

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, August 7, 2017

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, August 7, 2017, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

- Crow Management Program – Loomacres Wildlife Management
- Shawn Ferdinand, Director of Field Operations

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Amendment No. 113 to the Management and Management Confidential Pay Plan
- Resolution No. 2 - Authorizing the Sale of Surplus Bucket, Electric Department
- Resolution No. 3 - Rejecting all Bids for HVAC Maintenance
- Resolution No. 4 - Approving Amendment No. 3 to GHD Agreement for Phase 1A of the Wastewater Treatment Plant Sludge Disposal Process Modification Project
- Resolution No. 5 - Approving Amendment No. 1 to GHD Agreement for Phase 1B of the Wastewater Treatment Plant Sludge Disposal Process Modification Project

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Recommendation to Upgrade Municipal Building Staff Position

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Monday, August 14, 2017, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
AUGUST 21, 2017.**

August 1, 2017

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Crow Management Program Presentation – Loomacres Wildlife Management

At the request of City Council, a senior staff member from Loomacres Wildlife Management, the City's crow management contractor, will give a short presentation on Watertown's crow issue and Loomacres' mitigation efforts. At the end of each harassment season, Loomacres provides the City with a year-end report that summarizes its crow hazing activities in the City during the previous winter season. Attached is the 2016-17 year-end report for Council's review prior to the presentation.



May 18th, 2017

Geoff Urda
245 Washington Street
Watertown, NY 13601

Mr. Urda,

Below you will find a summary of our effort during the 2016-2017 crow management program in Watertown, New York.

Loomacres Wildlife Management Inc. conducted crow harassments from November 2016 through March 2017 in the city of Watertown, New York. Harassment was conducted in response to the large flocks of American crows (*Corvus branchyrrhynchos*) that would roost throughout the city's residential and commercial areas. These birds have produced undesirable conditions throughout the city including noise disturbances from their loud calls when congregated in large numbers, as well as the fecal matter produced by flocks in roosting locations.

Initial harassment commenced on the 17th of November, 2016. During the beginning of the crow hazing season, a staging area for crows was observed north of the city, off Plaza Dr. Due to the location being more rural and crows observed perching in stands of trees away from urban developments, Loomacres did not initiate hazing with these flocks. As sunset progressed, small groupings of crows had moved towards the city and took refuge in trees adjacent to the Black River, between Moulton St. and Factory Street. Initial harassments began at this location, with flock sizes estimated around 1,000-3,000 birds. Loomacres staff utilized several harassment techniques and was able to break the flock up into smaller groups ranging in size of 50-200 individuals, dispersed throughout the city. On subsequent visits, initially observed flock sizes prior to the days harassment, were estimated to range from 1,000-13,000 individuals. On repeat visits, Loomacres staff noticed initial congregations of crows near the more rural areas off Plaza Dr. prior to smaller flocks making their way into the city at dusk. Locations within the city that had increased crow hazing activity included the edges of Black River off Newell St., trees near the parking lot between City Center Dr. and Court St., and the collection of trees near the City Snow Dump site off Mill St.

Loomacres staff continued to be vigilant with hazing flocking of crows, with efforts focused at reducing flock sizes concentrated in one location and directing flocks out of the city. Loomacres personnel used a variety of non-lethal harassment techniques including: pyrotechnics, lasers, spotlights, distress callers and other sensory harassments to make crows disperse from city roosting areas.

" Bringing Wildlife Management To A Higher Level "

Loomacres Wildlife Management • P.O. 361 • Warnerville, NY 12187

Ph: 800-243-1462 • Fax: 518-618-3129 • www.loomacres.com

E-mail: info@loomacres.com

Similar to previous years, staff fielded phone calls and emails from city residents to help located and confirm crow related problems throughout the city. A total of 21 sighting reports were filled, a decrease from the previous year (41 reports in 2015-2016). First reports were submitted in October. The greatest number of reports from city residents was collected during November, with 6 entries. During the subsequent months, entries remained relatively low, with four reports in December, two in January, three in February and three in March. Flock size estimates reported by Watertown residents were similar for each month during the hazing season, with estimates between 50-1,000 crows reported.

Harassment efforts wrapped up by the beginning of March 2017 as flock sizes of crows attempting to roost in the city were observed to be less than 1,000 crows and flocks gradually were less persistent to stay within the city. The remaining crows were continually harassed until they were spread out in flocks consisting of a couple hundred individuals, reducing the negative effects they had on residents and their property.

