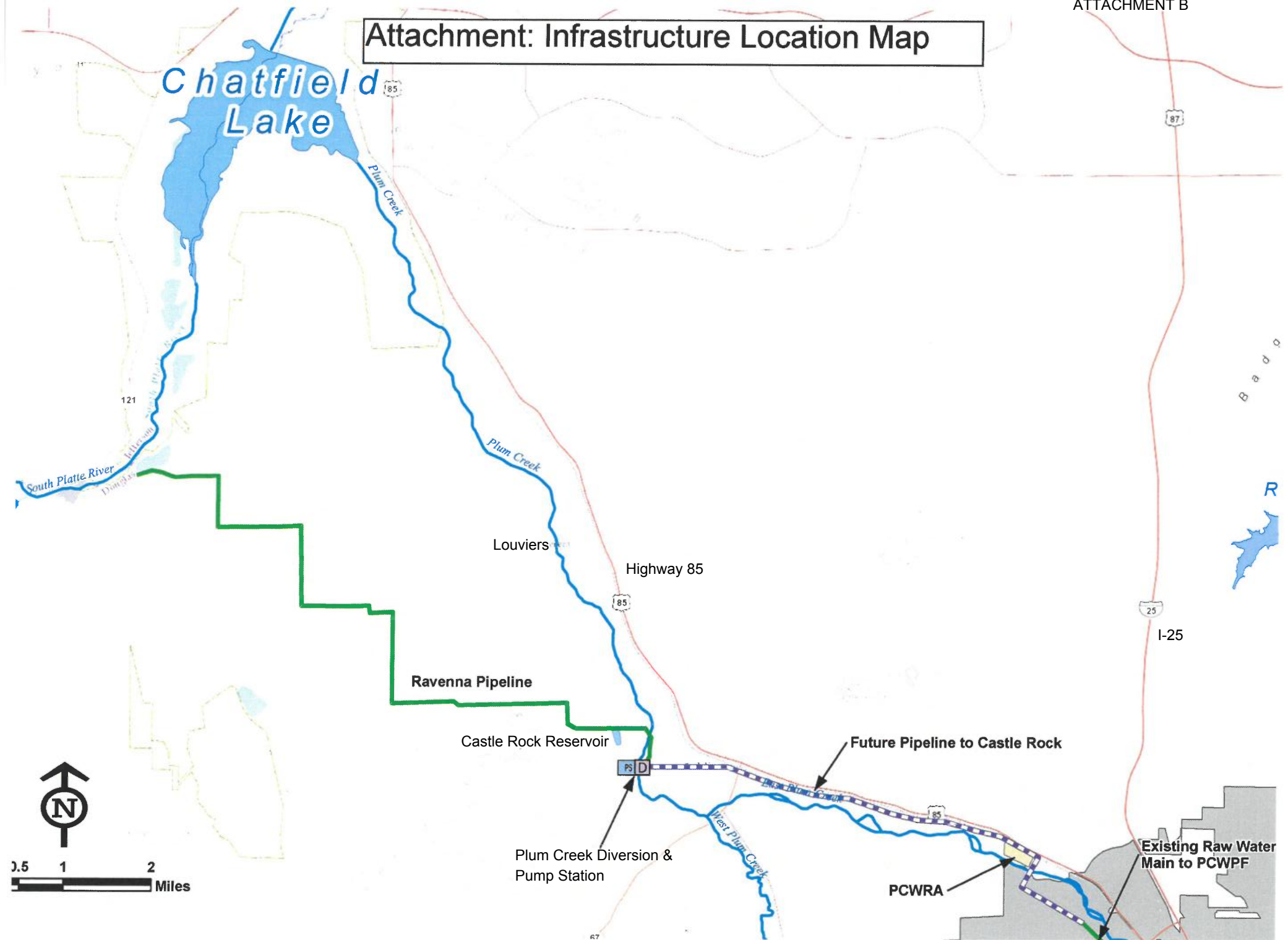
Proposed Motion

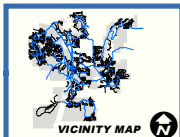
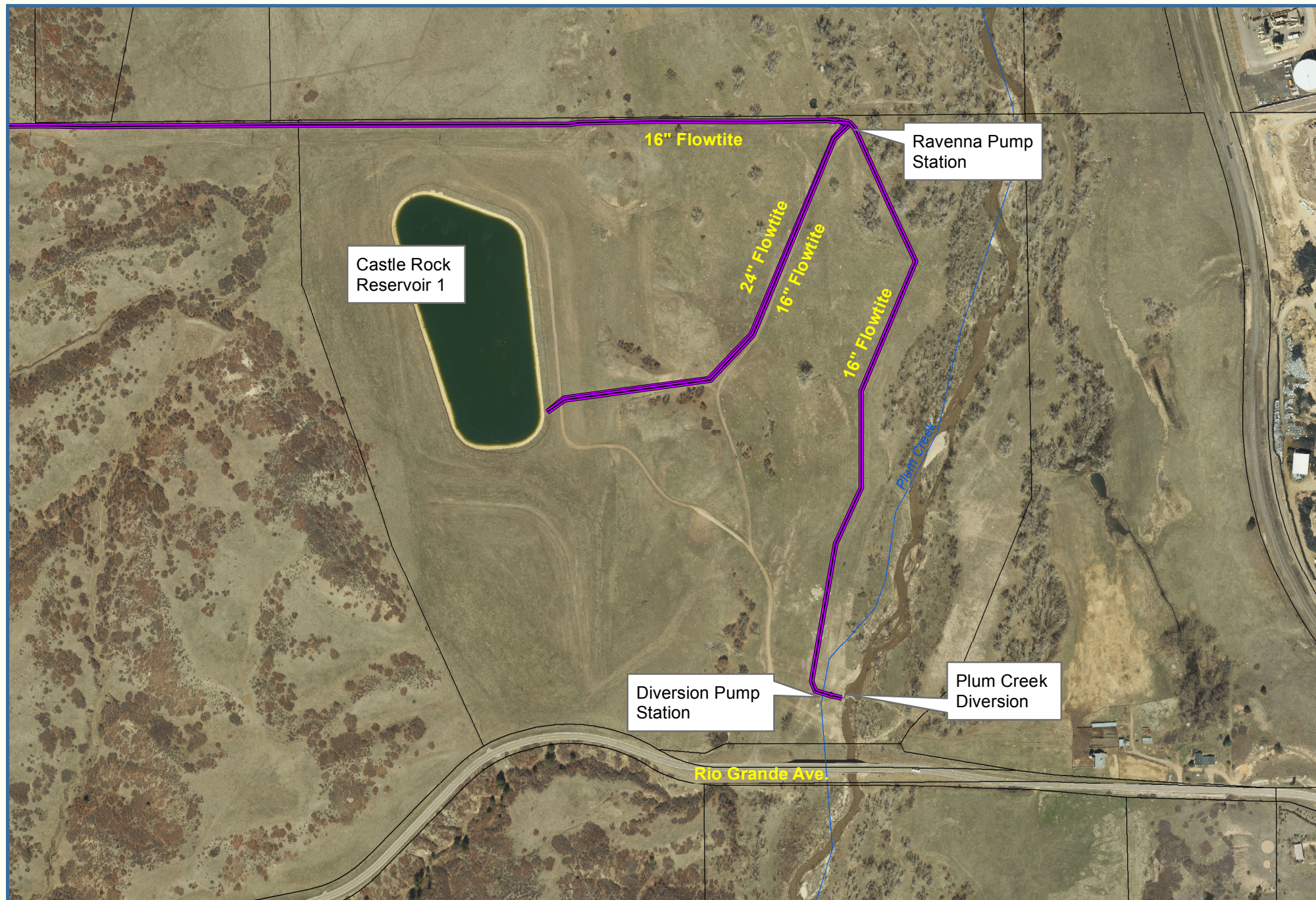
"I move to approve the Resolution as introduced by title."

Attachments

| | |
|---------------|-------------|
| Attachment A: | Resolution |
| Exhibit 1: | Agreement |
| Attachment B: | Map |
| Attachment C: | Sole Source |

Attachment: Infrastructure Location Map





0 250 500 1,000 Feet


Date: 2/6/2018 1 inch = 500 feet

Document Path: J:\B. PLAN & ENG\13.0 Engineering\13.10. Legal\Agreements-RFPs-Proposals\RFPs\2018\RFP 2018-02\MAP.mxd



Disclaimer: The data presented has been compiled from various sources, each of which introduces varying degrees of inaccuracies or inconsistencies. Such discrepancies in data are inherent and in supplying this product the Town of Castle Rock assumes no liability for its use or accuracy. Questions or comments regarding the cartographic composition of this map including, but not limited to, errors, omissions, corrections, and/or updates, should be directed to the Utilities Department, Town of Castle Rock, (720) 733-6087. Copyright 2017, Town of Castle Rock Utilities Mapping.

**CR WATER
PC DIVERSION
SITE MAP**

| | | |
|---|---|----------------------------------|
|  | SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM | Approval Date 1/1/2018 |
| | DIVISION AND POLICY NUMBER PURCHASING | Revision Date N/A |

COMMODITY OR SERVICE Construction phase engineering services for the Plum Creek Diversion Pump Station Project.

VENDOR Dewberry Engineer, Inc.

AMOUNT OF PURCHASE \$ 534,090

REQUESTORS NAME Matthew Hayes

DEPARTMENT CR Water

DEPARTMENT DIRECTOR's Approval Mark Marlowe

Digitally signed by Mark Marlowe
Date: 2019.05.08 13:42:09 -06'00'

FINANCE DEPARTMENT's Approval Christie Guthrie

Digitally signed by Christie Guthrie
DN: cn=Christie Guthrie, o=Town of Castle Rock, ou=Finance
Department, email=cguthrie@crgov.com, c=US
Date: 2019.05.08 13:53:43 -06'00'

