

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: March 16, 2010

ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS

Amendment # 5 contract # 07-03-G-140586-0108, Greeley and Hansen, LLC, Program Management Services for Regional Optimization Master Plan CIP Implementation. This amendment extends the contract period for two years and adds \$746,918.00 to the contract amount for the continued support of the Project Control System (PCS) and the Document Management System (DMS) critical scheduling and administrative tools for the Regional Optimization Master Plan (ROMP) program. This additional funding will also provide for the transition support for these system tools from the consultant to the County. Funding source: 2004 Bonds Administering Department: Regional Wastewater Reclamation Department

Effective Date: March 16, 2010

Termination Date: December 31, 2012

Original Contract Amount: \$4,500,000.00

Previous Amendment(s): (\$32,000.00)

Previous Contract Amount: \$4,468,000.00

This Amount this Amendment: \$746,918.00

Revised Contract Amount: \$5,214,918.00

Cont #	:	<u>07-03-G-140586-0108-05</u>
Effective:	:	<u>03-16-2010</u>
Term	:	<u>12-31-12</u>
Cost	:	<u>\$746,918.00</u>
Rev	:	<u>0</u>
Tot	:	<u>\$746,918.00</u>
NTE	:	<u>\$5,214,918.00</u>
Timex	:	<u>Yes</u>
Renewal	:	<u>09-01-12</u>
Term	:	<u>12-31-12</u>

Project Manager: Jaime Rivera

Contract Officer: Jerome Rizzo, 740-3245
Procurement Department

Vendor is using a Social Security Number: No

Synergen BC#/PO# 08032294

Please return to Harry Lewis.

This is an Official Copy of the Pima County contract executed and in file with Pima County.

*To: CHH - 3.5.10
COR - 3.8.10
Agenda 3.16.10
Addendum*

CLERK OF THE BOARD USE ONLY: BOS MTG. _____

ITEM No. _____



**PIMA COUNTY
REGIONAL WASTEWATER RECLAMATION DEPARTMENT**

201 NORTH STONE AVENUE
TUCSON, ARIZONA 85701-1207

MICHAEL GRITZUK, P.E.
DIRECTOR

PH: (520) 740-6500
FAX: (520) 620-0135

March 4, 2010

TO: C.H. Huckelberry, P.E., County Administrator
THRU: John M. Bernal, P.E., Deputy County Administrator, Public Works
FROM: Michael Gritzuk, P.E., Director *Michael Gritzuk*
SUBJECT: **Amendment #5** ROMP Project Control System Time Extension and Document Management Systems Time Extension and Operational Transfer to County, and **Amendment #6** Legal and Financial Consultant Support for the Water Reclamation Campus (WRF) Design-Build-Operate Procurement Action

The Regional Wastewater Reclamation Department (RWRD) respectfully requests your approval to place Amendment #5 and Amendment #6 to the Greeley and Hansen / Parsons contract for **Program Management Services for Regional Optimization Master Plan CIP Implementation Program** on the addendum for the March 16th Board of Supervisors meeting.

Amendment #5, in the amount of \$746,918, will allow for the extension beyond the first year of the contract of GH/P to support of the Project Controls, Document Management and Construction Management systems. The original contract was an estimated level of effort that has been determined to be lower than the actual effort to host and maintain the Project Control Systems. The extension will allow the coordination with Pima County IT to transfer the system to County infrastructure and administration. It is RWRD's goal, with PC IT support, to assume ownership of the Documents and Project Controls system and relieve the consultant of the hosting and administration functions of the ROMP Project Controls Systems. Amendment #5 is needed as soon as possible to allow for the continued development of the WRF Design-Build-Operate procurement documents, and meet our December 2010 deadline to award the DBO contract.

