



**CITY OF COLUMBIA**  
**AGENDA MEMORANDUM**

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**MEETING DATE:** June 7, 2016

**DEPARTMENT:** Utilities and Engineering

**FROM:** *Joey Jaco, Director of Utilities and Engineering*

**SUBJECT:** Starlite Pump Station Flow Study SS7325

**PRESENTER:** Joey Jaco

**FINANCIAL IMPACT:** Funding has been identified as: 5529999-SS7325-658650 (multiple FY's CIP Sheet Attached).

**Original Contract Amount: \$315,315.00**

**Sub consulting services:**

**\$63,063.00 (20.0% of the total contract value) awarded to 4D Engineering will provide Civil Engineering services.**

**\$106,190.00 (33.68% of the total contract value) awarded to Hydrostructures will provide sewer assessment services.**

**\$4,000.00 (1.27% of the total contract value) awarded to Inman Land Surveying Co., will provide surveying services.**

**ORIGINAL BUDGET:** \$1,615,315.00 (overall)/\$315,315.00 (this project) (Multiple FY's CIP Sheet attached)

**BUSINESS PROGRAM:** Mentor Protege Program

**CLEAN WATER 2020?:** Yes

**FEMA DR-SC4241?:** No

**STRATEGIC GOALS:** Invest in Infrastructure

The Agreement is for Flow Study services in evaluating the potential elimination of the Starlite Pump Station. The Starlite Pump Station Flow Study will consist of three phases: the Sanitary Sewer Evaluation Study (SSES) on up to 107 Manholes and 29,000 linear feet of gravity Sewer pipe; a Starlite Pump Station evaluation to include the overview of findings of the SSES and based on the Evaluation Report a determination will be made to upgrade or replace the existing Starlite Pump Station to meet

current City of Columbia Standards or eliminating the existing Pump Station and construct a gravity wastewater line to convey wastewater downstream to the Bluff Road Pump Station.

Staff has negotiated a fee totaling Three Hundred Fifteen Thousand Three Hundred Fifteen Dollars and No/100 (\$315,315.00) for the specified needs above with Alliance Consulting Engineers, a MBE firm Headquartered in Columbia, SC. Alliance is an approved Mentor in the Mentor Protégé Program with 4D Engineering, a WBE firm located in Lexington, SC as their Protégé. Funding for this Amendment was budgeted from the Capital Outlay Projects Budget (5529999-SS7325-658650).

Original Contract Amount: \$315,315.00

Sub consulting services:

\$63,063.00 (20.0% of the total contract value) awarded to 4D Engineering will provide Civil Engineering services.

\$106,190.00 (33.68% of the total contract value) awarded to Hydrostructures will provide sewer assessment services.

\$4,000.00 (1.27% of the total contract value) awarded to Inman Land Surveying Co., will provide surveying services.

Services to be performed will impact all City Council Districts. The Legal Department has reviewed the Agreement and the Director of Utilities and Engineering recommends its approval and ACM for Operations recommends its approval.

# AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Columbia, South Carolina (hereinafter referred to as the "City") and Alliance Consulting Engineers, Inc., (hereinafter referred to as the "Engineer"), for Flow Study services in evaluating the potential elimination of the Starlite Pump Station. The Starlite Pump Station Flow Study will consist of three phases: the Sanitary Sewer Evaluation Study (SSES) on up to 107 manholes and 29,000 linear feet of gravity sewer pipe; a Starlite Pump Station evaluation to include the overview of findings of the SSES and based on the Evaluation Report a determination will be made to upgrade or replace the existing Starlite Pump Station to meet current City of Columbia Standards or eliminating the existing Pump Station and construct a gravity wastewater line to convey wastewater downstream to the Bluff Road Pump Station more fully described in the Scope of Services in Exhibit A, attached hereto. Funding for this project has been identified as 5529999-SS7325-658650.

For and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

## I. Scope of Services

Upon written notification by the City to proceed, the Engineer shall complete the scope of services more fully described in Exhibit A, attached hereto. The Engineer shall perform any and all incidental services not specifically set forth in Exhibit A, which are necessary to fully complete the scope of services described in Exhibit A.

## II. Supplemental or Additional Services

Supplemental or Additional Services may be required of the Engineer by the City or recommended by the Engineer and approved by the City in writing.

The Engineer must obtain written approval from the City for any Supplemental or Additional Services prior to the work being performed. If the Engineer fails to obtain prior written approval to perform the work, the City is under no obligation to compensate the Engineer for services performed.

## III. Term of Agreement

This Agreement shall expire, unless terminated earlier as provided for herein April 30, 2018, or at such time the total compensation provided for herein is reached, whichever is earlier.

The decision whether to extend the contract, upon written request, for reasons attributable to inclement weather, or for other cause determined in the sole and exclusive discretion of the party receiving the request, and neither party shall be under any obligation to agree to an extension of the initial term or any additional term.

#### **IV. Schedule for Completion of Services**

Time is of the essence. The Engineer shall complete any and all services performed under this Agreement within the timeframes as outlined in Exhibit C, attached hereto.

If a delay is foreseen Engineer shall give thirty (30) days prior written notice to the Utilities & Engineering Department. The City has the right to extend delivery date if reasons appear, in the sole discretion of the City, to be valid. Engineer must keep the City advised at all times of status of order. Default in promised completion times without accepted reasons or failure to meet specifications, authorizes the Director of Procurement to purchase supplies, equipment or services elsewhere and charge full increase in cost and handling to defaulting Engineer.

#### **V. Compensation**

A. The compensation to be paid by the City to the Engineer under this Agreement shown on Exhibit B attached hereto shall not exceed Three Hundred Fifteen Thousand Three Hundred and Fifteen Dollars and No/100 (\$315,315.00). Use of contingency funds for additional services is dependent upon written authorization of the City.

B. The Engineer shall submit invoices no more frequently than monthly for services rendered during each phase of the Project. Each invoice submitted must describe the services for which payment is requested, show payment calculations and specify the person(s) rendering such service(s). **Each invoice must also clearly identify any portion of the fee invoiced for subcontracted services, including any such services that are specified in the Summary of Proposed Sub-consultants shown on Exhibit D hereto, and identify if the subcontractor is a Minority or Female Business Enterprise.** Each invoice shall bear the signature of the Engineer, which signature shall certify that the information contained in the invoice is true and accurate and that the invoice amount is currently due and owing. The City will not pay interest or penalty on any past due amount.

#### **VI. Indemnification, Hold Harmless and Insurance**

A. The Engineer shall provide to the City evidence of Professional Liability Insurance in an amount not less than One Million and no/100 (\$1,000,000.00) Dollars per occurrence and Two Million and no/100 (\$2,000,000.00) Dollars Aggregate and General Liability Insurance in accordance with the current Columbia Code of Ordinances, which can be located at [www.columbiasc.net](http://www.columbiasc.net).

B. The Engineer shall furnish the City with a certificate showing satisfactory proof of carriage of the insurance required hereunder and such insurance shall be approved by the City prior to the Engineer and any subcontractor of the Engineer commencing any services under this Agreement. The City of Columbia shall be the Certificate Holder and shall be named as an Additional Insured.

