



**A SUBSTITUTE RESOLUTION BY  
CITY UTILITIES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE-TO-PROCEED WITH METCALF & EDDY/CARDOZA ENGINEERING, A JOINT VENTURE, FOR FC-7619-03E, ARCHITECTURAL AND ENGINEERING SERVICES FOR RM CLAYTON COMPLIANCE UPGRADES ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED TWO MILLION ONE HUNDRED FIFTEEN THOUSAND ONE HUNDRED FIFTY THREE DOLLARS (\$2,115,153.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J28-524001-Q32I0239999

**WHEREAS**, the City of Atlanta (the "City") did enter into Agreement Number FC-7619-03E, Annual Contract for Architectural and Engineering Services; and

**WHEREAS**, the Commissioner of the Department of Watershed Management requires Architectural and Engineering Services for RM Clayton Compliance Upgrades in the amount not to exceed Two Million One Hundred Fifteen Thousand One Hundred Fifty Three Dollars (\$2,115,153.00); and

**WHEREAS**, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer for the Department of Procurement have recommended Metcalf & Eddy/Cardoza Engineering, a joint venture, to provide Architectural and Engineering Services for RM Clayton Compliance Upgrades.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor be and is hereby authorized to approve a notice-to-proceed with Metcalf & Eddy/Cardoza Engineering, a joint venture, for FC-7619-03E, Annual Contract for Architectural and Engineering Services; in the amount not to exceed Two Million One Hundred Fifteen Thousand One Hundred Fifty Three Dollars (\$2,115,153.00).

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate agreement for execution by the Mayor to be approved by the City of Atlanta as to form.

**BE IT FURTHER RESOLVED**, that this notice-to-proceed should not become binding on the City, and the City shall incur no liability upon same until such agreement has been executed by the Mayor and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all services for said notice-to-proceed shall be charged to and paid from fund account and center number: 2J28-524001-Q32I0239999

A true copy,

*Shonda Daughin Johnson*  
Municipal Clerk, CMC

ADOPTED by the Council  
APPROVED by the Mayor

Jan 03, 2005  
Jan 10, 2005



# RM CLAYTON WATER RECLAMATION CENTER COMPLIANCE UPGRADES

## SCOPE OF SERVICES

### 1. GENERAL

The objective of this proposal is to provide evaluation and design services for the Compliance Upgrades Project for the R.M. Clayton Water Reclamation Center (WRC).

The Joint Venture of Metcalf & Eddy/Cardozo Engineering (M&E/CE) will provide technical, supervisory, and administrative personnel to ensure the expeditious completion of the work specified herein, in compliance with local, State and Federal Regulations.

### 2. DESCRIPTION OF WORK

#### Objectives

The overall objective of the project is to implement several mechanical and process improvements at the WRC to improve systems performance and reliability related to compliance issues. The following scope of services has been developed by M&E/CE in consultation with the WRC staff and the City's Project Manager.

Several studies, preliminary evaluations, sketches, etc. related to these subtasks have been conducted by the City and/or its consultants in the past. Many of these were targeted to very specific, emergency or short-term fixes for the Plant. The M&E/CE team will gather and review these documents, so as to generate an all encompassing Compliance Upgrades design package with minimal duplication of effort.

A Technical Memorandum will be prepared only for those subtasks which require evaluation of different alternatives. M&E/CE will consult with the City when preparing the Technical Memoranda to ensure the City's requirements, including long-term objectives, are best achieved with the selected alternative. The Technical Memorandum will include alternatives evaluated, related issues, and selection criteria/process. Final and draft Technical Memoranda, as needed, will be submitted to the City on an as-completed basis.

A Subtask Fact Sheet will be prepared for each subtask. The Subtask Fact Sheet will outline the issue(s) and will include a brief summary of detail design requirements (design criteria, preliminary layouts, etc.), opinion of probable costs, and remarks, including those related to coordination with other subtasks, Task Orders, etc.

All Technical Memoranda and Subtask Fact Sheets will be compiled into a single Design Development Report (DDR) to be used as a guide for the design team to generate detailed construction documents.



## Task 1 - Project Management

M&E/CE will designate a Task Manager who will act as the team's representative for the project, and who will be the single point of contact between the City and the M&E/CE team for matters concerning the project. The Task Manager will also be responsible for management of the team's efforts to accomplish the work described in this document.