Amendment #6, in the amount of \$842,230, will allow for the assistance of subject matter experts in the legal and financial aspects of the Design Build Operate (DBO) procurement method. The original ROMP Program planning document called for the use of the CMAR procurement method for the new Water Reclamation Campus. Upon further review, it was determined that the DBO procurement method will provide the most benefit to the Department. Due to the long term relationship with the selected firm, and the many details involved in the development of the contractual relationship, expert assistance is required to reach the most advantageous terms for the County. Amendment #6 is needed to expediently transfer the operation of the Document Management System to the County ITD servers and minimize further expenses for the Consultant to operate and maintain this system.

Your approval of this request is appreciated. If you should have any questions or need additional information, please feel free to contact us. *See attached prior approval of amendment contract!*

CONCUR:

John M. Bernal

John M. Bernal, P.E., Deputy County Administrator

3/5/10

Date

APPROVED:

C.H. Huckelberry

C.H. Huckelberry, P.E., County Administrator

3/5/10

Date

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MAR 08 10PM 01:07 PC CLK OF BDD



**PIMA COUNTY
REGIONAL WASTEWATER RECLAMATION DEPARTMENT
201 NORTH STONE AVENUE
TUCSON, ARIZONA 85701-1207**

**MICHAEL GRITZUK, P.E.
DIRECTOR**

PH: (520) 740-6500
FAX: (520) 620-0135

January 25, 2010

TO: C.H. Huckelberry, P.E., County Administrator
THRU: John M. Bernal, P.E., Deputy County Administrator, Public Works
FROM: Michael Gritzuk, P.E., Director *Michael Gritzuk*
SUBJECT: Amendment #6: ROMP Design Build Operate (DBO) Procurement Document Development

The Regional Wastewater Reclamation Department (RWRD) respectfully requests your approval of Amendment #6 to the Greeley & Hansen / Parsons (GH/P) contract for **Program Management Services, Regional Optimization Master Plan CIP Implementation**. The GH/P contract was developed under the assumption that all ROMP projects would follow the Construction Manager at Risk (CMAR) delivery method, and that GH/P would assist with procurement activities.

The procurement options for the Water Reclamation Campus have been refined in the past 18 month, and it has been determined that the most advantageous procurement method for the Water Reclamation Campus is the Design, Build, Operate (DBO) procurement method. The development of DBO Procurement documents, due to the long term relationship nature of the contract, requires specialized input from GH/P and their subcontracted attorneys and financial consultants knowledgeable in these contractual instruments. Amendment #6 will allow for the subcontracting of consulting services for subject matter experts in this type of contractual relationship, to advise Pima County in the development of the Design, Build, Operate contracts and the development of the final Procurement Package for this project.

The proposed Amendment will increase the **Program Management Services, Regional Optimization Master Plan CIP Implementation** contract in the amount of \$842,230.

Your approval of this request is appreciated. If you should have any questions or need additional information, please feel free to contact us.

CONCUR:

John M. Bernal

John M. Bernal, P.E., Deputy County Administrator

1/29/10

Date

APPROVED:

C. Huckelberry

C.H. Huckelberry, P.E., County Administrator

2/22/10

Date

MGrew

cc: Eric Wieduwilt, Deputy Director of Planning and Engineering, RWRD
Michael Kostrzewski, CIP Program Manager, RWRD

This is an official copy of the Pima County contract. It is not to be used for any other purpose without the written permission of Pima County.

PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT

PROJECT: Program Management Services for Regional Optimization Master Plan CIP Implementation

CONSULTANT: Greeley and Hansen, LLC
2800 North 44th Street, Suite 650
Phoenix, AZ 85008

CONTRACT NO.: 07-03-G-140586-0108

AMENDMENT NO.: Five (5)
FUNDING: 2004 Bond Funds

CONTRACT

NO. 07-03-G-140586-0108

AMENDMENT NO. 05

This number must appear on all invoices, correspondence and documents pertaining to this contract.

