



City of Saginaw

Meeting Date: 12/01/2015

Staff Contact: Mark White
Director of Public Works

Agenda Item: 7
(CC-1215-06)

E-mail: mwhite@saginawtx.org

Phone: 817-230-0500

SUBJECT: Consideration and Action regarding Individual Project Order from Kimley-Horn and Associates, Inc. for the 2016 Comprehensive Master Plan and Capital Improvements Plan Update

BACKGROUND/DISCUSSION:

As discussed during the 2015-2016 fiscal year budget workshop, it is time to begin work on updating the Comprehensive Master Plan and the Capital Improvements Plan. Details of the scope of the work involved are included in the attached. The estimated cost is \$30,000. City Manager Stanford stated there will be additional costs for the workshop discussion topics as shown in the Individual Project Order. This will allow everyone an opportunity to be more involved in the process and provide a better understanding of the Master Plan and Capital Improvements Plan. Funds to cover this expenditure were included in the current fiscal year budget.

FINANCIAL IMPACT:

The financial impact will be an estimated \$30,000. Funds are budgeted in the General Administrative Offices Budget, Capital Outlay/Special Requests Account 01-7000-02-00 (\$15,000) and in the Water and Wastewater Budget, Capital Outlay/Special Requests Account 05-7000-50-00 (\$15,000). The additional costs will be split between the two budgets.

RECOMMENDATION:

Staff recommends approval of the Individual Project Order for the 2016 Comprehensive Master Plan and Capital Improvements Plan Update.

Attachments

Letter with Proposed IPO from Jeff James
Budget Information



November 18, 2015

Mr. Mark White
City of Saginaw
205 Brenda Lane
Saginaw, Texas 76179

RE: 2016 Comprehensive Master Plan and CIP Update

Dear Mark:

Please find attached the Individual Project Order (IPO) for the 2016 Comprehensive Master Plan and CIP Update that was approved by City Council for the 2015/2016 fiscal year budget. The IPO is in conformance with the master services agreement dated April 17, 2012.

Please contact me at (817) 339-2259 or jeff.james@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in blue ink that reads "Jeff James, P.E.".

Jeff James, P.E.
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – 2016 Comprehensive Master Plan and CIP Update

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: 2016 Comprehensive Master Plan and CIP Update

Project Understanding:

This project is identified in the 2015 Budget Retreat. The Client desires to update the Comprehensive Master Plan and CIP for the years 2016-2021. The document will be similar in format and content to the previous plans dating back to 1989.

Specific Scope of Basic Services:

Comprehensive Master Plan Update

Task - 1: Data Collection and Verification

Consultant will coordinate with Client to obtain and organize the following data needed to complete the Comprehensive Master Plan and CIP. The Consultant will meet with Client to review completeness of data. In areas where data may be incomplete, the Client will complete data or instruct the Consultant on assumptions to be used when data is incomplete. Consultant will prepare and maintain a data collection log that includes data collection request, date of request, and date of receipt. Data collection and organization is anticipated to include the following:

- Historical Water Metering Data – The Client will provide available historical metering data.
- Historical Water Purchase Metering Data – The Client will provide available historical metering data of purchased water from City of Fort Worth.
- Historical Large Customers – The Client will provide Consultant the top ten water users and wastewater contributors over the last five years. Information should include name of customer, location of customer, and monthly consumption/contribution data.
- Historical Pumping Information – The Client will provide available historical pumping data.
- Historical Tank Level Information – The Client will provide available historical tank level data.
- Condition assessment reports on streets and drainage system, if available
- Condition assessment reports on water and sanitary sewer system, if available

Task - 2: Infrastructure Analysis

Consultant will analyze the following infrastructure components:

- Water distribution system
- Wastewater collection system

- Streets
- Storm drainage system
- Compliance with ADA requirements

Consultant will evaluate the existing systems to determine components that are deficient according to the design criteria or components that have excess capacity. The Consultant will identify improvements that will alleviate deficient components. Consultant will also analyze the build-out condition and determine improvements required. Consultant will also analyze the 10-year period to determine what portion of the capacity of proposed improvements is used within the 10-year period.

Task - 3: Develop and Present Recommendations for Infrastructure Improvements

Consultant will develop a capital improvement plan that identifies projects to be constructed within the 10-year period. The capital improvement plan will include a description of the project, include a project opinion of probable construction cost, include a priority for construction, identify any portion of a project that may be required to relieve an existing deficiency, and identify the portion of project capacity to provide for growth in the 10-year planning period.

