



RESOLUTION
(55 - 2018)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL AUTHORIZING A
PROFESSIONAL SERVICES CONTRACT, FOR ENGINEERING AND RELATED
PROFESSIONAL SERVICES FOR THE INTERLACHEN TRUNK SEWER PHASE II
DESIGN**

WHEREAS, in 2013 the City Council adopted the City's Sanitary Sewer Master Plan (SSMP); and

WHEREAS, Section 6 of the SSMP details the need for continuing rehabilitation of concrete sewers; and

WHEREAS, the Interlachen Trunk Sewer was identified as in need of repair due to existing pipe condition; and

WHEREAS, Murraysmith Inc. desires to enter into a contract with the City of Fairview for professional engineering services for the Interlachen Trunk Sewer Phase II Design; and

WHEREAS, the Interlachen Trunk Sewer was identified as in need of repair due to existing pipe condition; and

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The Fairview City Council hereby authorizes the City Administrator to enter into a Professional Services Contract with Murraysmith Inc. for professional engineering services for the Interlachen Trunk Sewer Phase II Design for the City of Fairview for work described in the attached Exhibit "A".

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 3rd day of October, 2018.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

10-4-2018

Date

EXHIBIT A

SCOPE OF WORK Design Engineering Services for Interlachen Sewer Phase II Detailed Design City of Fairview, Oregon

Project Information

Project Description

The City of Fairview (City) owns and operates the Interlachen Trunk which conveys wastewater flows from homes on NE Interlachen Lane, as well as Blue Lake Estates, to the Interlachen Pump Station. Nearing its 50-year design life, the trunk sewer is difficult to maintain, particularly the alignment routed through easements along the Fairview Lake north shoreline, and is subject to infiltration and inflow. Recent CCTV inspections revealed structural deficiencies and bellies.

The City is seeking a long-term solution to address sewer deficiencies that will allow for adequate conveyance of both existing and future wastewater flows, as well as cost-effectively restoring long-term structural integrity.

In the Phase I Preliminary Design, Murraysmith assessed the condition of the Interlachen Trunk and local collection system sewers in the Interlachen community service area and completed an alternatives analysis for rehabilitation/replacement. The preferred alternative provides for cured-in-place pipe (CIPP) rehabilitation of approximately 11,600 lf of existing concrete sewers. This scope of work amends the existing contract to include Phase II Detailed Design services. The final design package will also include CIPP final design for approximately 2,400 lf of existing concrete sewers in Halsey Street. Phase III Construction Services will be completed under a later amendment to the existing contract.

Consultant Scope of Services – Phase II Detailed Design

The consultant scope of services follows.

Task 1 – Project Management and Meetings

Provide and perform project administration, management activities, and ongoing coordination for the project. This task includes technical and financial management, and liaison with City staff including the following:

Task 1.1 – Project Management and Coordination

Provide comprehensive project management to include the following:

- Manage the project scope, schedule, subconsultants and budget.
- Coordinate with subconsultants and City staff during the project.
- Prepare and maintain a comprehensive project schedule.
- Coordinate design reviews and address design review comments.
- Prepare monthly progress reports to be submitted with invoices. Monthly progress reports will include task level budget status. Billings will include staff, title, hourly rate, and hours charged to the project.

Task 1.2 – Project Meetings

Schedule and attend project meetings at appropriate intervals based on design activities. Meetings will include a Phase II kick-off meeting, 60% and 90% design meetings, and Fairview Lake Property Owners Association (FLPOA) annual meeting. Two additional meetings are anticipated with Multnomah County for Halsey Street sewer rehabilitation coordination. For each meeting prepare agenda and summary notes.

Assumptions:

- Project design duration approximately seven months.
- Schedule and attend up to six project meetings

Deliverables

- Monthly progress reports, invoices and schedule updates.
- Meeting agendas and minutes for meetings attended under this task.

Task 2 – Property Owner Outreach and Public Involvement

Provide assistance to the City with property owner coordination and public involvement efforts during Phase II Detailed Design.

Task 2.1 – Public Involvement and Outreach Plan Update

JLA and Murraysmith will work with the City to update the Public Involvement and Outreach Plan that outlines the engagement strategies to be accomplished as part of the project from design through construction. This task also includes JLA attendance at the 90% design review meeting and project management tasks.

Task 2.2 – Updated Informational Fact Sheet

JLA will update the Phase I informational fact sheet to reflect the final design approach and include an anticipated bidding and construction schedule in addition to previous information such as the project purpose, project area map indicating where construction activities will take place and contact information. The informational fact sheet will be included on the project website.

Assumptions:

- City to take the lead role for property owner and neighborhood group outreach. City to correspond directly with individual property owners, FLPOA and Interlachen Water to secure Right of Entry (ROE) agreements, receive and answer questions, and send notifications for design activities on private property. City will secure all necessary entry permits as required to provide contractor Fairview Lake access for staging construction operations. An allowance of 24 hours is provided for Murraysmith to assist the City with property owner outreach under Task 2.1.
- City to lead coordination with property owners impacted by open trench laterals repairs required for CIPP installation to address yard impacts and restoration. City to secure supplemental easements as required.

Deliverables:

- Updated Public Involvement and Outreach Plan
- Updated Informational Fact Sheet

Task 3 – Design Survey

The City shall provide available GIS information to Murraysmith for developing plan sheet base maps.

Task 3.1 – Easement Review

Klein & Associates, Inc. will review easement data collected under Phase I for the trunk sewer routing through private property easements along the Fairview Lake north shoreline and confirm easements are recorded for each property.

Assumptions:

- Easement extents shown on design drawings will be based on easement exhibits (offset from sewer main) and assumed manhole locations. Easement review will not include a boundary survey, tying manhole locations in field and easement delineation based on legal descriptions.
- Easement review does not include the Interlachen Pump Station site.