CONTRACT TERM: 01/01/08 - 12/31/10	ORIGINAL CONTRACT AMOUNT:	\$	4,500,000.00
TERMINATION PRIOR AMENDMENT: N/A	PRIOR AMENDMENT(S):	\$	(32,000.00)
TERMINATION THIS AMENDMENT: 12/31/12	AMOUNT THIS AMENDMENT:	\$	746,918.00
	REVISED CONTRACT AMOUNT:	\$	5,214,918.00

CONTRACT AMENDMENT

WHEREAS, COUNTY and CONSULTANT have entered into the Contract referenced above; and

WHEREAS, as provided under the contract original scope of work, CONSULTANT provides the Project Control System (PCS) and a Document Management Systems (DMS) critical to the management of the overall Regional Optimization Master Plan (ROMP) Program Schedule, and individual project schedules within the ROMP program; and

WHEREAS, continuation of support for the PCS and DMS systems is required by COUNTY; and

WHEREAS, COUNTY requires this continued support for an additional two years; and

WHEREAS, it is the intention of COUNTY to assume the management of the PCS and DMS systems within this additional two year period; and

WHEREAS, CONSULTANT agrees to support COUNTY in the transition of management of the PCS and DMS systems by providing continued staff support, required coordination with COUNTY departments, and the training of COUNTY personnel in the system and administrative functions of the PCS and DMS system; and

WHEREAS, CONSULTANT has proposed a supplemental scope of work and pricing acceptable to COUNTY for these services.

NOW, THEREFORE, it is agreed as follows:

CHANGE: ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES, first paragraph to read:

"This Contract, as approved by the Board of Supervisors, shall commence on January 1, 2008, and shall terminate on December 31, 2012, unless sooner terminated or further extended pursuant to the provision of this Contract."

CHANGE: ARTICLE III – COMPENSATION AND PAYMENT, first paragraph to read:

"In consideration of the services specified in the Contract, the COUNTY agrees to pay CONSULTANT in an amount not to exceed FIVE MILLION TWO HUNDRED FOURTEEN THOUSAND NINE HUNDRED EIGHTEEN DOLLARS (\$5,214,918.00)."

ADD: To EXHIBIT A – Scope of Engineering Services, Scope of Program Management Services – Amendment No. 5 (dated January 2010, 5 pages attached).

REPLACE: Exhibit D Estimated Fee Proposal (Rev. October 2009) with Exhibit D Estimated Fee Proposal Amendment No. 5 (4 pages attached)

This is an Official Copy of the Pima County Contract executed and on file with Pima County.

This Amendment shall be effective upon the approval of the Pima County Board of Supervisors.

All other provisions of the Contract, not specifically changed by this amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures to this amendment on the dates written below.

PIMA COUNTY:

Luis Valadez

Chair, Board of Supervisors

MAR 16 2010

Date

CONSULTANT:

Jerry C. Bish

Signature

Jerry C. Bish / Principal

Name and Title (Please Print)

Mar 3, 2010

Date

ATTEST:

Suz Goddard

Clerk of the Board

MAR 16 2010

Date

APPROVED AS TO FORM:

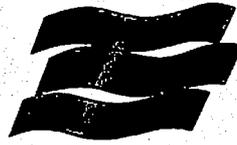
[Signature]

Deputy County Attorney

3-3-10

Date

This is an Official Copy of the Pima County contract executed and on file with Pima County



**Pima County
Regional Wastewater
Reclamation Department**

**Program Management Services
Regional Optimization Master Plan
CIP Implementation**

**Scope of Program Management
Services - Amendment No. 5**

**Pima County
Regional Wastewater Reclamation Department**

January 2010



GREELEY AND HANSEN / PARSONS

This is an Official Copy of the Pima County contract executed and on file with Pima County.

Scope of Program Management Services

Exhibit A – Amendment No. 5

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This is an Official Copy of the Pima County contract executed and on file with Pima County.