Overall, the crow harassment operations during the Watertown 2016-2017 winter season were viewed as a success. Loomacres personnel conducted harassments on 5 occasions, with a total of 66 harassment instances performed. Overall, total number of crows was observed to have decreased compared to previous years of hazing effort. Flock sizes were also noted to average in smaller numbers than in previous years. Causes for this decrease in flock sizes can vary from environmental conditions such as mild temperatures, less snow fall, and changes in roosting patterns. During the 2015-2016 hazing season, Loomacres had initiated the reinforcement of non-lethal harassment with lethal take of selective individuals. In 2016-2017, Loomacres was able to effectively disperse most flocks without resort to lethal reinforcement. Continued availability of the reinforcement method will assist with future harassments in the city. The goals of reducing overall flock sizes by means of harassment into small groupings greater dispersed around the city were attained with great success. Public participation in reporting efforts helped to establish an overall positive perception of the effects the harassment has on the city's crows.

Total Number of Crows Harassed: 87,950

Total Number of Harassment Instances: 66

Total Number of Pyrotechnics Used: 93

Total Number of Laser/Distress Deterrents Used: 37

Total Number of Lethal Crow Takes: 2

American crows are likely to be a continued issue for the city of Watertown during the winter. Loomacres recommends that the city continue to take a proactive approach to manage the crow population. Thank you, for the opportunity to work with the

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Ph: 607-760-8748 • Fax: 518-234-8547 • www.loomacres.com

E-mail: info@loomacres.com

City of Watertown. I hope that you will find this information useful. If you have any questions or would like additional information please to not hesitate to contact me.

Sincerely,

Cody Baciуска

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E-mail: info@loomacres.com

Res No. 1

August 1, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amendment No. 113 to the Management and Management Confidential
Pay Plan

Attached for Council consideration is an Amendment to the Management and Management Confidential Pay Plan to establish the salary for the budgeted position we intend to fill. The position was labeled as CAD Technician in the adopted budget and is being relabeled as Civil Engineer I to more accurately reflect the roles and responsibilities of this position. The CAD Technician position was recently vacated due to a retirement.

RESOLUTION

Page 1 of 1

Amendment No. 113 to the Management and Management Confidential Pay Plan

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 113 to the Management and Management Confidential Pay Plan, for the position listed below, as follows:

<u>Position</u>	<u>Salary</u>
Civil Engineer I (New Appointment)	\$61,732

Seconded by

Res No. 2

August 1, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Authorizing the Sale of Surplus Bucket,
Electric Department

The Electric Department has a surplus bucket that is no longer of value to the City. As stated in the attached report of City Purchasing Manager Amy M. Pastuf, this bucket could be sold through Auctions International's online website.

A Resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus Bucket,
Electric Department

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown has a surplus bucket that is beyond reasonable repair and therefore no longer of value to the City, the description of which is attached and made a part of this resolution, and

WHEREAS this bucket may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the bucket from the Electric Department, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

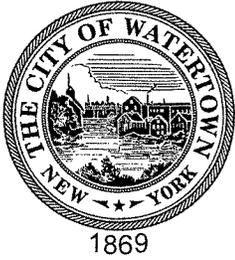
Seconded by

SURPLUS ITEMS

The following item is surplus to the City's needs. This item is located at the Electric Department.

DESCRIPTION	Department
12" JCB Bucket	Electric Department





CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
☎(315) 785-7749 📠(315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale of Bucket
DATE: 7/31/2017

The Purchasing Department is requesting City Council's permission to auction one surplus bucket from the Electric Department. The Department has determined that the item is no longer useful and therefore no longer of value to the City. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale provided the offer meets or exceeds the estimated scrap value.

Thank you for your consideration in this matter.

Copy: Jim Mills, City Comptroller
Gene Hayes, Superintendent of Public Works

Enclosures

Res No. 3

August 2, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Rejecting All Bids for HVAC Maintenance for City Hall, Municipal Arena and Flower Memorial Library

The City Purchasing Department has advertised and received sealed bids for a service contract to perform HVAC Maintenance for City Hall, the Municipal Arena and the Flower Memorial Library.

Invitations to bid were issued to seven (7) prospective bidders and area plan houses. The Purchasing Department issued six (6) addenda to answer questions posed by prospective bidders. Three (3) sealed bids were received and publicly opened and read in the City Purchasing Department on Wednesday, July 26, 2017, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received with the Engineering Department, and it is their recommendation that the City reject all bids received as stated in her attached report. It is recommended that we re-bid with clarified specifications.