C. The Engineer shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Engineer's performance or nonperformance of the services or subject matter called for in this Agreement.

**VII. Subcontracting Outreach Program (<http://www.columbiasc.net/business-outreach/>)**

The attention of the Engineer is directed to the Subcontracting Outreach Program. The Engineer is required to comply with the terms and conditions of this policy which can be located at [www.columbiasc.net/business-outreach/](http://www.columbiasc.net/business-outreach/). The Engineer shall, in performance of the Agreement, only use those subcontractors and/or vendors upon which the Engineer's scope of services was based. Subcontractor and/or vendor substitutions shall only be made upon the Owner's approval. The Engineer shall enter into contracts with those subcontractors and/or vendors, in the same dollar amount upon which the Engineer's scope of services was based, prior to award of the Agreement. Such Agreements shall be contingent upon award of the Agreement by the Owner and the Owner's Notice to Proceed to the Engineer. Each invoice shall identify the dollar amount that will be paid to each subcontractor and/or vendor for services performed and/or materials/products furnished under the Agreement. The Engineer shall provide the name of each subcontractor and/or vendor and a description of the services performed and materials/products furnished by each subcontractor and/or vendor and the dollar amount to be paid to each subcontractor and/or vendor.

**VIII. Mentor-Protégé Program (<http://www.columbiasc.net/business-outreach/>)**

The City of Columbia shall encourage, where economically feasible, establishment of mentor-protégé relationships to ensure contracting opportunities for all businesses, including minority / women / small business enterprises. The Mentor-Protégé Program (MPP) helps develop private sector business relationships and enhances the contracting capabilities of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE). In order to provide opportunities for growth and to encourage hands-on business relationships, certain capital improvement projects may be designated by the City of Columbia as Mentor-Protégé Program projects. The City of Columbia has determined that participation in the City's Mentor-Protégé Program is required for this project under this Agreement shown on Exhibit F attached hereto. The Engineer must comply with Mentor-Protégé Program Guidelines. The Mentor Protégé Program Guidelines can be located at [www.columbiasc.net/business-outreach/](http://www.columbiasc.net/business-outreach/). The Engineer agrees that the Mentor Protégé Program does not create any contractual rights and/or duties between the City and the Protégé and that the City is not a party to the Implementation Plan. The Engineer agrees that it has or will enter into a separate contractual Agreement with the Protégé to which the City is not a party.

**IX. Licenses, Permits and Taxes**

A. The Engineer shall be responsible for obtaining any approvals, permits and/or licenses as may be required of the Engineer in performing the services required under this Agreement. The Engineer shall be responsible for any costs relating to same.

B. The Engineer shall be responsible for identifying and providing any applications and supporting documentation to the City for any approvals and/or permits required of the City in order for the Engineer to perform the services required under this Agreement. Such approvals and/or permits may include, but not necessarily be limited to, SCDHEC Construction Permits, SCDHEC Stormwater Management for

Construction Sites Permits, SCDHEC Water Resources Permits, Corps of Engineers Permits, City/County/SCDOT Encroachment Permits, and Encroachment Permits for other utility rights-of-way and Railroad Right-of-Way Encroachment Permits/Agreements. The City shall obtain the approvals and/or permits identified by the Engineer and pay any costs relating to same.

C. The Engineer shall answer questions and consult with the City and/or appropriate authorities as necessary to assist the City's efforts in obtaining required permits/approvals.

D. The Engineer shall procure a City of Columbia business license while performing services under this Agreement.

#### **X. Duties upon Termination**

At termination of this Agreement, the Engineer shall immediately provide the City with all records and data in any format the Engineer is capable of producing and at no cost to the City, which were generated, created or received by the Engineer in performance of the services required by this Agreement or as the City may deem necessary to perform the required services by the City or the Engineer's successor. All records shall be free from any proprietary claims or interest. The Engineer agrees to fully cooperate with the City and any successor to ensure an effective transition to continuously provide the required services.

#### **XI. Termination of Agreement**

The City may terminate this Agreement at any time upon any of the following grounds:

A. Failure by the City to appropriate funds for the performance of any of the services required in this Agreement in any annual budget;

B. The Engineer fails to perform any of the services required in this Agreement and does not correct such deficiency within fifteen (15) days having been notified by the City of such deficiency;

C. Force Majeure;

D. The City shall, at its sole option and discretion, have the right to terminate this contract for any reason whatsoever. A termination for default under this Agreement, if wrongfully made, shall be treated as a termination for convenience under this clause;

E. Upon expiration of the term of this Agreement; and

F. By mutual agreement.

Notice of termination shall be sent by registered mail, return receipt requested. In the event of termination, the Engineer shall only be entitled to the actual direct costs of all labor and material expended on the services required under this Agreement prior to the effective date of the termination or the Engineer shall be entitled to be paid a pro-rata percentage of the total Agreement price which is equal to its

percent of completion, whichever of the two methods provides the lowest sum to be paid to the Engineer. In no event shall the Engineer be entitled to anticipatory profit or damages for any termination under this Agreement. In no event shall the Engineer be entitled to assert a claim in quantum meruit or any other measure of damages other than that stated herein.

## **XII. Ownership of Project Documents**

All data, documents or other information of any description generated by or used by the Engineer or any subcontractor retained by the Engineer and related to the services required by this Agreement shall be the property of the City and shall not be used by the Engineer for any purpose whatsoever except to perform the services required by this Agreement.

## **XIII. Notice**

A. Written notice to the City shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Director of Utilities and Engineering, City of Columbia, Post Office Box 147, Columbia, South Carolina 29217.

B. Written notice to the Engineer shall be made by placing such notice in the United States Mail, postage prepaid and addressed to: Alliance Consulting Engineers, Inc., c/o Ryan Slattery, 1201 Main Street, Suite 2020, Columbia, SC 29201.

## **XIV. Consent Decree**

A. The services performed by the Engineer pursuant to this Agreement are required in whole or in part to satisfy the terms of the Consent Decree entered by the United States District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW (the "Consent Decree"), a copy of which has been provided to the Engineer by the City and is incorporated by reference herein. The Engineer shall perform the services pursuant to this Agreement in conformity with the terms of the Consent Decree.

B. In addition to the requirements above, the Engineer shall comply with the document retention requirements of Paragraph 68 of the Consent Decree which includes, but is not limited to, the obligation to preserve all non-identical copies of all documents, records, or other information (including documents, records, or other information in electronic form) in the Engineer's possession or control that relate in any manner to the Engineer's performance under this Agreement ("Preserved Documents"). Upon the Engineer's performance of all services required under this Agreement, the Engineer shall provide the City with all Preserved Documents. In addition to the requirements above, the Engineer shall provide the City with all Preserved Documents upon termination of this Agreement.

C. Upon the occurrence of a force majeure event as defined in Paragraph 55 of the Consent Decree, the Engineer shall provide notice to the City's Director of Utilities and Engineering in person, by phone, or by electronic mail within twenty-four (24) hours of when the Engineer first knew or should have known that the event might cause a delay. Within three (3) days thereafter, the Engineer shall provide written notice

in accordance with above to include the following information: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken in an effort to prevent or minimize the delay; a schedule for implementation of any measures to be taken in an effort to prevent or mitigate the delay or the effect of the delay; and the Engineer's rationale for attributing such delay to a force majeure event. The Engineer shall include with any notice all available documentation supporting the claim that the delay was attributable to a force majeure event.