Scope of Program Management Services

Exhibit A – Amendment No. 5

Introduction

The Program Management Services are scheduled to coincide with the Pima County Regional Optimization Master Plan facilities planning, design, construction and startup. The scope of services is to be carried out over 9 years of the related CIP Implementation Program. The services commenced on January 2008 with the first phase of a three phased program to occur within the first 3 year period of the program. The first phase of services included the development and transfer of operations of an electronic document management system and a website reporting system. The Program Management Services included hosting of both electronic systems for the first year. At the request of PCRWRD the Program Management team is continuing to host and provide management services for the electronic document management system and website reporting beyond the development, startup and implementation phases.

The Program Management Services Contract is dated January 1, 2008 (contract number 07.03.G.140586.0108 / PO number 08032294). The contract for the first phase, as approved by the Board of Supervisors, commenced on January 1, 2008 and shall terminate on December 31, 2010. The amount of the contract as currently amended is \$4,468,000, which includes the first phase of Program Management Services. Detail of the proposed additional scope of services is outlined below.

Scope Changes

As a result of the continued services beyond the contracted obligations the Greeley and Hansen / Parsons (GH/P) Program Management team is requesting modifications to Tasks 3 and 4. All other tasks will remain as outlined in Exhibit A of the original contract dated January 1, 2008. Description of each amended task is provided below.

Task 3 Document Management

In Exhibit A of the contract dated January 17, 2008, this task included the following:

GH/P shall review the documentation requirements and current management processes. With that information, system criteria shall be developed for document management for the Regional Optimization Master Plan Capital Implementation project (ROMP CIP). At the same time a review of what Pima County Project Management Application (PMA) has specified for hardware and software in their recent offering and any recommended solutions that are developed for document management use shall be incorporated into the document management plan. Coordination with their processes is desirable but is not absolutely necessary. Recommendations shall be made, a system installed and protocols for filing and document distribution established.

In view of budgetary constraints, after the first year of operation, GH/P will transfer operation of the document management system to the County. GH/P shall not have an ongoing responsibility to maintain the document retention and retrieval system with utilization of the selected software. Where original documents are to be received and stored and the process for obtaining digital records of documents shall be determined. The system shall be set up to support large scale retrieval of documents



Scope of Program Management Services

Exhibit A – Amendment No. 5

to support a claim or change process. GH/P shall also be responsible for the final archiving process of project records in archival format acceptable to PCRWRD. This is an LOE task.

As part of GH/P's program management tasks, standard formats for documents and other submittals shall be prepared. Formats shall be initially established in the Document Management Plan, and, as an ongoing task, updates and additional formats shall be developed.

Description of Amendment

In Exhibit A of the contract dated January 1, 2008 hosting and managing of the systems developed and implemented under this task was required to be carried out by the Greeley and Hansen / Parsons Program Management team (GH/P) for the first year. PCRWRD has determined the need for GH/P to continue hosting the system under this task beyond the first year. The amendment is to host and manage the system for an additional two years until successful transfer to PCRWRD operations is complete.

Benefit of Amendment Services

The benefit of the Program Management team to continue hosting the system is to provide continuity in the system operations and to continue to monitor usage and data management as well as providing a secure backup of the stored electronic data until the PCRWRD team is prepared and trained to successfully take over the system operation.

Task 4 Web-based Electronic Reporting

In Exhibit A attached to the contract dated January 17, 2008, this task included the following:

GH/P shall develop a means of distributing project performance information through a website. GH/P will build a website to store basic project cost and schedule status reports, along with general program information such as calendars and bulletins. The website will be capable of further enhancements; however, due to budget constraints and timing uncertainty no enhancements are budgeted.

GH/P shall host the website during the first year and shall download the information into the County system at the end of that period.

Description of Amendment

In Exhibit A of the contract dated January 1, 2008 this task included hosting the system by GH/P for one year after development and implementation. PCRWRD has determined the need for GH/P to continue carrying out this task beyond the first year. This amendment is to host and manage the system for an additional two years.

Benefit of Amendment

The benefit of the Program Management team to continue hosting the system is the same as Task 3, which is to provide continuity in the system operations and to continue to monitor usage and data management as well as providing a secure backup of the stored electronic data until PCRWRD is prepared and trained to successfully take over the system operation.



