



Board of Aldermen Request for Action

MEETING DATE: 6/18/2024

DEPARTMENT: Public Works

AGENDA ITEM: Res 1373 - Authorizing the Mayor to sign a Work Order with HDR for water plant operations

REQUESTED BOARD ACTION:

Motion to approve Resolution 1373, authorizing the Mayor to sign a Work Order with HDR Engineering for water plant operations

SUMMARY:

For many years the City has been fortunate to have several Class A Licensed Operators at the water production plant. Due to several factors over the last few months, retirements, health and other family issues, we will need some assistance with training new staff and monitoring plant operations to ensure that we are meeting all the requirements from the Division of Natural Resources.

We currently have five operators and are cross training operations staff to run the plant however it takes significant time to learn the many tasks and tests that are needed every day to ensure water quality.

On June 4 the City Administrator authorized HDR to provide an Operations Specialist for 40 total hours to develop an operations summary identifying primary issues to develop additional support that HDR could provide and make recommendations to maintain compliance with DNR, required sampling and monitoring, and operations, training and maintenance recommendations to maintain regulatory compliance. This scope was authorized under our "on call" services agreement with HDR in an amount of \$14,800.

HDR has provided a Work Order identifying three additional support Tasks totalling \$121,120.

Task 1 – Project Management – Under this task HDR will internally set up the project, schedule staff, develop a safety plan and a quality control / review program. Task 1 is in the amount of \$15,030 for project management of all three tasks.

Task 2- Knowledge Retention and Training – HDR will provide an Operations Specialist between June 19 and July 17 that will review existing SOP's (Standard Operating Procedures) and make any recommended changes, create any new SOP's, provide training to our staff on the many testing procedures and maintenance operations that need to be completed everyday, review reports that need to be submitted to DNR and ensure we are submitting the reports in a timely manner, and monitor operations and be available to discuss any operational issues that arise. Task 2 is in the amount of \$52,840.

OPTIONAL Task 3 - HDR would provide an Operations Specialist July 18 through September 5. This OPTIONAL Task 3 requires written authorization from the City to proceed. The cost of Task 3 is \$53,250.

With Bob Lemley's and Tonie Augustin's agreement to continue to work on a part time basis after their official retirement date, we may not need to use this optional work. Any reduction to Task 3 would lower the total expense for Task 1.

However, with Board schedules, we are requesting approval of the full scope of work. As we work through the next few weeks and continue training of staff, we will be evaluating this need and will let the Board know if we need to authorize this work.

PREVIOUS ACTION:

None

POLICY OBJECTIVE:

Continuity of operations

FINANCIAL CONSIDERATIONS:

Funding is available in the utilities budget due to staffing vacancies.

ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1373

RESOLUTION AUTHORIZING THE MAYOR TO SIGN A WORK ORDER WITH HDR ENGINEERING FOR WATER PLANT OPERATIONS

WHEREAS, the City operates a water treatment plant which provides drinking water to the City of Smithville; and

WHEREAS, HDR has qualified and certified staff who assists communities with their water production and treatment needs; and

WHEREAS, HDR has provided a Work Order to provide technical assistance and training of staff to ensure compliance with drinking water standards.

NOW, THEREFORE, Be it resolved by the City of Smithville Missouri, that the Mayor is authorized to sign a Work Order with HDR in an amount not to exceed \$121,120 for water treatment plant operations assistance.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 18th of June, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

City of Smithville

Water Facilities Engineering and Support Scope

WORK ORDER – OPERATIONS AND MAINTENANCE SUPPORT SERVICES FOR WATER SYSTEM

OVERVIEW

HDR will provide support to the City of Smithville with the operations and maintenance of the City's WTP and distribution treatment systems. While the focus will be on the City's Water Treatment Plant ("WTP"), it will also support those activities in the water distribution system for which the existing City WTP staff are responsible.

The City is facing the near term departure of three of its top water treatment plant operators, and has recently hired several new operators to replace them.

The City has compiled several Standard Operating Procedures and guides to help train new operators, but there are likely more that need to be prepared. In addition, the new operators need to be thoroughly trained on all plant procedures prior to mid-July, when two of the City's three remaining senior operator supervisors leave City's employment.

In this scope of services; HDR will focus its work in the following areas:

- Knowledge Retention – HDR will work closely with existing WTP Operations Management to maximize the amount of practices and procedures that will be documented for use by WTP staff.
- Training of New City Operations and Maintenance Staff – HDR will work alongside existing WTP Operations Management to facilitate and document water treatment practices and procedures training of the new WTP operators.