D. The Engineer shall reimburse the City the amount of any stipulated penalties imposed on the City pursuant to Paragraph 47 of the Consent Decree if the Engineer neglects, fails, or refuses to meet the deadlines set forth in Exhibit C attached hereto. The Engineer agrees that any failure to meet such deadlines will result in the City's failure to meet the deadlines set forth in the Consent Decree except in the event of force majeure notice by the Engineer which results in the extension of said deadline by the U.S. Environmental Protection Agency under the Consent Decree. The City reserves all other remedies available for the Engineer's failure to perform pursuant to the Agreement, including the failure to meet the deadlines set forth in Exhibit C attached hereto.

E. The Engineer shall perform the services pursuant to this Agreement using sound engineering practices as set forth in the Consent Decree.

#### XV. Miscellaneous

A. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Engineer.

B. The Engineer shall be responsible for performance of all services required by this Agreement. The Engineer does not act as the City's agent or employee.

C. The Engineer will not assign or sublet its obligations to perform the services required by this Agreement without the written consent of the City.

D. The Engineer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Consultant and any sub-consultants; or (b) the compliance with Title 8, Chapter 14 by consultant and any sub-consultant. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Consultant agrees to include in any contracts with its consultants language requiring the sub-consultants to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-consultants language requiring the sub-consultant to comply with the applicable requirements of Title 8, Chapter 14.

E. In the event there are any disagreements between the City and the Engineer with regard to any

of the requirements, specifications or interpretation of this Agreement, the Engineer agrees to defer to the reasonable interpretations of the City as, from time to time may be made by the City. Ambiguities in the terms of this Agreement, if any, shall not be construed against the City.

F. This Agreement shall be construed in accordance with the laws of the State of South Carolina. The Engineer agrees to subject itself to the jurisdiction and venue of the Circuit Courts of Richland County, State of South Carolina as to all matters and disputes arising or to arise under this Agreement and the performance thereof. The City may seek attorney's fees and the Engineer agrees to pay such fees as awarded by the Court or other body. No attorney's fees may be sought by, nor will be paid to, the Engineer.

G. This Agreement represents the entire agreement between the City and the Engineer and supersedes all prior communications, negotiations, representations or agreements, either written or oral. Only written Change Order signed by both the City and the Engineer may amend this Agreement.

H. The failure of either the Engineer or the City to insist upon the strict performance of any provision of this Agreement shall not be deemed to be a waiver of the right to insist upon strict performance of such provision or of any other provision of this Agreement at any time. Partial payment by the City shall not be construed as a waiver. Waiver of any breach of this Agreement shall not constitute waiver of a subsequent breach.

I. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

J. This Agreement is subject to City Council approval.

K. Contractor and any Sub-Contractor is subject to the provisions of the 1991 Ethics Reform Act (S.C. Code Ann. §8-13-100, *et seq.*, as amended). Under this Act," A person may not, directly or indirectly, give, offer, or promise anything of value to a public official, public member, or public employee with the intent to:

(1) influence the discharge of a public official's, public member's, or public employee's official responsibilities;

(2) influence a public official, public member, or public employee to commit, aid in committing, collude in, or allow fraud on a governmental entity; or

(3) induce a public official, public member, or public employee to perform or fail to perform an act in violation of the public official's, public member's, or public employee's official responsibilities.

"Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

L. The Engineer will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

M. In the event any provision of this Agreement is determined to be void or unenforceable, all other provisions shall remain in full force and effect.

N. The contract shall be binding upon the respondent and upon its successors and assignees. The Contract shall be binding upon the City in accordance with its terms and provisions.

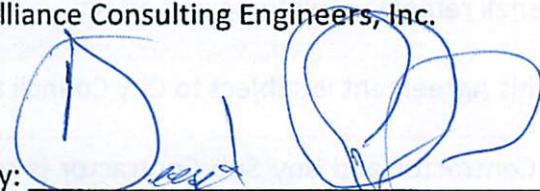
Witness the parties' respective hands and seals on the date first written above.

CITY OF COLUMBIA, SOUTH CAROLINA

By: \_\_\_\_\_  
Teresa Wilson, City Manager

\_\_\_\_\_  
Witness

Alliance Consulting Engineers, Inc.

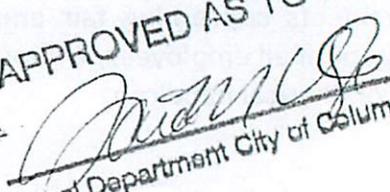


By: \_\_\_\_\_  
Title: President

Megan Pressley  
\_\_\_\_\_  
Witness

RECOMMENDED BY:   
Joseph D. Jaco, P.E., Director of Utilities and Engineering

RECOMMENDED BY: \_\_\_\_\_  
Melissa Gentry, P.E., Assistant City Manager for Operations

APPROVED AS TO FORM  
  
Legal Department City of Columbia, SC

## **EXHIBIT A**

### **SCOPE OF SERVICES**

**City of Columbia**

**CIP # SS7325**

#### **STARLITE PUMP STATION FLOW STUDY**

The Starlite Pump Station is off of Bluff Road between Flamingo Drive and Avalon Drive. The station has had several SSO's due to it's location adjacent to a stream and some collapsed pipes. The City is evaluating the potential of eliminating this pump station. This project consists of three phases:

1. SSES on up to 107 manholes and 29,000 linear feet of gravity sewer in the area as defined in Figure 1 below.
2. Pump Station Evaluation to include the overview of findings of the SSES.
3. Based on the Evaluation Report as prepared under Phase II, the City of Columbia will have the option of amending this contract to perform on of the following:
  - A. Upgrading or Replacing the existing Starlite Pump Station to meet current City of Columbia Standards; or
  - B. Eliminate the existing Starlite Pump Station and construct a gravity wastewater line to convey wastewater downstream to the Bluff Road Pump Station.

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## **PHASE I- SSES**

The services performed by the CONSULTANT as a part of this project include providing technical engineering support to the City of Columbia (CITY) for a Sewer System Evaluation Study (SSES) of a portion of the CITY's sanitary sewer system to identify problems that may lead to sanitary sewer overflows (SSOs). The investigations are intended to identify structural, operations and maintenance, and infiltration and inflow (I/I) related problems

In this scope and all associated attachments, the CITY and OWNER are synonymous. The term CONSULTANT refers to the firm performing the field services (ENGINEER OR SUBCONSULTANT) during the study and design phase. CONTRACTOR refers to the construction contractor during the construction phase in this scope and the specifications.

The project area is identified in **Figure 1**. Pipes 15-inches in diameter and greater, and manholes connected to these pipes, will be assessed under a separate contract and are excluded from this Scope of Services. Pipes to be determined to be 15-inches in diameter and larger shall be field verified at the lowest downstream end, and verified by the CITY based on information currently available to avoid gaps in data. These pipes and associated manholes shall be added to the scope at the direction of the CITY if they have been determined to have not been previously inspected.