A Resolution rejecting all bids for a service contract to perform HVAC Maintenance for City Hall, the Municipal Arena and the Flower Memorial Library has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Rejecting all Bids for HVAC Maintenance

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

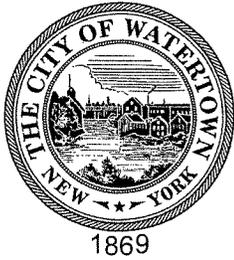
WHEREAS the City Purchasing Department has advertised and received sealed bids for a service contract to perform HVAC Maintenance for City Hall, the Municipal Arena and the Flower Memorial Library, and

WHEREAS invitations to bid were issued to seven (7) prospective bidders and area plan houses with three (3) bids received and publicly opened and read in the City Purchasing Department on Wednesday, July 26, 2017, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received with the Engineering Department, and it is their recommendation that the City Council reject all bids,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown rejects the bids received for a service contract to perform HVAC Maintenance for City Hall, the Municipal Arena and the Flower Memorial Library in order to allow a re-bid with clarified specifications.

Seconded by



CITY OF WATERTOWN, NEW YORK

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 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601-3380
 E-MAIL APastuf@watertown-ny.gov
 Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2017-05 – HVAC Maintenance
DATE: 8/2/2017

The City's Purchasing Department advertised in the Watertown Daily Times on June 28, 2017 calling for sealed bids for a service contract to perform HVAC Maintenance for City Hall, the Municipal Arena and the Flower Memorial Library. This contract is a new contract that includes regular maintenance as well as hourly rates for small projects and emergency service. The Purchasing Department issued Invitations to Bid to seven (7) prospective bidders and the area plan houses. The Purchasing Department issued six (6) Addenda to answer questions posed by prospective bidders. The Purchasing Department received three (3) sealed bids. The Purchasing Department publically opened and read the bids on July 26, 2017 at 11:00 am, local time. The bid tabulation for the bid totals is shown below.

Description	Air Temp Heating & Air Conditioning, Inc.			Hyde-Stone Mechanical Contractors, Inc.			Ontario HVAC Solutions, Inc.		
	Clinton, NY			Watertown, NY			Dexter, NY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
City Hall	\$17,888.00	\$17,888.00	\$18,246.00	\$30,073.00	\$31,583.00	\$33,155.00	\$3,900.00	\$4,000.00	\$4,100.00
Flower Memorial Library	\$5,322.00	\$5,322.00	\$5,429.00	\$17,171.00	\$18,032.00	\$18,934.00	\$3,450.00	\$3,550.00	\$3,650.00
Municipal Arena	\$38,000.00	\$38,000.00	\$38,760.00	\$22,962.00	\$24,108.00	\$25,310.00	\$5,950.00	\$6,050.00	\$6,150.00
Annual Totals	\$61,210.00	\$61,210.00	\$62,435.00	\$70,206.00	\$73,723.00	\$77,399.00	\$13,300.00	\$13,600.00	\$13,900.00
Total Contract	\$184,855.00			\$221,328.00			\$40,800.00		
Straight Time Rate/Extra Work Orders	\$100.00	\$100.00	\$100.00	\$84.00	\$87.00	\$90.00	\$80.00	\$84.00	\$88.00
Emergency Services Hourly Rate	\$150.00	\$150.00	\$150.00	\$115.00	\$120.00	\$126.00	\$100.00	\$105.00	\$110.00

The Engineering and Purchasing Departments reviewed the submittals to determine the responsiveness of the bidders. Upon review of the bids received, it was noted that there was a large discrepancy in the pricing. The City Engineer contacted all three bidders to discuss the bid specification and subsequent resulting bids. It became apparent that there was some confusion regarding the specifications, resulting in misinterpretation of the requirements on the part of all bidders. In light of this development, it is recommended that City Council reject all bids. The specifications will be clarified and the contract bid again at a later date.

If there are any questions concerning this recommendation, please contact me at your convenience.

Res Nos. 4 and 5

August 1, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amendments to Agreements with GHD Consulting Services Inc. for
Wastewater Treatment Plant Sludge Disposal Process Modification Project

As stated in the attached report of Water Superintendent Vicky L. Murphy, amendments to Phases 1A and 1B Agreements with GHD Consulting Services Inc. have been prepared.

In the case of Phase 1A, the Agreement has been modified to remove engineering services related to the construction of the Dewatered Sludge Storage Building, as it is no longer required, for a reduction of project costs from \$219,400 to \$95,800.