Scope of Program Management Services

Exhibit A – Amendment No. 5

Schedule Modifications

As the program of activities was refined over the first months of the program, we have determined along with PCRWRD that certain tasks will require more time than originally scheduled. While the extension of the electronic document management and website reporting systems services are to be extended, the services are scheduled to be completed within the terms of the existing contract schedule. Therefore, no contract term modifications are necessary.

Budget Modifications

A revised level of effort and compensation has been developed for Tasks 3 and 4. Table 1 provides current and revised budget labor costs for the individual tasks modified by this amendment:

**Table 1
Current and Revised Labor Costs**

Tasks	Current Labor Cost	Revised Labor Costs
3- Document Management	\$169,062	\$373,183
4- Web-based Electronic Reporting	\$126,453	\$589,222

The above costs are based on the terms and conditions agreed to under the original agreement including the use of the 2006 audited overhead costs. Under this amendment the budget for all the other tasks of the Program Management Services will remain the same, including the budget for other direct costs for the program. The above costs are exclusive of fee which is included in the revised attached Exhibit D - Estimated Fee Proposal.

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Scope of Engineering Services Amendment

Exhibit D – Amendment No. 5

EXHIBIT D

Estimated Fee Proposal

Amendment No. 5

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Pima County Regional Wastewater Reclamation Department

Program Management
ROMP CIP Implementation

Scope of Program Management Services
Amendment No. 5

Exhibit D - Estimated Fee Proposal

Estimated Costs

Program Management			Amend No. 4	Change	Amend No. 5
Task	1	Program Management Plan	\$ 151,321	\$ -	\$ 151,321
		Level of Effort	\$ -		\$ -
Task	2	- Scope Management	\$ 71,855	\$ -	\$ 71,855
		Level of Effort	\$ -		\$ -
Task	3	- Document Management	\$ 169,062	\$ 204,121	\$ 373,183
		Level of Effort	\$ -		\$ -
Task	4	- Web-based Electronic Reporting	\$ 126,453	\$ 462,769	\$ 589,222
		Level of Effort	\$ -		\$ -
Task	5	- Delivery Method Review	\$ 176,962	\$ -	\$ 176,962
		Level of Effort	\$ -		\$ -
Task	6	- Stakeholder Involvement Plan	\$ 392,664	\$ -	\$ 392,664
		Level of Effort	\$ -		\$ -
Task	7	- Constructability Analysis	\$ 46,160	\$ -	\$ 46,160
		Level of Effort	\$ -		\$ -
Task	8	- Performance Measurements and Management	\$ 90,518	\$ -	\$ 90,518
		Level of Effort	\$ -		\$ -
Task	9	- Architectural Concepts	\$ 87,303	\$ -	\$ 87,303
		Level of Effort	\$ -		\$ -
Task	10	- Design Guidelines	\$ 124,666	\$ -	\$ 124,666
		Level of Effort	\$ -		\$ -
Task	11	- Project Delivery Compliance	\$ 130,692	\$ -	\$ 130,692
		Level of Effort	\$ -		\$ -
Task	12	Value Engineering Procedures/Reviews	\$ 46,191	\$ -	\$ 46,191
		Level of Effort	\$ -		\$ -
Task	13	- Permit Management/Tracking	\$ 49,459	\$ -	\$ 49,459
		Level of Effort	\$ -		\$ -
Task	14	- Change Management	\$ 77,346	\$ -	\$ 77,346
		Level of Effort	\$ -		\$ -

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Pima County Regional Wastewater Reclamation Department