SCOPE OF SERVICES

HDR is serving in a support role to the City's operations and maintenance staff. HDR should not be considered the responsible party for plant or distribution system operations and maintenance. HDR shall not be held liable for damages associated with plant/distribution system operation and maintenance or regulatory compliance. The City shall remain solely responsible for the WTP and distribution systems.

Task 1 - Project Management

- Project Management activities including development of project management plan and safety plan, schedule/budget control, quality control (QC), and invoice management.
- Perform an internal Project Approach and Resource Review (PARR) as part of HDR's QC program.

Task 2 - Knowledge Retention and Operator Training

For a period of four calendar weeks (approximately June 19, 2024 to July 17, 2024) HDR will provide an Operations Specialist to support the City with knowledge retention and operations training related tasks. The Operations Specialist will be assisted by necessary City support staff to accomplish the requirements of this task.

HDR Responsibilities

- Provide an Operations Specialist on site for a total of 30 hours per week for four weeks. The Operations Specialist will:
 - Review existing Standard Operating Procedures ("SOPs"), Sampling Plans, Operator Logs, and other operations documentation. Any recommended changes or additions will be documented and corrections will be made by the City prior to the departure of the second Chief Plant Operator (approximately July 17, 2024).
 - Create up to five additional Standard Operating Procedures. Selection of the SOPs will be done in consultation with WTP Operations Management.

City of Smithville

Water Facilities Engineering and Support Scope

- Provide supplemental training for remaining operations staff. Training sessions will be scheduled to maximize the amount of training given prior to July 17, 2024). An Excel spreadsheet will be used to track who received training, when they received training, and for what area they received training.
- Prepare a simplified Process Control Management Plan (“PCMP”). The PCMP will establish acceptable windows or ranges of readings, levels, and lab results so that operators can easily determine when issues are occurring. It will also require operators to immediately contact their supervisor when results are outside of the acceptable “window”.
- Verify contracts are in place for required outside vendors to continue providing service to the City. As a minimum this will include laboratories, chemical vendors, and key maintenance providers.
- Provide a Senior Operations Manager to assist the Operations Specialist for a total of 8 hours per week for four weeks. The Senior Operations Specialist will:
 - Conduct a minimum of two (2) virtual update meetings per week with the Operations Specialist.
 - Provide guidance, and support to the Operations Specialist.
 - Prepare a Technical Memorandum (TM) with recommended staffing level for WTP operations and maintenance. The TM will also contain options for shift schedules that may be more attractive to current and future operators.
- HDR will provide a maximum of 42 hours of assistance in procuring a Level A Water Treatment Plant Operator or work with the regulatory agency in the case that a gap in licensure coverage is realized. This assistance may involve communication with regulatory authorities, other Level A Operators, and City employees.
- Provide QA / QC review of deliverables.

OPTIONAL Task 3 – Additional Support for Existing O&M Staff

This task requires written authorization by the City.

HDR Responsibilities

- For a period of seven weeks (approximately July 18 to September 5, 2024) HDR will provide one Operations Specialist to support the City’s operations and maintenance at the WTP and distribution systems. During this period, the Operations Specialist will be onsite for an average of two days per week and will communicate with the shift operator a minimum of three days per week. The Operations Specialist will be available by telephone at all times during this period. This proposal assumes that the Operations Specialist will be required a total of 133 hours over the seven week period.
- The general responsibilities of the Operations Specialist include:
 - Developing shift schedules to verify if sufficient City operators are on site to perform all operations and maintenance duties.
 - Verify that all samples and readings are performed per SOPs.
 - Support City operators to resolve maintenance issues.
 - Verify that chemicals are ordered and delivered so as not to disrupt operations.
 - Review regulatory reports prepared by City Staff.
 - Provide information and input on a regular basis to City Public Works Director.
- Provide sufficient Quality Control / Quality Assurance on HDR deliverables. This will be provided by HDR personnel in the Kansas City area familiar with the project. This QA/QC will be documented and kept in HDR files.

City of Smithville

Water Facilities Engineering and Support Scope

- Provide a Senior Operations Manager to assist the Operations Specialist for a total of 4 hours per week for seven weeks. The Senior Operations Specialist will:
 - Conduct a minimum of 2 virtual update meetings per week with the Operations Specialist.
 - Provide guidance, and support to the Operations Specialist.
 - Provide a maximum of an additional 20 hours to assist the City in procuring a new Class A Water Treatment Plant Operator.