Regarding Phase 1B, the City needs to replace two anaerobic digester covers and have received approval to add this into the available grant funding with the New York State Environmental Facilities Corporation (EFC).

Attached for Council consideration are two Resolutions approving these Amendments to our Agreements with GHD Consulting Services Inc.

COUNCIL MEMORANDUM

TO: Honorable Mayor and Members of City Council

FROM: Vicky L. Murphy, Water Superintendent

Date: July 30, 2017

RE: Resolution Authorizing Amendments of GHD Agreements for Phase 1A and Phase 1B of the Wastewater Treatment Plant Sludge Disposal Process Modification Project

Background:

The City of Watertown received funding, in August of 2016, through NYSEFC in the amount of \$9,206,000. Twenty-five percent (25%), or approximately \$2.3M, was in the form of a grant and the remainder, \$6.9M, a zero percent (0%) interest loan. This funding was to allow the City to continue with the Wastewater Treatment Plant Sludge Disposal Process Modification Project which was first presented to Council in 2012.

However, to address Council's concerns, a portion of the original Project, a \$3.3M biosolids storage facility, has been delayed or deleted at this time leaving the total project cost at \$5.9M. Total Grant funding would thus be reduced to \$1.5M.

On April 18, 2017, one of the anaerobic digester covers failed, was taken off-line, and needs to be replaced as will another digester cover of the same age (installed in 1964). Work on the digesters, to include a new mixing system was originally part of Phase 2 of the Project. To maximize the use of available grant funding the EFC was contacted regarding adding the failed digester covers and related digester improvements in lieu of the Sludge Disposal Building. EFC has given approval for this modification.

Attached for Council consideration are resolutions authorizing amendments of GHD Agreements for Phase 1A and 1B of the Sludge Disposal Process Modification Project. Also attached are the GHD Amendments.

RESOLUTION

Page 1 of 1

Approving Amendment No. 3 to
GHD Agreement for Phase 1A of the
Wastewater Treatment Plant Sludge
Disposal Process Modification Project

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

WHEREAS on April 1, 2013 City Council approved an Agreement with GHD Consulting Services Inc. to perform engineering services for Sludge Disposal Modifications at the Wastewater Treatment Plant, and

WHEREAS GHD Consulting Services Inc. has completed Task Nos. 1 through 15, including the Preliminary Design, Final Design and Bidding Phase for the Phase 1A Sludge Disposal Modifications, and

WHEREAS the City of Watertown has decided not to construct the Dewatered Sludge Storage Building included in the Phase 1A project, and

WHEREAS engineering services related to the construction of the Dewatered Sludge Storage Building are no longer required,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown agrees to Amendment No. 3 of the Agreement, a copy of which is attached and made part of this resolution, to delete certain construction phase services related to the construction of the Dewatered Sludge Storage Building and revise the project costs from \$219,400 to \$95,800, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby authorized and directed to sign this Amendment on behalf of the City of Watertown.

Seconded by



AMENDMENT NO. 3

TO AGREEMENT BETWEEN
CITY OF WATERTOWN, NEW YORK
AND
GHD CONSULTING SERVICES INC.

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and the City of Watertown, New York (OWNER) entered into an Agreement dated April 1, 2013 to perform Engineering Services for Sludge Disposal Modifications at the William T. Field Water Pollution Control Plant; and

WHEREAS, ENGINEER has completed Task Nos. 1 through 15, including the Preliminary Design, Final Design, and Bidding Phase for the Phase 1A Sludge Disposal Modifications; and

WHEREAS, the OWNER has decided not to construct the Dewatered Sludge Storage Building included in the Phase 1A project; and

WHEREAS, engineering services related to the construction of the Dewatered Sludge Storage Building are no longer required; and

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows.

SCOPE OF SERVICES

Section A1.05 Construction Phase:

Task 15 - Construction Administration

Delete the following Construction Phase Services related to the construction of the Dewatered Sludge Storage Building:

- Project Management
- Architectural Construction Administration
- Structural Construction Administration
- Electrical Construction Administration

Task 16 - Resident Project Representative

Revise the part time inspection effort from "1,290 man hours" to "480 man hours".