Program Management
ROMP CIP Implementation

Scope of Program Management Services
Amendment No. 5

Exhibit D - Estimated Fee Proposal

Estimated Costs

Program Management			Amend No. 4	Change	Amend No. 5
Task	15	Commissioning/Startup/Training/ Project Turnover	\$ 55,697	\$ -	\$ 55,697
		Level of Effort	\$ -		\$ -
Task	16	Procurement Documentation for Water Reclamation Campus	\$ 299,424	\$ -	\$ 299,424
		Level of Effort	\$ -		\$ -
Total Program Management			\$ 2,095,772	\$ 666,891	\$ 2,762,662
Time Management					
Task	17	Schedule Management	\$ 135,522	\$ -	\$ 135,522
		Level of Effort	\$ -		\$ -
Total Time Management			\$ 135,522	\$ -	\$ 135,522
Program Master Budget/Financial Plan					
Task	18	Budget and Costs Management	\$ 123,741	\$ -	\$ 123,741
		Level of Effort	\$ -		\$ -
Task	19	Project Delivery Escalation Process	\$ 60,695	\$ -	\$ 60,695
		Level of Effort	\$ -		\$ -
Task	20	Financial Management	\$ 184,318	\$ -	\$ 184,318
		Level of Effort	\$ -		\$ -
Task	21	Estimate Management	\$ 54,604	\$ -	\$ 54,604
		Level of Effort	\$ -		\$ -
Task	22	Fixed Asset Management System Coordination	\$ 14,261	\$ -	\$ 14,261
		Level of Effort	\$ -		\$ -
Total Report Development			\$ 437,619	\$ -	\$ 437,619
Risk Assessment					
Task	23	Safety Plan	\$ 31,043	\$ -	\$ 31,043
		Level of Effort	\$ -		\$ -
Task	24	QA Plan	\$ 130,557	\$ -	\$ 130,557
		Level of Effort	\$ -		\$ -
Task	25	Risk Management	\$ 110,311	\$ -	\$ 110,311
		Level of Effort	\$ -		\$ -
Total Risk Assessment			\$ 271,911	\$ -	\$ 271,911

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Pima County Regional Wastewater Reclamation Department

Program Management
ROMP CIP Implementation

Scope of Program Management Services
Amendment No. 5

Exhibit D - Estimated Fee Proposal

Estimated Costs

Program Management				Amend No. 4	Change	Amend No. 5
Communications Plan						
Task	26	- Reporting and Communications Plan		\$ 144,681	\$ -	\$ 144,681
		Level of Effort		\$ -		\$ -
Total Communications Plan				\$ 144,681	\$ -	\$ 144,681
Management Information Systems (MIS)						
Task	27	- Reports, Meetings and Meeting Summaries		\$ 547,605	\$ -	\$ 547,605
		Level of Effort		\$ -		\$ -
Total Management Information Systems (MIS)				\$ 547,605	\$ -	\$ 547,605
Total Specific Reqs./Ongoing Responsibilities Services						
Total Specific Reqs./Ongoing Resps. for Tasks 1-27				\$ 3,255,922	\$ 666,891	\$ 3,922,813
Fee (GH / P)* on labor costs for Tasks 1 - 27				\$ 366,832	\$ 80,027	\$ 446,859
Subconsultant labor costs				\$ 377,188	\$ -	\$ 377,188
Total Labor Costs with Fee Tasks 1 - 27				\$ 3,999,942	\$ 746,918	\$ 4,746,860
Level of Effort Services						
Task	28	- Level of Effort Allotment		\$ 9,006	\$ -	\$ 9,006
Fee (GH / P) on labor costs for Task 28				\$ 1,080	\$ -	\$ 1,080
Total Labor Costs with Fee Task 28				\$ 10,086	\$ -	\$ 10,086
Total Services Costs Summary						
Total Labor Costs with Fee Tasks 1 - 27				\$ 3,999,942	\$ 746,918	\$ 4,746,860
Total Labor Costs with Fee Task 28				\$ 10,086	\$ -	\$ 10,086
Other Direct Costs				\$ 457,972	\$ -	\$ 457,972
Total Project Costs (not to exceed)				\$ 4,468,000	\$ 746,918	\$ 5,214,918
* GP / P - Greeley and Hansen / Parsons						

This is an Official Copy of the contract executed on 10/13/2011 between Pima County and the contractor.