Project Management effort will consist of:

**1.1 Work Plan.** A Work Breakdown Structure (WBS) plan will be prepared. The WBS will organize the work into activities, with each element having an identifiable beginning and end. Tasks will match the activities tracked in the Project Schedule. EPD and permit driven items will be addressed. The deliverables associated with each task and its estimated delivery date will be included. The WBS will contain a summary of the task budget, showing labor costs and man-hours allocated to each task. A draft Work Plan will be submitted to the City for review and approval. Following a 10-day City review, the Work Plan will be revised to incorporate the City's comments.

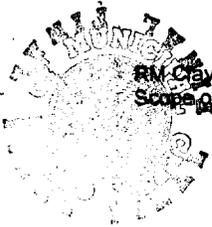
**1.2 Scheduling.** A detailed Project Schedule showing all major subtasks with their start and completion dates, deliverables, and date of delivery to the City will be developed. The schedule will be developed using Microsoft Project or other suitable scheduling tool.

**1.3 Progress Reports.** Monthly progress reports describing the work accomplished, products delivered, problems encountered or anticipated, and the rate of work progress will be prepared. This report will include an updated Project Schedule, summarizing progress and new milestone dates as necessary. A list of project issues, outstanding decisions, and issues requiring a response from the City will be included in the progress report.

**1.4 Progress Meetings.** Monthly progress meetings will be conducted at the M&E/CE project office or other agreed upon location to review works progress, evaluation methods and preliminary findings with the City. Additional informal meetings may be called at any time for coordination.

**1.5 Documentation.** Project records and minutes of all meetings will be maintained.

- i. Draft submittals of all records and minutes will be made to the City for review and comments.
- ii. A review meeting will be conducted if an explanation of the comments is required and a course of action will be agreed upon for each comment.
- iii. The agreed upon changes to the documents will be incorporated and revised submittal will be made to the City.
- iv. Documentation will also be maintained on the City's Expedition System.



Deliverables:

- Work Breakdown Structure
- Project Schedule
- Progress Meeting Minutes (Expedition)
- Monthly Progress Reports (Expedition)

**Task 2 - Preliminary Design**

A detailed list of proposed compliance improvements is provided as Appendix A. Major subtasks of the Preliminary Design phase are listed below.

2.1 Data Collection/Evaluation/Coordination with Field Staff. Key design staff will visit and inspect the project site and gather all information relative to the projects. This will include the locations of all existing buildings, infrastructure, utilities, equipment, components, and other attributes likely to have an impact on the project. Necessary investigations of existing equipment conditions, ratings, characteristics, and electrical distribution systems equipment verifications will be conducted. All work will be coordinated with field staff stationed at the WRC to ensure issues are appropriately addressed and to avoid duplication of effort.

2.2 Design Development. Technical Memoranda, as required and Subtask Fact Sheets will be prepared for each subtask.

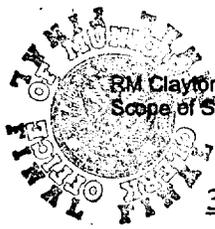
2.3 Design Development Report (DDR). All finalized Technical Memoranda and Subtask Fact Sheets will be compiled into a single DDR, which will provide a summary of all proposed work to be performed under this Task Order and include opinion of probable construction cost(s). The City may use the DDR to establish priority for each subtask and to determine the most effective packaging of subtasks under this and other Task Orders into construction bid packages.

Deliverables:

- Technical Memoranda, as required (12 copies)
- Design Development Report (12 copies)

**Task 3 - Design Services**

During the design phase, construction contract bid documents will be produced based on the DDR. Existing, as-build drawings will be used as the basis for new drawings where possible in order to streamline drawing production.



3.1 Design Meetings & Reviews. In addition to the monthly progress meetings addressed under Task 1 hereinabove, major design review meetings will be held with the City staff at the 60% and 90% completion milestones. Twelve (12) copies of the documents will be provided to the City for review purposes for each design review. M&E/CE will incorporate the City's comments into the final plans and specifications.

3.2 Contract Documents. Detailed design will consist of preparation of general, civil, structural, mechanical, HVAC, plumbing, electrical, instrumentation, and standard detail drawings. Drawings will be prepared using AutoCAD format.

The City's standard master construction specifications will be used as the basis for the technical specifications for the project. Suitable manufacturers and suppliers will be identified for each specified item. All specifications will be formatted for Microsoft Word including track editing.