Consultant will create a Comprehensive Master Plan document. The report is anticipated to include the following:

- Executive summary
- Population Projection
- Land Use
 - Existing Land Use Map
 - Existing Zoning Map
 - Ultimate Land Use Map
- Water
 - Introduction
 - Design Criteria
 - Methodology
 - Description of Existing Infrastructure
 - Recommendations
 - Capital Improvement Plan
 - Map of Existing system
 - Map of Build-out system
- Wastewater
 - Introduction
 - Design Criteria
 - Methodology
 - Description of Existing Infrastructure
 - Recommendations

- Capital improvement plan
- Map of Existing system
- Map of Build-out system
- Streets
 - Introduction
 - Design Criteria
 - Methodology
 - Description of Existing Infrastructure
 - Recommendations
 - Capital improvement plan
 - Existing Thoroughfare Plan
 - Master Thoroughfare Plan
- Drainage
 - Introduction
 - Design Criteria
 - Methodology
 - Description of Existing Infrastructure
 - Recommendations
 - Capital improvement plan
 - Map of Existing system
 - Map of Build-out system
- Community Facilities
 - Introduction
 - Recommendations
 - Capital improvement plan
 - Map of Existing Facilities
 - Map of Build-out Facilities

Task – 4: Meetings and Workshops

As part of the scope of services, Consultant will prepare for and attend meetings with City Staff as part of the Master Plan. The following meetings are recommended as a minimum and will be used for budgeting purposes.

Comprehensive Master Plan Workshops and Dates

- | | |
|---|-------------------|
| ● General overview of the plan and homework assignment (Land Use) | December 15, 2015 |
| ● Population and Land Use | January 5, 2016 |
| ● Water and Wastewater | February 2, 2016 |
| ● Streets and Drainage | March 1, 2016 |
| ● Community Facilities and Capital Improvements Plan | April 5, 2016 |
| ● Wrap up and Consideration of Plan | May 3, 2016 |
| ● One (1) City Council meeting to present Comprehensive Master Plan | TBD |

Deliverables

Deliverables for the project will include:

- Twenty (20) copies of draft Comprehensive Master Plan Report.
- Twenty (20) copies of final Comprehensive Master Plan Report.

Services to be provided by Client

The following services will be provided by the Client in addition to those services previously identified in the Scope of Services.

- Participate in workshops
- Provide Consultant with the existing information and associated criteria such as population and employment estimates used in developing the comprehensive plan.
- Provide Consultant with the Build-out information and associated criteria such as population and employment estimates used in developing the comprehensive plan.

Additional Services

Additional services to be performed if authorized by the Client, but which are not included in the above-described Scope of Services, are as follows:

- Changes to the Comprehensive Master Plan Report after review and acceptance of final documents
- Complete ADA Transition Plan including: Designating an ADA Coordinator, Providing Public Notice about ADA Requirements, Establishing a Grievance Procedure, Developing internal design standards, specifications, details, Developing Self Evaluation and Transition Plan, Approving a schedule and budget to implement the Transition Plan, Monitoring progress on implementation of the Transition Plan
- Accompanying the City's personnel when meeting with the Texas Commission on Environmental Quality, U.S. Environmental Protection Agency, or other regulatory agencies during the course of the Project. Consultant will assist the City's personnel on an as-needed basis in preparing compliance schedules, progress reports, and providing general technical support for the City's compliance efforts.
- Assisting Client in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by Consultant on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Meetings, presentations, and preparation of technical and other support documents in addition to those specifically provided for in the Scope of Services.
- The preparation of additional legal notices in addition to those specifically provided for in the Scope of Services.

- Any sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties arising from the development or implementation of the Comprehensive Master Plan, or the Capital Improvement Plan, including the preparation of engineering data and reports for assistance to the Client.
- Providing additional printing and document distribution beyond that specifically provided for in the Scope of Services.
- Any services not listed in the Scope of Services.

Schedule

Consultant will provide the services within a reasonable length of time based on the workshop schedule.

Fee and Billing

Kimley-Horn will perform the services in Tasks 1-3 for the total lump sum fee of \$30,000. All permitting, application, and similar project fees will be paid directly by the Client.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

KHA will perform the Services in Task 4 and any additional services on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to the attached rate schedule, which is subject to annual adjustment.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

Nan Stanford
City Manager

BY: _____

Jeff James
Senior Vice President

DATE: _____

DATE: _____

Kimley-Horn and Associates, Inc.

Standard Rate Schedule

(Hourly Rate)

Clerical/Administrative Support	\$65 - \$120
Technical Support	\$75 - \$155
Designer	\$105 - \$170
Analyst	\$140 - \$155
Professional	\$145 - \$195
Senior Professional II	\$180 - \$230
Senior Professional I	\$220 - \$240

Effective July 2015

**CITY OF SAGINAW
BUDGET SUPPLEMENT
2015-2016**

WATER & WASTEWATER

05-7000-50-00 CAPITAL OUTLAY/SPECIAL REQUEST

Master Plan update (50%)

\$ 15,000

**CITY OF SAGINAW
BUDGET SUPPLEMENT
2015-2016**

GENERAL ADMINISTRATIVE OFFICE

01-7000-02-00

CAPITAL OUTLAY/SPECIAL REQUESTS

Master Plan update 50%

15,000