PROPOSED FEE

Revise the project costs as follows:

Task	Authorized Fee	Revised Fee
Task 15 - Construction Administration (Lump Sum)	\$74,400	\$53,700
Task 16 - Resident Project Representative (Hourly)	\$145,000	\$42,100

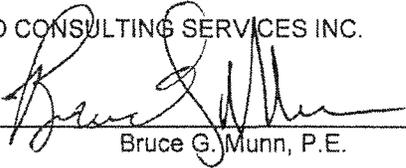
AUTHORIZATION

The return of one signed copy of this Amendment No. 3, together with a copy of a formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for ENGINEER to proceed with the Scope of Service outlined above.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 3 as of the last date entered below.

ENGINEER:

GHD CONSULTING SERVICES INC.

By:  _____
Bruce G. Munn, P.E.

Title: Vice President

Date: 7/27/17

OWNER:

CITY OF WATERTOWN

By: _____
Sharon Addison

Title: City Manager

Date: _____

BGM/dir

RESOLUTION

Page 1 of 1

Approving Amendment No. 1 to GHD Agreement for Phase 1B of the Wastewater Treatment Plant Sludge Disposal Process Modification Project

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS on October 17, 2016 City Council approved authorizing GHD Consulting Services Inc. to proceed with Phase 1B Final Design, Bidding and Construction of the Wastewater Treatment Plant Sludge Disposal Process Modification Project in the amount of \$540,450, and

WHEREAS the City of Watertown has decided not to construct the proposed Sludge Disposal Building for the Phase 1B Sludge Disposal Modifications project, and

WHEREAS the existing anaerobic digester covers have recently failed and must be replaced, and

WHEREAS the City of Watertown would like to maximize the use of available grant funding for the Phase 1B Sludge Disposal Modifications project, and

WHEREAS the City of Watertown has decided to include replacement of the failed digester covers and related digester improvements in lieu of the deleted Sludge Disposal Building, and

WHEREAS the City of Watertown has requested GHD to perform additional Design and Construction Phase services for the digester cover replacements and related improvements in the amount of \$208,300,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Amendment No. 1 to GHD Agreement for Phase 1B of the Wastewater Treatment Plant Sludge Disposal Process Modification Project, a copy of which is attached and made part of this resolution, in the amount of \$208,200 to include the additional Design and Construction services, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby authorized and directed to sign this Amendment on behalf of the City of Watertown.

Seconded by



AMENDMENT NO. 1

TO AGREEMENT BETWEEN
CITY OF WATERTOWN
AND
GHD CONSULTING SERVICES INC.

WHEREAS, GHD Consulting Services Inc. (ENGINEER) and City of Watertown (OWNER) entered into an Agreement dated September 16, 2016 to perform engineering services for design and construction of Phase 1B Sludge Disposal Modifications; and

WHEREAS, the OWNER has decided not to construct the proposed Dewatered Sludge Storage Building for the Phase IA Sludge Disposal Modifications project; and

WHEREAS, the existing anaerobic digester covers have recently failed and must be replaced; and

WHEREAS, as the digester covers were anticipated to be replaced in Phase 2 of this Sludge Disposal Modifications project; and

WHEREAS, the OWNER would like to maximize the use of available grant funding awarded to the OWNER for construction of the Phase IB Sludge Disposal Modifications project; and

WHEREAS, the OWNER has decided to include replacement of the failed digester covers and related digester improvements in lieu of the deleted Dewatered Sludge Storage Building in the Phase IB Sludge Disposal modifications project; and

WHEREAS, the OWNER has requested ENGINEER to perform additional Design and Construction Phase services for the digester cover replacements and related improvements; and

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows.

SCOPE OF SERVICES

Final Design Phase

1. Add the following to the Final Design Phase Scope of Services:
 - a. Structural inspection of existing primary digester cover failure and preparation of memorandum for temporary repairs.
 - b. New Primary Digester No. 1 Cover:
 - Demolition of the existing Primary Digester No. 1 cover.
 - Design of a new fixed Primary Digester No. 1 cover – Digester cover to be a fixed steel digester cover.
 - c. New Primary Digester No. 1 and Secondary Digester Mixing Systems:
 - Mixing system to be a pumped mix nozzle system with associated pumps and piping. Two pumps will be designed which can provide mixing to either digester.