The purpose of this project is to collect data for a portion of the CITY's collection system infrastructure for use in determining rehabilitation and replacement needs. This Scope of Services specifically includes the following SSES tasks:

- Manhole Inspection and Survey
- Sanitary Sewer Closed Circuit Television (CCTV) Inspection
- Gravity Sewer System Manhole Inspections
- Gravity Sewer System Smoke Testing
- Dye Testing

The specifications and all associated requirements referenced in Exhibit E shall apply throughout this Scope of Services, even if not specifically referenced. CONSULTANT to determine with OWNER where specific tasks within the specifications fall into the overall Scope of Service if not clearly defined.

### **Phase I Task 1 – Project Management and Administration during Assessment**

CONSULTANT will manage the efforts of its project team members and sub-consultants, assign manpower, delegate responsibilities, review work progress, monitor budget and schedule, and otherwise direct the progress of the work. As part of project administration, CONSULTANT will:

- Communicate with the CITY through a single point of contact, the CONSULTANT's Project Manager.
- Throughout the project, the CONSULTANT will maintain regular contact through the CITY's staff. This scope includes a kickoff meeting at the beginning of the project and monthly progress meetings during the execution of Phase I tasks 1, 2, and 3, and will include a 30, 60

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and 90 Percent Design Review Meetings. The CONSULTANT will issue meeting minutes for each meeting during the project. At the project milestones 30, 60 and 90 percent, the CONSULTANT will compile all comments received during the meetings and respond to one consolidated set of comments from the CITY utilizing the CITY's Standard Comment Form. Responses to the comments will be checked for acceptance by individual commenters before being accepted and closing out the individual comment. At the conclusion of final design, drawings and specifications will be submitted to the CITY for final review and approval. Revisions to the drawings will subsequently be made to incorporate the CITY's comments. This scope assumes four sets of design and construction documents will be delivered for each submittal (30 percent, 60 percent, 90 percent, draft final and final bid set). Electronic copies of the contract documents will also be delivered in PDF format. Milestone checklists will be utilized by the CITY's review team during the 30, 60 and 90 percent design review meetings. A copy of these checklists will be provided by the CITY.

- Provide monthly schedule updates pertaining to CONSULTANT's portion of the work to the CITY. The schedule shall be included with an updated Monthly Progress Report to be submitted with a draft invoice to the CITY for review. A project schedule shall be created and updated not less than monthly in MS Project or Primavera P6. The initial detailed project schedule shall be reviewed by the CITY before proceeding with the Scope of Service. The schedule shall begin based on the date on the Notice to Proceed and shall use the calendar days as outlined in Exhibit C. All documents provided to the CITY for review and approval shall be provided in hardcopy and electronically in PDF format at a minimum.
- CONSULTANT shall submit a Work Summary spreadsheet that the CITY will utilize to report to Cityworks® on areas that have been inspected or rehabilitated along with each monthly invoice. A comprehensive list is to be provided with each invoice identifying each pipe and/or manhole or other asset, and what was done (cleaning, etc). A sample Work Summary template will be provided by the CITY for this spreadsheet.
- CONSULTANT will utilize SharePoint, a web based document storage, sharing, and controls website currently utilized by the CITY, to share and file documentation of project progress, data, decisions, deliverables, design and management of the project.
- Implement and adhere to internal quality control and quality assurance procedures and also ensure all work performed by subconsultants and subcontractors meets these quality control and quality assurance procedures prior to issuance of all deliverables.
- Invoicing for this Task will be finalized with the completion of Phase IIIA Task 1 or Phase IIIB Task 1.

## **Phase I Task 2 - Data Management**

Data management is an imperative aspect to any successful SSES. A centralized project database will be created to organize and manage the collected information, and will be imported into the CITY's GIS system. The data management task will include the following activities:

1. **Review and Update Existing Asset Information (GIS Mapping and System Connectivity)**- CONSULTANT will request a copy of and update existing system information from the CITY's most recent wastewater utility network GIS dataset and will apply the current asset naming protocol to all features that are not currently using this nomenclature, while maintaining legacy naming protocols to allow the CITY to link old data to the new naming. CONSULTANT to request and use available Record Drawings provided by the CITY

to supplement the GIS information available to identify existing manholes and pipes and their attributes in the project area. The asset naming protocol will be based on using a sub-basin ID and a unique identifier as specified in the specifications. As part of this process the CONSULTANT will identify and correct flow and connectivity issues within the dataset as well as any data gaps or missing/inconsistent data values. CONSULTANT will provide GIS data layers identifying the location of each issue and will provide an updated, complete GIS dataset to the CITY at the completion of field data collection activities. Updated GIS datasets must meet the data development requirements as dictated by the CITY. The information updated in this section is for mapping and system connectivity and does not include inspection and condition assessment data. CONSULTANT to work with the CITY on integrating updated mapping into the CITY's existing GIS.

2. **Review of System Condition Information** - CONSULTANT will collect and review historical SSO information for the project area and will interview CITY operations staff for help in identifying problem areas. The CONSULTANT will conduct a field visit (windshield survey) of the project area to become more knowledgeable about the existing site conditions. Priority for the initial field visit shall be given to system components that include, at a minimum, pipes within close proximity to potentially inundated water bodies, pipes within the floodplain, and critical areas such as major road crossings, aerial crossings, and railroad crossings.
3. **Data Quality Control Review** – CONSULTANT will utilize the CITY approved database software and management tools to perform quality control and review of all data collected during the project. Quality control and continuity checks will include but not be limited to the following:
  - a. Flow and connectivity checks to verify that the updated wastewater network data set (in GIS format) contains proper pipe flow directions and that all network features (manholes, pipes, etc.) are connected or coincident spatially in order to provide an accurate and connected electronic network representing the physical network installed.
  - b. All inspection records (manhole, CCTV, etc.) must link to the GIS features using the unique feature identifiers as specified in each of the detailed technical specifications documents for each type of work to be performed as part of the study (see specifications).
  - c. Data collected during the field inspection work must be checked against standard engineering practices such that pipe and structure invert elevations do not result in adverse slopes or are in conflict (unless field confirmed). Pipe materials and diameters should be consistent throughout contract or linear areas and should increase in diameter towards downstream areas of the system, unless a pipe diameter change is confirmed in the field.
  - d. All database field values entered should be consistent and match valid codes provided by the CITY or as defined in specifications.
  - e. Notations or free-form comments within the database should follow guidance provided in the specifications and be consistent such that the same comment should be used to reference similar notes or observations.
  - f. All Mapping, Inspection and Condition Assessment Data Submittals-CONSULTANT will review all submittals provided by SUBCONSULTANT and notify SUBCONSULTANT of

any deficiencies found for correction and resubmittal. Once the submittal has been deemed final/approved, CONSULTANT shall submit this to the OWNER on a monthly basis at the monthly progress meeting unless another date is agreed upon, including any corrections that were made.

CONSULTANT to conduct a quality check on all submittals received following a Quality Control Plan submitted to and approved by the OWNER. CONTRACTOR to submit separate detailed Quality Control Plan to CONSULTANT and OWNER for approval for internal review before sending submittals to CONSULTANT for review. All subsequent submittals must be in compliance with this approved plan. Documentation of compliance with this plan is to be submitted with each milestone submittal (30 percent, 90 percent, Final).