City Responsibilities

The City will be responsible for the following items:

- Continue to provide Class A operation coverage and full operation and maintenance responsibility for the WTP and distribution systems.
- Providing staff for day to day operations and maintenance of the WTP, including Chief Plant Operator. This staff will be responsible for correctly performing the sampling, monitoring, record keeping and other tasks in accordance with the SOPs and in consultation with the Chief Plant Operator.
- Making operations staff available for all necessary training.
- Providing HDR access to operation and maintenance data and records for the WTP and the distribution system.
- Submittal of all required regulatory reports.

Deliverables

- Monthly Invoices with supporting documentation.
- HDR will conduct weekly update meetings with City Public Works Director. A simplified report will be submitted at this meeting, showing progress on each task.
- Training Excel Spreadsheet, including topics and successful completion by operators.
- Draft and Final Technical Memo on recommended staffing levels and options on shift schedules.
- A maximum of five (5) SOPs.

Terms and Conditions

Work performed under this work order will be done under the Terms and Conditions included in the existing Professional Services Agreement between HDR and the City, signed on _____, 20__.

This Work Order may be extended to provide more HDR labor and expenses, if both the City and HDR are in agreement. No additional work shall begin until this agreement is in place.

Work Order Fee

All work performed by HDR will be invoiced on an hourly not-to-exceed basis and will not exceed the cost outlined in the attached fee spreadsheet. These rates are valid until December 31, 2024, at which point they will be subject to adjustment.

If any additional services beyond what is outlined in this scope and fee are requested by the City, a future authorization will be mutually agreed upon for additional scope, schedule, fee, as necessary.

City of Smithville
Water Facilities Engineering and Support Scope

SCHEDULE

- Task 1 – Project Management
 - June 19, 2024 to September 30, 2024
- Task 2 - Knowledge Retention and Operator Training
 - June 19, 2024 to July 17, 2024
- Task 3 – Additional Support of Existing O&M Staff (OPTIONAL)
 - July 8, 2024 to September 5, 2024

CITY OF SMITHVILLE:

HDR

By: _____

By: _____

Title: Damien Boley, Mayor

Title: _____

Date: June 18, 2024

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Date: _____



City of Smithville
 Operations Support
 Scope and Fee Estimate - 6-12-2024

Rate Schedule Code	Staff Name	Saffels, R	Patrick, D	Bunch, D	Malinowski, C	Mix, M	Briggs, J	DeCou, C	Koirala, A	Total HDR Hours	HDR Expenses	Total
	Billing Rate	Technical Specialist II/Senior Project Manager III	Engineer/Architect/Designer III	Technical Specialist II/Senior Project Manager III	Technical Specialist II/Senior Project Manager III	Survey Technician/Construction Inspector III	Engineering Support Staff I	Engineering Support Staff I	Engineer/Architect/Designer I			
TASKS												
1	Task 1 - Project Management											
1	Project Setup and Administration		8				8	4	6	26	\$250	\$3,530
2	Quality Control	2	2					4		8		\$1,380
3	Safety Plan		2					2	4	8		\$1,040
4	Project Management Including Monthly Invoicing (4 months)		16				16	16		48		\$5,840
5	Project Approach and Resource Review	2	4	4					4	14	\$150	\$3,240
	Subtotal Hours	4	32	4	0	0	24	26	14	104		
	Subtotal Dollars	\$1,300	\$4,960	\$1,300	\$0	\$0	\$2,520	\$2,730	\$1,820		\$400	\$15,030
	Total Task 1											\$15,030
B.	Task 2 - Knowledge Transfer and Operator Training											
1	Knowledge Retention and Operator Training	8	24		32	120			16	200	\$2,000	\$37,600
2	QA / QC	4	10						12	26		\$4,410
3	Assist City with Operator Recruitment	10	12		16				4	42		\$10,830
	Subtotal Hours	22	46	0	48	120	0	0	32	268		
	Subtotal Dollars	\$7,150	\$7,130	\$0	\$15,600	\$16,800	\$0	\$0	\$4,160		\$2,000	\$52,840
	Total Task 2											\$52,840
C.	Task 3 - Additional Support for Existing O&M Staff											
1	Support of Existing O&M Staff	10	40		48	133			24	255	\$2,000	\$48,790
2	QA / QC	8	12							20		\$4,460
	Subtotal Hours	18	52	0	48	133	0	0	24	275		
	Subtotal Dollars	\$5,850	\$8,060	\$0	\$15,600	\$18,620	\$0	\$0	\$3,120		\$2,000	\$53,250
	Total Task 3											\$53,250
	Total Hours	44	130	4	96	253	24	26	70	647		
	Total Billing Amount	\$14,300	\$20,150	\$1,300	\$31,200	\$35,420	\$2,520	\$2,730	\$9,100		\$4,400	\$121,120

Estimated Project Fee \$121,120