

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: November 18, 2009

SUBJECT: Engineering Agreement with McGill & Associates
Solid Waste Capital Improvements

ATTACHMENTS: Yes
1. Proposed Engineering Agreement with McGill & Associates

SUMMARY OF REQUEST:

With the approval of McGill & Associates as the most qualified responding Engineer for the subject project during the November 2, 2009 Board Meeting, Engineering staff has negotiated the attached agreement with McGill & Associates. The scope of services is to perform the permitting, design, bidding and construction administration for the proposed Capital Improvements approved in the recent Feasibility Study for a lump sum fee of \$518,850.

The funding for this agreement was included in this year's Solid Waste Enterprise Fund budget. However, the budgeted amount was only for permitting, design and bidding of the first year's improvements which were estimated at \$3.2 million. The agreement presented above includes the improvements for the entire plan and the construction administration for these improvements. This strategy will put us in a position to take advantage of favorable construction bids due to the economy and the economies of scale received from a large project. Should the savings not be realized, portions of the project can be removed from the construction contract as needed and funded at a later date. The construction estimate for the improvements included in this agreement is \$4,504,000 and detailed in the following table:

| | |
|-------------------------------|------------------|
| Year 1: | |
| New Entrance Facility | \$1,146,000 |
| Relocate Convenience Center | \$974,600 |
| Recycle Transfer Area | \$99,800 |
| Recycling Processing Facility | \$976,700 |
| Year 3: | |
| C&D Processing Area | \$167,100 |
| Year 6: | |
| Composting Area | \$270,100 |
| Year 10: | |
| Wood Waste – White Goods Area | <u>\$869,700</u> |
| | \$4,504,000 |

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In addition to including significantly more engineering as originally budgeted, the original proposal from McGill was challenged and reduced by \$88,600. A budget amendment of \$50,000 will be needed for this agreement and contingencies to bring the budget line item to \$550,000. Retained Earnings is the proposed line item to cover this increase.

A detailed scope of work and a project schedule are included in the attached agreement.

BOARD ACTION REQUESTED:

Authorize the County Engineer to execute the proposed agreement for \$518,850 with McGill & Associates to perform the permitting, design, bidding and construction administration for the proposed Solid Waste Capital Improvements and approve the proposed budget amendment for an additional \$50,000.

Suggested Motion:

I move that the Board authorize the County Engineer to execute the proposed agreement for \$518,850 with McGill & Associates to perform the permitting, design, bidding and construction administration for the proposed Solid Waste Capital Improvements and approve the proposed budget amendment for an additional \$50,000.



November 9, 2009

Mr. Marcus Jones, Director
Engineering and Facilities Services
Henderson County
213 1st Avenue East
Hendersonville, North Carolina 28792-5097

RE: Revised Engineering Proposal
Solid Waste Capital Improvements – FY 2010
Henderson County, North Carolina

Dear Marcus:

McGill Associates is pleased to submit our revised proposal for providing engineering services to Henderson County for the Solid Waste Capital Improvement – Fiscal Year 2010 projects as outlined in the Request for Qualifications dated September 23, 2009. We have revised our proposal based on the telephone conversation on November 9, 2009. All work will be performed in accordance with the requirements of the North Carolina Department of Environment and Natural Resources-Division of Waste Management. In addition, based on recent discussions, we have included three additional site projects outlined in the Facility Report for the Stoney Mountain Road site. We propose to prepare two (2) construction bid packages that are operating on separate schedules. One construction bid package for the on-site facilities at the Stoney Mountain Road Landfill property and one package for the off-site recycling facility. We have included the following projects in our proposal:

On-Site Facilities

1. Relocated Convenience Center
2. Recycle Transfer Station
3. New Entrance Road and Scales
4. Construction/Demolition Waste Processing Area
5. Compost Area
6. Wood Waste and White Goods Metal Areas

Off-Site Facilities

1. Recycling Material Process Center

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • P.O. Box 2259, Asheville, NC 28802 • 55 Broad Street, Asheville, NC 28801

828-252-0575 • Fax: 828-252-2518

The specific tasks in our proposed scope of services are described below:

DESIGN AND PERMITTING (ON-SITE AND OFF-SITE FACILITIES)

1. Meet with Henderson County staff and all appropriate parties to initiate communications, define schedules, discuss approvals, gather initial data and information, and determine the technical requirements for the project.
2. Prepare topographic survey of the project areas. For the Stoney Mountain Road site we propose to utilize aerial topographic mapping supplemented with field surveying to prepare the base map for the project areas (approximately 87 acres). In addition, we propose to provide aerial photography for the entire Henderson County property (approximately 151 acres) at the Stoney Mountain Road facility for use on future projects. This additional photography would allow the county to perform topographic mapping of the additional areas beyond the current project areas at a reduced rate.
3. Prepare topographic survey of the off-site property. Since the property has not been identified, we have based our proposal on a field-run survey for an approximately 5 acre site.
4. Assist with selection of an off-site property and existing building by reviewing sites proposed by the County for suitable use for the Recycling Processing Center.
5. Prepare Phase 1 Environmental Assessment of selected off-site property to provide background base data for the County. If the Phase 1 assessment indicates the need for a Phase 2 assessment, we can coordinate these additional services should they be needed.
6. Conduct an on-site investigation of the subject property to investigate the location of existing facilities, the feasibility of the proposed layouts, and the location of any proposed facilities.
7. Conduct geotechnical drilling to determine foundation requirements for the scales and convenience center retaining walls.
8. Consult with appropriate representative(s) of the North Carolina Department of Environment and Natural Resources (NCDENR) and the North Carolina Department of Transportation (NCDOT) to get their input on the proposed projects as it pertains to the proposed projects.
9. Prepare conceptual layout drawings of the proposed facilities and review with appropriate County personnel.
10. Assist County with the selection of suitable recycling material process equipment based on the County's performance requirements. Actual design of the individual components of the process equipment will be the responsibility of the manufacturer.