CONSULTANT shall submit Smoke Testing, Dye Testing, CCTV and Manhole Inspection databases and associated data (including digital photographs, videos, and any other associated records) on a monthly basis to the OWNER after a full Quality Control review. See the specifications for additional information on these submittals. CONSULTANT may coordinate with the CONTRACTOR to consolidate submittals from other types of testing if same contractor is conducting the work.

OWNER to be provided with a Final External Hard Drive by the CONSULTANT with the first monthly submittal to allow for subsequent monthly data submittals to be loaded throughout the project. Final External Hard Drive refers to the master hard drive that will be large enough to store all of the data collected for the duration of the project, and will become property of the OWNER upon completion of the project. The CONSULTANT shall compile and submit to OWNER a sample complete database submittal and all associated data for detailed review before the first monthly data submittal. The sample set shall include 10-15 tests/inspections, and all associated data such as photos, videos, inspection forms, etc. that are required for each type of test/inspection. This sample set will be reviewed by the OWNER and any deficiencies will be noted to the CONSULTANT for correction and resubmittal. All photos/videos and associated data files should be loaded onto the hard drive in such a manner that they can easily be related to the databases. Folders should not be used unless required by the databases-files should have unique file names as specified in the specifications so they can be loaded into one directory without duplication of names.

CONSULTANT shall keep a digital log in either excel or database format tracking all submittals received by CONTRACTOR, and all submittals made to OWNER. This shall include at a minimum:

Date received from CONTRACTOR, date of submittal to OWNER, what is included in submittal (this must be clear so that at the end of the project when all of the submittal data is loaded onto one drive each submittal can be clearly identified based on this information- this should include the type of information (i.e. videos, photos, etc.), and the associated areas and assets being included as defined in each database)

Upon conclusion of each type of testing/inspection the CONSULTANT shall resubmit a full final database and all associated data and files to the CITY to ensure completeness and allow

for review before deeming them FINAL.

### **Phase I Task 3 - Sewer Assessment**

The sewer assessment to be conducted as a part of this project shall include manhole survey, manhole inspection of up to 107 manholes, smoke testing, CCTV, and up to five (5) dye test of pipes within the project area less than 15-inches in diameter and all manholes associated with these pipes. The intent of this project is to perform survey and manhole inspections of all manholes in the project area. Smoke testing will be conducted for all pipes within the project area less than 15-inches in diameter, and the manholes connected to those pipes. It is estimated that the project area contains approximately 107 manholes associated with pipes less than 15-inches in diameter, and 29,000 linear feet of sewer main less than 15-inches in diameter.

Information from all field inspections will ultimately be stored in the CITY's existing data management system. To facilitate this, during the course of the project, the CONSULTANT shall store and manage the data in accordance with the specifications. At the conclusion of the project, all data shall be submitted in a digital format following the requirements of the specifications and utilizing the electronic database formats given in the template files provided as part of various data collection specifications.

A brief summary of the technical requirements for the listed field inspection and testing work is provided below. Further information on each evaluation method is provided in the specifications. It should be noted that sewer flow control and sewer cleaning may also be required, for which detailed technical specifications are provided in the specifications.

1. **Gravity Sewer System Manhole Inspections** - Manhole inspections will be performed to verify the accuracy of the available mapping and to provide an opportunity for the mapping to be updated to reflect actual field conditions. This allows for field crews performing rehabilitation and/or replacement work to begin working more quickly and eliminate confusion regarding system connectivity, identification numbers, etc. Manhole inspections also evaluate the general condition of the system, identify specific defects or problems, and determine manhole rehabilitation recommendations.

Under this Scope of Services inspection crews will locate, open, and visually inspect approximately 107 manholes in the project area. This will be performed using Panorama video camera or GoPro camera technology. The condition of the manholes will be assessed and an inspection report will be completed in accordance with the requirements set forth in the specifications.

Every reasonable effort shall be made to locate and inspect all manholes. Individual manholes that cannot be found within 15 minutes should be sent to the CITY for assistance in locating these manholes. A GIS map with an aerial of the manholes that could not be found should be provided to the CITY. Additional manholes found during inspections over the amount estimated in the scope will be paid for out of Client Controlled Contingencies.

Inspection crews will be expected to follow all reporting requirements and fill out all reporting forms listed in the NASSCO MACP handbook for Level 2 inspections.

2. **Manhole Survey** – Survey will be performed on each manhole to obtain x,y coordinates, rim elevation, manhole invert elevation, and the invert elevation and size verification of all pipes entering and leaving the manhole. Requirements for manhole survey are provided in the specifications.

Upon the completion of manhole inspections and manhole surveys, a complete list of all manholes that were not found should be provided to the CITY, along with the reasoning. This list will support the removal of manholes in the GIS that were found to not exist, or to help direct the CCTV either during design or construction (depending on the criticality and other factors) in order to find manholes that could not be found for other reasons (such as deep burial) to make the mapping as complete and accurate as possible.

3. **Gravity Sewer System Smoke Testing** - Smoke testing enables field inspection staff to quickly identify and quantify sources of inflow and rain-induced infiltration entering the sewer collection system. This Scope of Service includes smoke testing of all sewers within the project area less than 15-inches in diameter. See the specifications for additional information, including testing procedures, data collection requirements, and database requirements for smoke testing.

All applicable information regarding the test will be collected and entered into a digital database format (see specifications). All fields in the database shall be completed.

4. **Sanitary Sewer Television Inspection**- CCTV inspection shall consist of digital video recordings, digital photos and a NASSCO PACP database. Inspection logs shall also be provided. This scope assumes that 100 percent of the sewer lines (29,000 linear feet) will be CCTV inspected. All sewers shall be cleaned before performing CCTV. Detailed technical specifications for cleaning and CCTV inspections are provided in the specifications. Water for cleaning, dewatering, and disposal of debris shall be included in the cleaning and CCTV price. This scope assumes that 10 percent of the sewer lines (2900 linear feet) will require heavy cleaning (as defined in the specifications) before performing CCTV.

Manholes that could not be located, lines that seem to dead end, or other miscellaneous questions should be CCTV'd when other field investigation options have been exhausted. This can either be done during the design or construction phase of the project, and should be done in order to provide the CITY with mapping as accurate as possible of the existing system. Any items found should be added to the mapping, and should be inspected and data provided as required for all other pipes and manholes within the system.

5. **Dye Water Testing** -Dye water testing can be used to assist in locating cross connections between storm water and sanitary sewer systems or to confirm connections from an identified smoke lead to the sanitary sewer where the connection is not known from the smoke test alone. Non-toxic dye will be used to investigate specific potential interconnections. Storm sewer cross-connections and area drains that are suspected of being connected to the sanitary sewer will be positively identified using the dye tracer procedure. Field documentation will be used to record findings. Internal pipeline inspection will determine the exact source of the suspected interconnection and establish the best abatement option. The findings and conclusions will be documented in a digital database of the inspection and will be delivered along with the digital photographs, and other associated data as further defined in the specifications. All fields in the database shall be

completed. This scope assumes 5 dye tests will be required. See specifications for additional information, including testing procedures, data collection requirements, and database requirements for dye testing.