TOWN MANAGER's (or Designee) Approval _____

| PURCHASING POLICY EXCEPTION ITEM | CHECK ONE |
|---|-------------------------------------|
| 1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock. | <input type="checkbox"/> |
| 2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock. | <input type="checkbox"/> |
| 3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed. | <input type="checkbox"/> |
| 4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function. | <input checked="" type="checkbox"/> |

Per Municipal Code 3.02.060:

Purchases over \$1,000 and up to \$5,000 require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidder.

Purchases over \$5,000 and up to \$75,000 require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over \$75,000 require formal written sealed bids unless waived by the Town Council on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification in addition to the one bid/quote to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

Dewberry is the design engineer for this project and having them provide construction phase engineering services will help ensure that the intent of the design is met and their familiarity with the project will ensure continuity and help with efficiency during construction and startup. At the request of CR Water, Dewberry submitted a proposal to provide these services. Construction phase engineering services will include, but not limited to, attending weekly progress meetings, on-site observation and inspections, assistance with Douglas County permitting, Castle Rock Reservoir #1 condition assessment, reviewing submittals and responding to requests for information from the contractor, providing start-up assistance, and preparing record drawings. The scope and fee proposed by Dewberry is fair and reasonable, and sole-sourcing these services with the design consultant will help ensure that the project is constructed in accordance with the intended design.