- d. Secondary Digester Heating:
 - Provide pipe/pumping interconnections to provide backup heating to the Secondary Digester (using existing heat exchanger for Primary Digester No. 1).
- e. New Secondary Digester Cover:
 - Cover to be a steel floating gasholder cover designed for an operating pressure of 8 to 10 inches water column pressure.
- f. New related digester gas safety equipment (flame arrestor, pressure relief valves).
- g. Miscellaneous Design Improvements:
 - Jet flush cleaning of existing digester sludge piping located within the Primary Digester No. 1 and Secondary Digester complex.
 - Tank interior concrete repairs, where applicable.
 - New coatings to be provided for tank interiors on Primary Digester No. 1 and Secondary Digester.
 - Replace exterior wall system on Secondary Digester (insulation and steel to match Primary Digester No. 1).
 - Replace cover seal on Primary Digester No. 2.
 - Repaint cover and associated piping on top of Primary Digester No. 2.
- h. Associated Electrical Instrumentation and Controls:
 - Secondary Digester liquid level
 - Gas detection
 - Gas flow meter to gas conditioning system
- i. SCADA Design – New Digester Area PLC to include:
 - PLC connection to LAN.
 - Specify PLC, SCADA/HMI programming to be provided by Contractor.
 - Develop process control narratives.

Bidding and Construction Phases

- 1. Add Bidding and Construction Phase services for the following:
 - a. Primary Digester Mixing System
 - b. Primary Digester Cover
 - c. Secondary Digester Floating Gas Holder Cover
 - d. Related digester gas safety equipment
 - e. Associated Electrical Instrumentation and Controls
- 2. Resident Project Representative:
 - a. Add three months full-time (500 hours) of Resident Project Representation. Increase the total construction period from 15 months to 18 months.

Post-Construction

- 1. Add the following:
 - a. O&M Manual Review – Review and approve equipment manufacturer’s O&M Manuals for all major equipment included in the Phase 1B project.
 - b. Record Drawings – Prepare AutoCAD record drawings for the project based upon addendum, change orders, field orders and upon field records of as-constructed modifications.

SCHEDULE

Final Design Phase

The final design phase for the scope of services will be completed through submission of the 95% complete contract documents (drawings and specifications) will be completed within 75 days of authorization to proceed.

PROJECT COSTS

Add the following project lump sum fees:

	<u>Lump Sum</u>
Final Design Phase	\$118,000
Bidding Phase	\$4,900
Construction Phase	\$33,900
Post-Construction	\$6,800

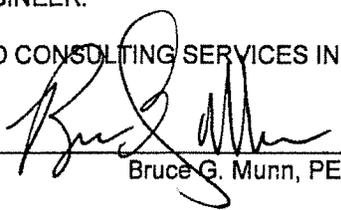
Add the following hourly fees with not-to-exceed amount:

	<u>Not-to-Exceed</u>
Resident Inspection (hourly)	\$44,600

AUTHORIZATION

The return of one signed copy of this Amendment No. 1, together with a copy of a formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for ENGINEER to proceed with the Scope of Service outlined above.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 as of the last date entered below.

ENGINEER:
GHD CONSULTING SERVICES INC.
By: 
Bruce G. Munn, PE
Title: Vice President
Date: 8/2/17

OWNER:
CITY OF WATERTOWN
By: _____
Sharon Addison
Title: City Manager
Date: _____

BGM/dlr

August 3, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Recommendation to Upgrade Municipal Building Staff Position

It is my recommendation that Council upgrade a Municipal Building staff position from Laborer to Facilities Maintenance Worker to attract and retain the necessary caliber of talent and abilities required to perform semi-skilled, mechanical and facility maintenance for City Hall and the Flower Memorial Library. The recommendation to upgrade the staff position to that of Facilities Maintenance Worker is required to maintain pace with keeping these necessary skills in-house so that staff can perform the multitude of mechanical and facility maintenance tasks. The implication of this upgrade is that the beginning wage of this new position would be \$30,653 rather than \$28,088.

Historically, the Municipal Building staff has been responsible for cleaning and maintaining City Hall and the Flower Memorial Library. This work includes but is not limited to mowing and care of lawns and grounds; minor repairs of plumbing, drywall, plaster; carpentry; painting; cleaning, etc. The staff has been reduced over the years to its current strength of three full-time employees - Custodial Maintenance Supervisor and two Laborers. The cost of these positions is shared equally between the General Fund and the Library Fund.

With a recent, unplanned retirement, an opportunity exists to upgrade one Laborer position to a Facilities Maintenance Worker position. It is apparent that the City can continue to save a significant amount of money, by retaining the necessary skills required to maintain these buildings rather than outsourcing the work. As an example, during the recent budget build, staff sought quotes for cleaning the highly trafficked Library and the estimate was approximately \$6,000/month or \$72,000/year. Management has concluded that the labor staff currently assigned to the Municipal Building are not able to complete some of the more complicated tasks above because they lack the qualifications, skills and abilities.