## **PHASE II- PUMP STATION EVALUATION**

The scope of the project also includes the evaluation of the Starlite Pump Station including all equipment and components, operating conditions, aesthetics, existing capacity and potential future capacity needs based on the sewer area that can be served by this pump station. Based on this evaluation, a recommendation of rehabilitation/replacement or removal will be made by the Consultant in an Evaluation Report (example to be provide to Consultant). The Evaluation Report of proposed recommendations will include the findings with related cost estimates. Upon the City's review and approval of the Evaluation Report, the Consultant shall proceed with design services, and will follow with construction phase services.

The Consultant shall meet with the City at least monthly to provide a City standard progress report throughout all tasks. The Consultant shall prepare agenda and distribute minutes to all in attendance. A project schedule shall be created and updated not less than monthly in MS Project or Primavera P6. The initial detailed project schedule shall be reviewed by the City before proceeding with the scope of services. The schedule shall begin based on the date on the Notice to Proceed and shall use the calendar days as outlined in Exhibit C. All documents provided to the City for review and approval shall be provided in hardcopy and electronically in PDF format. Up to four copies of each document shall be provided in hardcopy unless otherwise specified. Final deliverables such as record drawings shall be submitted in a standard electronic format as approved by the City and in accordance with the City's record drawing standards. All relevant documents shall be posted to the Clean Water 2020 SharePoint site by the Consultant.

All work shall comply with the City of Columbia's standards.

The Consultant shall comply with the Mentor Protégé Program as established by the City of Columbia.

The Consultant's Compensation for this scope of services is outlined in Exhibit B.

The specifics of each of these services are more clearly defined in the sections below.

### **Phase II Task 1: Evaluation and Design Phase Administration**

The Consultant will manage the efforts of its project team members and subconsultants, assign manpower, delegate responsibilities, review work progress, monitor budget and schedule and otherwise direct the progress of the work. As part of the Project Administration the Consultant will:

- Communicate with the City through a single point of contact, Consultant's Project Manager
- Participate in design review and construction progress meetings with the City as outlined in Tasks 1 and 2, respectively
- Provide monthly invoicing and schedule updates pertaining to Consultant's portion of the work to the City.
- Post all project related documents to the Sharepoint site.
- Provide a detailed project schedule within one week of execution of the Contract
- Plan and perform project quality control and quality assurance documentation.

No separate payment will be given for Phase II task 1. Work shall be performed as part of Phase I task 1.

## **Phase II Task 2: Evaluation Report**

The Evaluation Task will include:

- Complete topographic survey in the City's standard datum (verify with City before proceeding with work) of the existing pump station site, and surrounding area as noted in Figure 1 including:
  - Providing additional area surrounding each site to cover a minimum 100 foot by 100 foot site location. It is assumed that each station site will have a 60 foot by 60 foot permanent footprint.
  - Calling in utility locates.
  - Collecting data logger information (min. one week-includes installation, monitoring and removal). Data Logger equipment to be furnished by the City
  - Gathering detailed information on each structure (such as the wet well, valve vault, fencing, paneling, etc), including inverts, sizes, materials, etc.
  - Extending two manholes out of the wet well upstream following any lines coming in with rim elevation, invert elevation, location, sizes, and material information.
  - Gathering topographic information from the existing pump station site to the new proposed pump station site (if applicable).
  - Gathering property information, including any easements that are present on the property. A property boundary survey is to be included of the properties that the existing pump stations are located on.
  - Researching existing access agreements or agreements required to enter the site.
- Evaluation of the area currently being served by the pump station, as well as any areas that may be served by the pump station in the future for build-out of the respective sub-basin. Evaluation will be limited to the immediate sub-basin. Areas outside of the immediate sub-basin requiring pumping into the immediate sub-basin and ultimately into these pump stations for repumping are not included in this scope of service for future planning unless specifically identified in this scope of service. Any existing pump stations pumping into the sub-basin for repumping will be considered in the evaluation as existing flows.
- Determine existing and potential future flows. Future flows to be based on service areas determined in previous item above. The methodology for determining future flows shall be based on Metcalf & Eddy "Wastewater Engineering Treatment and Reuse", Fourth Edition.

Methodology, for potential land development. All assumptions and findings shall be reviewed with the City before completion of this task. Existing flows to the pump station will be determined by utilizing available pump run times and customer counts, along with existing customer data that the City will provide to the Consultant (water consumption if sewer not available).

- Evaluate existing site and equipment for adequate size, condition, O&M history, accessibility, and current codes and standards. This should include review of the City's standards for pump stations which includes site layout, size of site and equipment, controls and communications, electrical, equipment type and requirements such as SCADA and valves, required appurtenances such as water, and other preferred standards such as a common manhole before entering the wet well. Size of wet well and certain equipment and components to be sized for future capacity needs and allow for easy expansion when needed. Once future flow projections are determined, the Consultant is to discuss with City which equipment and components may need to be modified to handle future conditions (such as generators, etc). Existing property size shall also be evaluated and compared to the City standard. The Consultant is to follow the attached flow chart. Analysis shall explore reasonable alternatives of rehabilitation, and may include alternates up to construction of new facilities. Analysis shall take into account capital costs and O&M costs. The City is to provide any available existing information for the pump station site. Examples include: original design details, pump curves, flow data and pump station logs.
- Consult with City maintenance staff to identify any specific ongoing problems at the site.
- Consultant is to prepare an Evaluation Report for the pump station site and submit to the City for review and approval before proceeding to Phase IIIA or Phase IIIB. The reports shall provide a detailed account of the site and a summary of the evaluation above based on existing and future flow conditions, and make any recommendations for rehabilitation/replacement. Recommendations to be consistent with potential CMOM regulations to improve reliability, reduce SSOs, increase safety, and reduce maintenance costs at each pump station. The report shall include preliminary cost estimates for the work that will be required at the pump station.
- An evaluation of the potential elimination of the pump station, route(s), cost, utility conflicts, easements and potential service area will be included in the study. The consultant will be responsible for field survey verification of the "tie in manhole" inverts and rim elevations.
- A technical review committee meeting will be conducted at 50% completion of this Task. This meeting will also include a "brainstorming session" to ensure that all City required information is included in the Evaluation Report.
- This report shall also include a general overview of the major items found in the SSES evaluation.
- Once the City has approved the Consultant to proceed to 90%, the Consultant shall complete the Evaluation Report in Draft form for final review by the City. A preliminary construction cost estimate shall be provided with the 90% draft submittal to the City as a part of the Report.
- The 100% submission of the Evaluation Report will be considered the 30% milestone submittal for the total project.

**EXHIBIT B  
COMPENSATION  
TABLE 1**

**City of Columbia  
CIP # SS7325  
STARLITE PUMP STATION  
FLOW STUDY**

An estimated breakdown of the fee is shown in the following table:

Phase/Task	Description	Hours (Prime Consultant Only)	Cost (Including Sub-Consultants)
I Task 1	Project Management & Administration during Assessment		\$ 52,855
I Task 2	Data Management		\$ 32,375
I Task 3	Sewer Assessment		\$ 172,020
	<b>TOTAL PHASE I COST</b>	441	<b>\$ 257,250</b>
II Task 1	Evaluation and Design Phase Administration		Included in Phase I Task 1
II Task 2	Evaluation Report		
	<b>TOTAL PHASE II COST</b>	157	<b>\$ 29,400</b>

Phase	Description	Total Cost (Including Subs)
Phase I	Project/Data Mgmt. During Assessment, Sewer Assessment	\$257,250.00
Phase II	Evaluation and Design Phase Administration, Evaluation Report	\$29,400.00
Contingency	10 % of Phase I and II Total	\$28,665.00
<b>Total</b>		<b>\$315,315.00</b>
<b>% of Contract to Subconsultants - 35%</b>		
<b>% of Contract to Protege - 20%</b>		

Minimum Sub-Consultant and/or Protégé Participation is 20%.