The City's latest front end documents will be used for the General and Special Conditions sections of the documents. Requirements for special provisions will be carefully evaluated with the City and Bid tabulations developed, such that the facilities and systems may be bid in separate Contracts as budgets dictate.

3.3 QA/QC Reviews. City and internal design reviews at the 60% and 90% completion milestones will be conducted, and review comments addressed and incorporated in the design accordingly.

3.4 Engineers Cost Estimate. Cost estimates will be made using the City's standard cost estimating software. Cost estimates will be provided at the 60% and 90% review submittal to allow changes necessary to accommodate project budget to be made prior to bid. A final engineer's estimate will be provided at the submission of final bid documents.

3.5 Permitting Reviews. City and EPD review sets, as required to obtain building permits and maintain project schedule, will be prepared. Responses to all questions from the regulatory review will be made and the design will be updated as required.

Deliverables:

- 12 copies of 60% review documents
- 12 copies of 90% review documents
- 12 copies of 100% bid documents
- Regulatory review documents as needed. A maximum of twenty (20) design document sets is planned. Added sets will be provided at cost to facilitate bidding
- Construction cost estimate at 60%, 90%, and 100% design submittal



**3. BUDGET**

Refer to Appendix B

**4. SCHEDULE**

The project will be conducted as expeditiously as possible, with each of the following milestones based on the date of Notice to Proceed (NTP). Schedule is based on calendar days.

Finalize Work Plan	25 days after NTP
Complete evaluation phase	100 days after NTP
DDR Submittal	110 days after NTP
60% Design Submittal	190 days after NTP
90% Design Submittal	310 days after NTP
100% Design Submittal	350 days after NTP

Total time for the design project is 350 days after notice to proceed, unless changed by agreement between M&E/CE and the City. A detailed schedule is provided as Appendix C.

**5. M&E/CE TEAM**

An organization chart denoting key project personnel likely to be utilized for this project is provided in Appendix D.