Deliverables:

- Copies of all recorded easements.

Task 4 – Environmental Permitting and Cultural Resources

Task 4.1 – Determination/Delineation of Fairview Lake Ordinary High Water Level, Wetlands, 100-Year Floodplain and Cultural Resource Review

ESA will visit the project site and delineate the ordinary high water level of Fairview Lake, potential wetland presence, and determine the regulatory 100-year floodplain in/near areas of proposed ground disturbance (e.g., excavations) for the purpose of evaluating the potential for the project to impact regulated resources and confirm permitting requirements. Murraysmith will accompany ESA on the site visit. ESA will also coordinate with the City, Multnomah County Drainage District (MCDD) and/or FLPOA as required to confirm Fairview Lake water level management practices. ESA will review proposed lateral repair locations and determine if archaeological monitoring will be required during excavation.

Task 4.2 – Multnomah County Pre-Application Coordination and Permitting Support

ESA will coordinate with Murraysmith and the City to schedule and attend an early assistance meeting with the Multnomah County Planning Department and Transportation Division. The purpose of the meeting will be to introduce the proposed project and confirm County permitting and submittal requirements, fees, and review schedules. ESA will support Murraysmith and the City with the Multnomah County permitting process based on the direction received from the County.

Assumptions:

- Permits will be limited to Multnomah County Grading/Erosion Control and Right-of-Way/Utility Permits
- The proposed CIPP sewer rehabilitation approach minimizes ground disturbance activities and is not anticipated to trigger wetland, floodplain and/or other environmental permitting. In the event Multnomah County, Oregon Department of State Lands and/or US Army Corps of Engineers require additional permitting beyond the scope of this effort, the City will be notified immediately of potential increased level of effort
- City to pay for all required permit review fees.

Deliverables:

- Multnomah County applications for Grading/Erosion Control and Right-of-Way/Utility Permits

Task 5 – Final Design

Under this task, the final design of the project will be accomplished. From the work completed and City feedback on the recommendations presented in the alternatives analysis from the Phase I preliminary design, Consultant shall prepare the documents necessary for construction, including bidding documents, plans, specifications and construction cost estimates. The construction documents will be prepared in a manner suitable to meet the City of Fairview bidding requirements. The City will provide front-end contract documents. The detailed subtasks are as follows:

Task 5.1 – 60 Percent Design

Consultant shall prepare and submit a 60 percent design package to the City's project manager for review. All items listed below to support the 60 percent design shall be included:

- 60 percent plans including proposed methods for rehabilitation of the existing sewer.
- Draft technical specification sections for sewer rehabilitation .
- Engineer's opinion of probable construction cost based on itemized quantity estimate, with appropriate contingencies.
- Acquisition of the required permits outlined in Task 4.

Task 5.2 – 90 Percent Design

Consultant shall prepare and submit a 90 percent design package to the City's project manager for review. The 90 percent design package will be updated to reflect the City's 60 percent review comments. All items listed below to support the 90 percent design shall be included:

- 90 percent plans including all proposed plan sheets required for construction.
- City's standard contract documents and front-end specifications and general requirements.
- Draft technical specification sections for sewer rehabilitation .
- Engineer's opinion of probable construction cost based on itemized quantity estimate, with appropriate contingencies.

Task 5.3 – 100 Percent Final Design (Bid Ready)

Consultant shall prepare and submit 100 percent final design package to the City's project manager for bidding. The final design package will be updated to reflect the City's 90 percent review comments. Items listed below to support the 100 percent final design shall be included:

- Final stamped and signed plans including all proposed plan sheets required for construction.
- City's standard contract documents and front-end specifications and general requirements.
- Final technical specifications.
- Final engineer's opinion of probable construction cost based on itemized quantity estimate, with appropriate contingencies.

Assumptions:

- Interlachen sewer rehabilitation includes approximately 6,200 lf of 12-inch, 4,400 lf of 8-inch and 1,000 LF of 6-inch concrete sewer located in the Fairview Lake north shoreline easement and NE Interlachen Lane. Replacement of manhole covers and/or grade adjustments will be included for the trunk sewer located in the easement along the north shoreline. Manhole structure rehabilitation is not anticipated.
- Halsey Street sewer rehabilitation includes approximately 2,400 lf of 12-inch concrete sewer located between NE 213th Avenue and NE 223rd Avenue. Manhole structure rehabilitation is not anticipated.
- Sewer rehabilitation design is limited to the mainline sewer only. Laterals and lateral connections are the responsibility of the property owner and not included in the project.
- City will provide all as-built drawings for the Halsey Street sewer.
- Street occupancy, bypass pumping, and manhole inspections to be coordinated with Multnomah County for Halsey Street CIPP design.
- Conceptual traffic control drawings will be prepared for Halsey Street work.
- City will contract directly all required smoke testing and supplemental CCTV investigations necessary to support final design.
- City to work directly with property owners to address illegal sanitary sewer connections identified during smoke testing.

- Sewer rehabilitation design drawings will be plan view only, 1"=50' scale with City provided GIS background. Manhole locations will not be surveyed. Easements will be approximate based on easement exhibits identified under Task 3.

Deliverables:

- 60%, 90%, and 100% final plans, specifications and estimates in electronic format
- Final bid package (one reproducible hard copy)
- Summary of review comments received for each submittal, with proposed Consultant response to each review comment

Task 6 – Bid and Award Support Services

Under this task, the Consultant shall provide services in support of the City bidding process, including the following bidding and award support services:

- Responding to questions from bidders and City.
- Preparing plans and specifications addendum if needed.

Deliverables

- Written documentation of responses to bidder questions by e-mail
- Addendum (if required) in electronic format (pdf)