**Compensation for services provided under Phase I and II as outlined in Exhibit A, will be based on time related charges at the Engineer's rate with a not to exceed value as noted above. No additional compensation for other direct cost will be given, these cost are considered to be incidental to the Task provided. These include items such as mileage, meals, lodging, reproductions and supplies, etc.**

**Based on the Evaluation Report as prepared under Phase II, the City of Columbia will have the option of amending this contract to perform one of the following:**

- A. Upgrading or Replacing the existing Starlite Pump Station to meet current City of Columbia Standards;**
- or**
- B. Eliminate the existing Starlite Pump Station and construct a gravity wastewater line to convey wastewater downstream to the Bluff Road Pump Station.**

**Bidding advertisements will be paid directly by the City.**





**EXHIBIT D**

**City of Columbia  
CIP # SS7325  
FLOW STUDY/REHABILITATION/REPLACEMENT  
OF STARLITE PUMP STATION**

**SUBCONSULTANT FIRM INFORMATION RECORDS**

The Engineer shall list all firms, including minority and female owned firms, providing subconsulting services under this Agreement. The list shall be submitted in the format provided below. Any proposed changes must be submitted in writing to the City, including the reason(s) for the proposed changes, prior to initiation of any action by the Engineer. Any invoices submitted for payment under this Agreement must include the dollar amount to be paid to each firm listed below for the invoice period.

<b>Firm Name and Address</b>	<b>Contact Name and Telephone #</b>	<b>Group/Classification (MBE, WBE, SBE, Non MBE/WBE/SBE) Select ONE</b>	<b>Services to be Provided</b>	<b>Dollar Value of Services*</b>
<b>4D Engineering 305 North Lake Drive Lexington, SC 29072</b>	<b>Charley Deep 803-356-0909</b>	<b>Protégé Firm WBE</b>	<b>Civil Engineering</b>	<b>Not to Exceed \$63,063.00</b>
<b>Hydrostructures, PA 1725 12<sup>th</sup> Street Cayce, SC 29033</b>	<b>Jeffrey Westbrook, P.E. 803-563-5237 Ext. 7001</b>	<b>SBE (DUNS No. 183679690)</b>	<b>Sewer Assessment Services</b>	<b>Not to Exceed \$106,190.00</b>
<b>Inman Land Surveying Company, Inc. 2223 Bull Street Columbia, SC 29201</b>	<b>Rick Inman 803-252-1797</b>	<b>Non MBE/WBE/SBE</b>	<b>Surveying</b>	<b>Not to Exceed \$4,000.00</b>

\*Estimated fee; fee may vary based on actual services provided.  
Please clearly note the Protégé Firm in the "Group" Column.  
Add additional rows as needed.

## **EXHIBIT E**

**City of Columbia**

**CIP # SS7325**

### **STARLITE PUMP STATION FLOW STUDY**

The following specifications (as dated at the time of the contract signing) are applicable to this project:

<b>Section 02650</b>	<b>Sewer Cleaning</b>
<b>Section 02731</b>	<b>Sewer Inspection CCTV</b>
<b>Section 02732</b>	<b>PACP Database Template</b>
<b>Section 02761</b>	<b>Dye Testing</b>
<b>Section 02762</b>	<b>Dye Testing Database Template</b>
<b>Section 02767</b>	<b>Gravity Sewer System Smoke Testing</b>
<b>Section 02768</b>	<b>Gravity Sewer System Smoke Testing Template</b>
<b>Section 02777</b>	<b>Manhole Inspection</b>
<b>Section 02778</b>	<b>MACP Database Template</b>
<b>Section 02965</b>	<b>Sewer Flow Control</b>

Exhibit F



# CITY OF COLUMBIA

Department of Utilities and Engineering  
Compliance Division  
P.O. Box 147 | Columbia, South Carolina 29217  
Phone: 803-545-3049 Fax: 803-545-1130

## MENTOR PROTÉGÉ PROGRAM Implementation Plan

Date: <u>August 12, 2015</u>	Project Number: <u>SS7325</u>
Mentor: <u>Alliance Consulting Engineers, Inc.</u>	Project Name: <u>Starlite Pump Station Investigation and Improvements</u>
Protégé: <u>4D Engineering, LLC</u>	Duration of the Project: <u>7-9 months</u>
Project Contract Amount: <u>\$315,315</u>	Protégé Amount: <u>\$63,063</u>

**Statement of Commitment:** Both Mentor and Protégé are committed to providing an adequate amount of resources and effort to execute the plan below. Mentor and Protégé acknowledge the Implementation Plan is a joint plan and agree to meet at least quarterly to verify compliance with this Plan.

**1. How do the Mentor and Protégé intend to work together on the designated project? Address contractual relationship, general roles and informal teaming arrangements.**

Protégé will perform peer review of Engineering analysis and evaluation during Phase I and Phase II to get additional experience with Clean Water 2020. Protégé will be responsible for subconsultant services including Surveying Services, Manhole Inspection/Survey Deliverables. Protégé subconsultant services will make up no more than 49% of their contract.

**2. How will the specific, quantitative goals in the Annual Business Plan and MPP Agreement be implemented via the work on the project? Address general goals here and specific goals in question 9.**

This addresses the goals in the business plan as identified including: Wastewater Collection System Design familiarity and experience with the City of Columbia Standards. Clean Water 2020 program requirement experience with the City of Columbia.

**3. How will the team focus on developing protégé's business and implementing the actions necessary to obtain results reflected in the Mentor-Protégé Agreement? Identify milestones, thresholds, or other indicators team that would indicate success is being achieved.**

By performing these services, the Protégé will establish familiarity with the Wastewater Collection System requirements within the City of Columbia's Services.



# CITY OF COLUMBIA

Department of Utilities and Engineering  
Compliance Division  
P.O. Box 147 | Columbia, South Carolina 29217  
Phone: 803-545-3049 Fax: 803-545-4130

**4. Proposed manpower and resources from both the Mentor and the Protégé is required for the project. Address key personnel, equipment/materials, and insurance/bonding. Address special arrangements where applicable.**

**Mentor:** At least 4 Staff members as identified within the previous qualification package provided to the City of Columbia.

**Protégé:** At least 3 Staff members and insurance requirements as required by the City of Columbia and Alliance Consulting Engineers, Inc.'s master services agreement.