## **RM CLAYTON WATER RECLAMATION CENTER COMPLIANCE UPGRADES**

### **Scope of Services**

### **APPENDIX B**

### **BUDGET**



**RM CLAYTON WATER RECLAMATION CENTER  
COMPLIANCE UPGRADES**

TASKS	Technical Advisor EA	Project Manager EM	Engineer ES	Engineer ES	Engineer EA	CADD Operator CAD2	Word Processor ADMIN	Engineer ES (Rate)	Cost Estimator CE	Architect AB	HOURS	TOTALS			
												LABOR COST	ODCe COST	SUB TASK TOTAL COST	
<b>TASK 1 - Project Management</b>		624						1040			1864	\$187,787		\$187,787	\$187,787
<b>TASK 2 - Preliminary Design</b>													\$18,906	\$267,183	\$282,183
2.1 Detailed Studies - Primary Side															
2.1.1 Utility System Tunnel	4	8	16	64	32	12	4	24	4		168	\$16,862		\$16,862	\$30,868
2.1.2 Replace 100/150 Pipelines	4	4	12	64	24	16	4	8	4		140	\$13,993		\$13,993	
2.2 Detailed Studies - Mixed Liquor Pump Station															\$30,128
2.2.1 Foam Removal System	4	8	18	32	24	12	4	12	4		116	\$11,896		\$11,896	
2.2.2 Isolation Knife Gates	4	4	12	32	24	12	4	8	4		104	\$10,437		\$10,437	
2.2.3 Wet Well Mixers	4	4	24	8	12	8	4	4	4		72	\$7,793		\$7,793	
2.3 Detailed Studies - Secondary Side															\$188,891
2.3.1 Blower Building - Replace Aeration Blower	4	4	16	40	40	12	4	12	4		136	\$13,431		\$13,431	
2.3.2 Blower Building - Replace Elevator	4	4	16	24	24	8	4	8	4		96	\$9,777		\$9,777	
2.3.3 Blower Building - Make Building Repairs	4	4	8	16	24	8	4	16	4		86	\$8,206		\$8,206	
2.3.4 Blower Building - Remove Abandoned Equipment	4	4	16	24	48	8	4	24	4		132	\$12,541		\$12,541	
2.3.5 Blower Building - Upgrade Drainage and Utility Pipelines	4	4	12	24	32	8	4	24	4		112	\$10,713		\$10,713	
2.3.6 BNR1 - Replace Wet Troughs	4	4	8	12	24	8	4	8	4		72	\$6,891		\$6,891	
2.3.7 BNR1 - ML Channel Upgrade & Mixer Evaluation	8	8	32	24	16	12	4	12	4		120	\$13,086		\$13,086	
2.3.8 Secondary Clarifiers - WAS/RAS System Hydraulics	8	8	32	18	24	24	4	16	4		136	\$14,381		\$14,381	
2.3.9 Secondary Clarifiers - Replace/Reline Drain Lines	4	4	8	12	8	8	4	24	4		64	\$5,986		\$5,986	
2.3.10 Filter Backwash Pumps	4	4	64	16	16	8	4	4	4		124	\$13,862		\$13,862	
2.3.11 UV Disinfection System	12	8	24	64	40	24	4	40	8		224	\$22,811		\$22,811	
2.3.12 Effluent Raise Pump Station	8	4	40	32	24	16	4	12	4		144	\$15,300		\$15,300	
2.3.13 Miscellaneous		4	16	16	24	12	4	8	4		88	\$8,628		\$8,628	
2.4 Detailed Studies - General															\$39,963
2.4.1 Administration Building Upgrades	8	4	24	32	40	12	4	40	4	24	192	\$18,839		\$18,839	
2.4.2 Shop Building	4	4	16	24	24	8	4	24	4	8	116	\$11,195		\$11,195	
2.4.3 Miscellaneous	4	4	24	16	32	8	4	8	4		100	\$9,929		\$9,929	
2.5 Design Development Report	8	16	16	12	12	12	4	12	8		96	\$10,849		\$10,849	\$10,849
<b>TASK 3 - Detailed Design</b>													\$36,000	\$1,630,183	\$1,666,183
3.1 Detailed Design - Primary Side															\$282,441
3.1.1 Utility System Tunnel	40	64	240	320	320	1164	24	120	16		2308	\$221,370		\$221,370	
3.1.2 Replace 100/150 Pipelines	8	24	120	80	32	288	12	32	16		612	\$61,071		\$61,071	
3.2 Detailed Design - Mixed Liquor Pump Station															\$139,088
3.2.1 Foam Removal System	8	24	64	96	180	352	12	36	12		784	\$72,067		\$72,067	
3.2.2 Isolation Knife Gates	8	24	24	40	120	8	24	8	8		256	\$25,366		\$25,366	
3.2.3 Wet Well Mixers	4	12	64	96	40	176	4	24	4		424	\$41,654		\$41,654	
3.3 Detailed Design - Secondary Side															\$916,377
3.3.1 Blower Building - Replace Aeration Blower	4	12	120	160	180	472	4	32	4		968	\$91,712		\$91,712	
3.3.2 Blower Building - Replace Elevator	8	8	16	80	80	320	4	24	4	160	678	\$60,296		\$60,296	
3.3.3 Blower Building - Interior Repairs	8	8	8	8	8	280	4	24	4	180	508	\$44,419		\$44,419	
3.3.4 Blower Building - Remove Abandoned Equipment	8	40	80	96	312	8	24	8	8		578	\$53,091		\$53,091	
3.3.5 Blower Building - Upgrade Drainage and Utility Pipelines	8	40	48	52	248	4	16	4	120	640	\$49,038		\$49,038		
3.3.6 BNR1 - Replace Wet Troughs	4	8	16	80	84	216	4	24	4		420	\$39,080		\$39,080	
3.3.7 BNR1 - ML Channel Upgrade & Mixer Evaluation	8	4	80	100	180	368	4	8	4		758	\$70,818		\$70,818	
3.3.8 Secondary Clarifiers - WAS/RAS System Hydraulics	4	72	240	240	536	4	8	4	4		1108	\$102,023		\$102,023	
3.3.9 Secondary Clarifiers - Replace/Reline Drain Lines	8	24	80	120	284	4	16	4	4		500	\$45,505		\$45,505	
3.3.10 Filter Backwash Pumps	4	8	64	24	120	256	4	24	4		508	\$47,551		\$47,551	
3.3.11 UV Disinfection System	24	24	80	80	80	328	16	40	8		680	\$66,712		\$66,712	
3.3.12 Effluent Raise Pump Station	4	8	120	96	100	360	4	24	4		720	\$69,124		\$69,124	
3.3.13 Miscellaneous		24	200	320	400	828	4	4	4		1884	\$176,228		\$176,228	
3.4 Detailed Design - General															\$234,586
3.4.1 Administration Building Upgrades	8	12	80	80	180	704	8	24	8	400	1464	\$130,162		\$130,162	
3.4.2 Shop Building	8	40	80	80	408	4	8	4	200	812	\$72,472		\$72,472		
3.4.3 Odor Control	4	32	80	80	160	4	4	4	4		344	\$31,952		\$31,952	
3.5 60% Complete Cost Estimate & Design Review	16	24	32	40	40	40	32	8	40		272	\$26,040		\$26,040	\$26,040
3.6 90% Complete Cost Estimate & Design Review	16	24	18	24	24	20	24	4	20		172	\$18,524		\$18,524	\$18,524
3.7 100% Complete Cost Estimate & Compile Bld Package	8	16	16	18	18	8	18	8	8		112	\$12,127		\$12,127	\$12,127
<b>TOTAL HOURS</b>	<b>248</b>	<b>1,114</b>	<b>2,032</b>	<b>2,842</b>	<b>3,238</b>	<b>8,584</b>	<b>1,354</b>	<b>898</b>	<b>298</b>	<b>1,092</b>	<b>21,686</b>				
<b>\$/hr</b>	<b>\$174.74</b>	<b>\$150.14</b>	<b>\$123.11</b>	<b>\$100.13</b>	<b>\$83.46</b>	<b>\$67.87</b>	<b>\$71.25</b>	<b>\$91.27</b>	<b>\$96.83</b>	<b>\$82.06</b>					
<b>TOTAL COSTS</b>	<b>\$43,336</b>	<b>\$167,256</b>	<b>\$250,160</b>	<b>\$284,569</b>	<b>\$270,243</b>	<b>\$754,276</b>	<b>\$96,473</b>	<b>\$80,865</b>	<b>\$28,368</b>	<b>\$89,610</b>			<b>\$2,065,163</b>	<b>\$80,000</b>	<b>\$2,065,163</b>