11. Prepare scale house construction drawings including building, HVAC, and electrical design. Based on recent discussions with you, the Household Hazardous Waste Facility building will be a pre-fabricated building and is not included in our design.
12. Prepare electrical and mechanical drawings for supplemental power, telecommunications infrastructure, and HVAC to support renovations for the Recycle Processing Center. We have assumed that selected building will already have necessary plumbing facilities.
13. Prepare engineering drawings, based on approval of the conceptual site plans, for the permitting and submittal to the appropriate regulatory agencies for review. Respond to the agency comments.
14. Prepare the complete bid documents, contract documents, technical specifications, and construction drawings to detail the character and scope of the work including all design functions, and coordination for all construction sequencing of the project as determined in the conceptual site plan. We propose to prepare two separate construction bid packages, one for on-site and one for off-site.

BIDDING AND AWARD (ON-SITE AND OFF-SITE FACILITIES)

1. Assist the County in advertising, receiving, opening, and evaluating bids. We have based our proposal on advertising two separate bid packages, one for on-site and one for off-site.
2. Schedule a pre-bid conference with the County, potential bidders, Engineer, and all other applicable parties to assure discussion of all matters related to the project.
3. Consult with, and advise the County, as to the acceptability of contractors and subcontractors, and make recommendations as to the lowest responsible bidder.
4. Assist the County in the final preparation and execution of construction contracts and in checking Performance and Payment Bonds and Insurance Certificates for compliance.

CONSTRUCTION ADMINISTRATION (ON-SITE AND OFF-SITE FACILITIES)

1. Schedule and attend a pre-construction conference with the County, Contractor, and all other applicable parties to assure discussion of all matters related to the project, including setting contract dates.
2. Periodically visit the site during construction to observe the progress and quality of the executed work to determine if the work is proceeding in accordance with the plans and specifications, and disapprove or reject any work failing to conform to the plans and specifications. The site visits include the preconstruction conferences, during construction, a final inspection, and a return site visit to observe completion of the final

punch list. We have assumed an average of 8 hours per week for construction observation.

3. Review and approve shop drawings, diagrams, illustrations, brochures, catalog data, schedules, samples, the results of tests and inspections, and other data that the site Contractor is required to submit.
4. Inform the County of necessary change orders and review all requests for change orders from the Contractor.
5. Receive and review payment requests from the Contractor, and recommend payment amounts to the County.
6. Make final inspection of the construction and determine if the work has been completed in accordance with the contract documents.
7. Upon completion of the construction, prepare record drawings of the improvements and submit to County.

We propose to the above services at the following lump sum fees.

| | |
|-----------------------------|-----------|
| Design and Permitting | \$345,000 |
| Bidding and Award | \$9,850 |
| Construction Administration | \$164,000 |

Changes to the site plan layout of facilities, which occur after our final design documents have been completed, will be considered additional services. We can coordinate these additional services should they be needed.

This proposal assumes the following:

1. It is assumed that there are no wetlands on the site requiring regulatory approval by the U.S. Army Corps of Engineers or NCDENR Division of Water Quality.
2. Easement documents, property boundary surveys, and off-site utility route surveys are not included in the above fees.
3. Any permit or stream impact fees will be paid directly by the Owner.
4. Fees for testing services (i.e. soils, concrete, etc.) during construction will be paid for directly by the Owner.
5. Cost of advertising for construction bids will be paid for directly by the Owner.

Marcus, we appreciate the opportunity to present this proposal to Henderson County for the design and permitting of a Solid Waste Capital Improvements – Fiscal Year 2010 projects. Upon approval of our proposal, we will begin immediately on the design based on the attached proposed schedule.

We look forward to working with you and your staff on this very important project for Henderson County. If the above is acceptable to you, please provide the appropriate signature below and return one (1) copy for our records or we can provide a formal Engineering Agreement, if needed. Should you have any questions or need additional information, please do not hesitate to give us a call at (828) 252-0575.

Please call should you have any questions or need additional information.

Sincerely,

McGILL ASSOCIATES, P.A.



JEFFREY R. BISHOP, P.E.
Senior Project Manager

Attachment

ACCEPTANCE:

Name: _____

Title: _____

Date: _____

**FY 2010 Solid Waste Capital Improvements
Henderson County, North Carolina**

Preliminary Development Schedule

November 5, 2009

On-Site Facilities

| | |
|--|--------------------------|
| Engineering Notice to Proceed | November 16, 2009 |
| Complete Topographic Survey | December 18, 2009 |
| Complete Conceptual Layouts | January 29, 2010 |
| Submit Regulatory Permit Applications | March 15, 2010 |
| Complete Bid Construction Package | April 30, 2010 |
| Advertise for Construction Bids | May 2, 2010 |
| Open Construction Bids | June 1, 2010 |
| Award Construction Contracts | June 21, 2010 |
| Begin Construction | July 5, 2010 |
| Complete Construction (300 days) | May 6, 2011 |

Off -Site Facilities

| | |
|--|--------------------------|
| Engineering Notice to Proceed | November 16, 2009 |
| Selection of Site | January 29, 2010 |
| Complete Topographic Survey | February 26, 2010 |
| Complete Conceptual Layouts | March 19, 2010 |
| Submit Regulatory Permit Applications | April 16, 2010 |
| Complete Bid Construction Package | May 28, 2010 |
| Advertise for Construction Bids | June 13, 2010 |
| Open Construction Bids | July 13, 2010 |
| Award Construction Contracts | July 19, 2010 |
| Begin Construction | August 2, 2010 |
| Complete Construction (200 days) | April 21, 2011 |