**Subcontractors:** (Less than 49% of the Protégé's contract) : Hydrostructures: Manhole Inspection Services; Inman Land Survey: Surveying Services

**Special Arrangements:** None.

**5. What scope of work to be performed by each participant of the MPP team?**

**a. Description of Mentor's responsibilities:**

Overall Project Deliverables as contracted by City of Columbia CIP# SS7325

**b. Description of Protégé's responsibilities on project:**

Data Quality Control Review (2<sup>nd</sup> QA/QC)

Phase I Task III - Sewer Assessment

- Gravity Sewer System Manhole Inspections.

Peer Review of Phase II Evaluation Report

Attendance of Technical Review Committee Meeting (2 Meetings)

**c. Description of responsibilities that will be completed as a team:**

Outlined above.



# CITY OF COLUMBIA

Department of Utilities and Engineering  
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**6. What is the anticipated duration (in months) of each major phase of the project? During which phases will the Protégé be utilized?**

7 - 9 Months; Phase I and Phase II

**7. How will the team comply with and maintain the focus on the requirements of the program for the duration of the project?**

Reporting in Invoicing. The protégé has been placed on services that are not anticipated to be eliminated during contract negotiations.

**8. What are the team's specific, quantitative goals and milestones for the current project?**

To push the project to meet or exceed the schedule and provide a thorough and accurate evaluation study. Ideally the goal is to eliminate the Starlite pump station if possible.

**9. Outline of Regularly Scheduled meeting between Mentor and Protégé (Progress reporting).**

Weekly phone calls/ meet as necessary during investigation and evaluation services.

**10. Define payment schedule and financial terms identifying milestones for initial, progress and final payments.**

Per City of Columbia Contract and Master Service Agreement between Alliance Consulting Engineers, Inc. and 4D Engineering, LLC.



# CITY OF COLUMBIA

Department of Utilities and Engineering  
 Compliance Division  
 P.O. Box 147 | Columbia, South Carolina 29217  
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**11. List the Subcontractors that will be used on this project, as well as the information requested below: (The Subcontractor(s) listed below will NOT consist of your Protégé.)**

Subcontractor's Name	Telephone	Address	Who will they report to?	Contract Amount	MPP, MBE, WBE, SBE	Percentage of Contract
Hydrostructures, PA	Jeffrey Westbrook, P.E. 803-563-5237	1725 12 <sup>th</sup> Street Cayce, SC 29033	Alliance Consulting Engineers, Inc.	\$106,190	SBE	34%
Inman Land Surveying Company, Inc.	Rick Inman 803-252-1797	2223 Bull Street Columbia, SC 29201	Alliance Consulting Engineers, Inc.	\$4,000	Non MPP /MBE /WBE /SBE	1%

**12. What percentage of the project is being implemented by the Protégé? Must equate to a minimum of 20% of total contract amount.**

Protégé Contract Value: <u>  \$63,063  </u>
Percentage of Contract: <u>  20%  </u> (Minimum of 20% of total contract amount is required)



# CITY OF COLUMBIA

Department of Utilities and Engineering  
Compliance Division  
P.O. Box 147 | Columbia, South Carolina 29217  
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## MENTOR-PROTEGE IMPLEMENTATION PLAN SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated:

EXECUTED by [Signature] (Mentor Firm) this 14<sup>th</sup> day of August 2015.  
Corporate SEAL

By: [Signature]  
Title: [Signature]

ATTEST:  
By: [Signature]  
Title: Executive Assistant

EXECUTED by 40 Engineering (Protégé Firm) this 13<sup>th</sup> day of August, 2015.  
Corporate SEAL

By: [Signature]  
Title: C.E.O.

ATTEST:  
By: [Signature]  
Title: President

### RECOMMENDED FOR APPROVAL:

EXECUTED by the Department of Utilities & Engineering, Compliance Division on this 14<sup>th</sup> day of August, 2015.

By: [Signature]  
Title: Compliance Administrator



We Are Columbia

Utilities & Engineering Department  
Contracts

1136 Washington Street, Columbia, SC 29201 · Phone 803-545-3400 · Fax 803-545-3322

Acknowledgement of Receipt

Date: January 14, 2016

Mr. Kyle Clampitt  
C/o Alliance Engineering, Inc.  
1201 Main Street, Suite 2020  
Columbia, SC 29201

RE: Agreement for Engineering Services between the City of Columbia and Alliance Engineering, Inc., for a Flow Study on the Starlite Pump Station.

Dear Mr. Clampitt:

I hereby acknowledge the receipt of the document below from the City of Columbia:

The Consent Decree entered by the U.S. District Court for the District of South Carolina on May 21, 2014, in the case captioned *The United States of America and State of South Carolina by and through the Department of Health and Environmental Control v. City of Columbia*, Civil Action No. 3:13-2429-TLW.

\_\_\_\_\_  
Signature of Recipient

PRINT NAME: \_\_\_\_\_

*DEEPAK ELIYAS*



	CODE	TITLE DESCRIPTION
FUND	552	Sewer Improvements
BRANCH GOV'T	11	Sewer Projects
DEPT. / BU	3600	Sewer Improvements
DIVISION	6209	Sewer CIP

**GENERAL INFORMATION**

Location	
Est. Completion Date	July 2017
Anticipated Lifespan	25 Years

- TYPE OF IMPROVEMENT
- Land
  - Structures
  - Prof. Services
  - Mach/Funish/Equip
  - Major Maintenance

**DESCRIPTION**

Project will provide for the removal of the existing Starlite Pump Station and the installation of a new gravity sewer to convey the wastewater from this site to existing City of Columbia sewers.

- DESIGN BY
- City Engineer
  - Private Consultant

- CONSTRUCTION BY
- City Forces
  - Contract

**CITY OF COLUMBIA  
CAPITAL IMPROVEMENTS PROGRAM  
BUDGET REQUEST**

**CIP No. SS7325**

- Capital
- Maintenance

Description: Starlite Pump Station Improvements  
 Dept. Priority: Ranking:

**JUSTIFICATION**

This pump station has experienced numerous sanitary sewer overflows, pump station must be rehabilitated or eliminated.

COUNCIL DISTRICT  1  2  3  4

- Inside City
- Expansion
- Operational
- Fire Protection
- Outside City
- Improvement
- Upgrade

ORIGINATION DATE:   
 PROJECT MANAGER: THERESA HODGE (CLEANWATER 2020)

**RELATIONSHIP TO FUTURE IMPROVEMENTS**

This project will bring pump station into compliance and prevent overflows and potentially eliminate pump station.

**CONSEQUENCES / IMPACT OF NOT FUNDING**

If this projected is not completed, SSOs will continue in wet weather.

**PROPOSED FUNDING**

FY15-16 Proposed CIP Budgeted Line Item (Year 1).  
 FY17-18 Proposed CIP Budgeted Line Item (Year 3).

TYPE EXPENDITURES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL	FUTURE EXPEND.
Land							
Structure							
City Forces							
Contract			\$1,297,500			\$1,297,500	
Pay Diff.							
H/Way Relocation							
PROFESSIONAL SERVICES	\$312,815					\$312,815	
Mach/Funish/Equip							
City Forces							
Contract							
Major Maint.							
City Forces							
Contract							
Advertising / Printing Ect.	\$2,500		\$2,500			\$5,000	
<b>TOTAL</b>	<b>\$315,315</b>		<b>\$1,300,000</b>			<b>\$1,615,315</b>	