**COST SUMMARY**

<b>LABOR</b>	<b>TOTAL LABOR COST</b>	<b>\$2,065,153</b>
<b>OTHER DIRECT COSTS</b>		
Reproduction	\$15,000	
Travel	\$10,000	
Communication, Postage	\$5,000	
Survey/Geotechnical	\$20,000	
<b>TOTAL OTHER DIRECT COSTS</b>	<b>\$50,000</b>	
<b>TOTAL COST</b>	<b>\$2,115,153</b>	

RCS# 6370  
1/03/05  
2:00 PM

Atlanta City Council

Regular Session

CONSENT I

CONSENT I PGS 2-15

ADOPT

YEAS: 10  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 6  
EXCUSED: 0  
ABSENT 0

Y Smith	NV Archibong	Y Moore	NV Mitchell
Y Starnes	Y Fauver	NV Martin	Y Norwood
Y Young	Y Shook	Y Maddox	NV Willis
Y Winslow	Y Muller	NV Sheperd	NV Borders

CONSENT I

04-1955

(Do Not Write Above This Line)

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ISSUE A NOTICE TO PROCEED WITH METCALF & EDDY/CARDOZA, JV FOR FC 7619-03E, FOR R.M. CLAYTON COMPLIANCE UPGRADE, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED

DOLLARS (\$00.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER 2J28 524001 ~~02040889999~~; AND FOR OTHER PURPOSES.

ADOPTED BY

JAN 0 3 2005

SUBSTITUTE COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred \_\_\_\_\_  
 Referred To: \_\_\_\_\_  
 Date Referred \_\_\_\_\_  
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First Reading

Committee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Chair \_\_\_\_\_  
 Referred To \_\_\_\_\_

*[Signature]*  
 Date *2/2/05*  
 Chair

Action  
 Fav, Adv, Hold (see rev. side)  
 Other  
 Members

Refer To \_\_\_\_\_  
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Committee

Date \_\_\_\_\_  
 Chair \_\_\_\_\_

Action  
 Fav, Adv, Hold (see rev. side)  
 Other  
 Members

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Committee

Date \_\_\_\_\_  
 Chair \_\_\_\_\_

Action  
 Fav, Adv, Hold (see rev. side)  
 Other  
 Members

Refer To \_\_\_\_\_  
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FINAL COUNCIL ACTION  
 2nd  1st & 2nd  3rd  
 Consent  V Vote  RC Vote

CERTIFIED

*[Stamp]*  
 JAN 0 3 2005

CERTIFIED  
 JAN 0 3 2005  
*[Signature]*  
 MUNICIPAL CLERK

MAYOR'S ACTION

*[Signature]*  
 JAN 1 0 2005

MAYOR