

AN ORDINANCE approving PROFESSIONAL SERVICES AGREEMENT – CONSTRUCTION CONTRACT MANAGEMENT AND RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT FOR WPCP RENEWABLE NATURAL GAS FACILITIES – WORK ORDER #77202 - (\$349,800.00) between JACOBS ENGINEERING GROUP, INC. and the City of Fort Wayne, Indiana, by and through its Board of Public Works.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the PROFESSIONAL SERVICES AGREEMENT – CONSTRUCTION CONTRACT MANAGEMENT AND RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT FOR WPCP RENEWABLE NATURAL GAS FACILITIES – WORK ORDER #77202 - between JACOBS ENGINEERING GROUP, INC. and the City of Fort Wayne, Indiana, by and through its Board of Public Works, is hereby ratified, and affirmed and approved in all respects, respectfully for:

ALL LABOR, INSURANCE, MATERIAL, EQUIPMENT, TOOLS, POWER, TRANSPORTATION, MISCELLANEOUS EQUIPMENT, ETC., NECESSARY FOR: SERVING AS CITY'S PROFESSIONAL REPRESENTATIVE FOR THE PROJECT, PROVIDING PROFESSIONAL ENGINEERING CONSULTATION AND ADVICE, AND OTHER CUSTOMARY SERVICES INCIDENTAL THERETO. THE RENEWABLE NATURAL GAS IMPROVEMENTS PROJECT INCLUDES THE INSTALLATION OF A BIOGAS MEMBRANE SEPARATION SYSTEM AT THE WATER POLLUTION CONTROL PLANT. THIS SYSTEM WILL PURIFY THE BIOGAS TO ALLOW ADDITIONAL EQUIPMENT TO MAXIMIZE THE USE OF THIS RENEWABLE ENERGY SOURCE;

involving a cost not-to-exceed THREE HUNDRED FORTY-NINE THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS - (\$349,800.00). A copy of said Contract is on file with the Office of the City Clerk and made available for public inspection, according to law.

SECTION 2. That this Ordinance shall be in full force and effect from
and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

CU 8.5.25

PROFESSIONAL SERVICES AGREEMENT

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

This Agreement is by and between

CITY OF FORT WAYNE ("CITY")

by and through its

Board of Public Works

City of Fort Wayne

200 E. Berry Street, Suite 210

Fort Wayne, IN 46802

and

FIRM NAME ("ENGINEER")

Jacobs Engineering Group, Inc. ("ENGINEER")

2020 E. Washington Blvd.

Suite 100

Fort Wayne, IN 46803


Who agree as follows:

CITY hereby engages ENGINEER to perform the services set forth in Part I - Services ("Services") and ENGINEER agrees to perform the Services for the compensation set forth in Part III - Compensation ("Compensation"). ENGINEER shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from CITY. CITY and ENGINEER agree that these signature pages, together with Parts I-IV and attachments referred to therein, constitute the entire Agreement ("Agreement") between them relating to the Project.

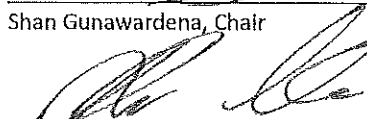
APPROVALS

APPROVED FOR CITY
BOARD OF PUBLIC WORKS

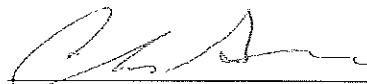
BY:


Shan Gunawardena, Chair

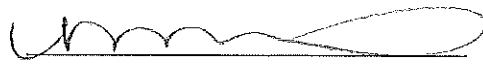
BY:


Kumar Menon, Member

BY:


Chris Guerrero, Member

ATTEST:

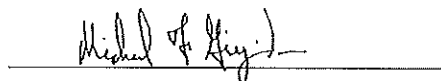

Michelle Fulk-Vondran, Clerk

DATE:

8-5-2025

APPROVED FOR ENGINEER
Jacobs Engineering Group, Inc.

BY:


Michael Giangjordano, Manager of Projects

DATE:

07/30/2025

PART I

SCOPE OF BASIC ENGINEERING SERVICES

A. PROJECT DESCRIPTION

The purpose of this project is to provide Construction Contract Management (CCM) and Resident Project Representative (RPR) services for the following Wastewater Plant Project:

At the Water Pollution Control Plant biogas is collected from the anaerobic digesters. Currently biogas is utilized for supplemental power and heat generation at the facility. This project installs additional equipment to upgrade the biogas into renewable natural gas for utilization at the facility. This work primarily occurs in the 1050 building at the Water Pollution Control Plant, but also installs conduit, piping, and equipment in other parts of the facility.

Along with the installation of a skid package membrane gas conditioning system, the following are also installed as part of this project: systems associated with ventilation equipment, a reject gas flare, interconnection piping, interconnection equipment, electrical equipment, and instrumentation shall also be installed.

This project includes mechanical equipment installation, HVAC improvements, electrical, and I&C upgrades. The CM/RPR will be required to manage a primary contractor, owner provided skid delivery, commissioning coordination, and schedule shutdowns between the contractor and operations.

B. SCOPE OF WORK

ENGINEER shall serve as the Construction Contract Manager (CCM), and Resident Project Representative (RPR), set forth in Attachment 1 - Scope of Services, Exhibits A through D of this Agreement.

As the CCM Firm, ENGINEER shall act as the CITY's representative as provided in the General Conditions of the Construction Contract Documents. The extent and limitations of the duties, responsibilities, and authority of ENGINEER as assigned in the General Conditions shall not be modified, except as CITY and ENGINEER may otherwise agree in writing. All of the CITY's instructions to Contractor will be issued through ENGINEER, which shall have authority to act on behalf of CITY in dealings with the Contractor to the extent provided in this Agreement and General Conditions except as otherwise provided in writing.

As RPR Firm, ENGINEER shall provide construction observation services of the Contractor's work as provided in the General Conditions of the Construction Contract Documents. The extent and limitations of duties, responsibilities and authority of the RPR are as set forth in the EJCDC General Conditions for the Construction Contract as may be amended through CITY and CCM's Agreement in writing.

C. TERM FOR RENDERING SERVICES AND PROJECT STAFFING

PROJECT TIMING

ENGINEER shall be authorized to commence services set forth herein upon notice to proceed issued by the CITY and for the duration as generally noted below.

<u>Task</u>	<u>Duration</u>	<u>Estimated Completion</u>
CCM Services	12 months	August, 2026
RPR Services	12 months	August, 2026
Scheduling QA/QC	12 months	August, 2026
Admin Support Svcs	12 months	August, 2026

PROJECT STAFFING

The CITY upon notification may reduce the level of CCM or RPR staffing services within the above noted construction durations based on the Contractor's level of construction activities.

The ENGINEER shall not provide CCM or RPR services while contractors work is suspended without prior approval from the CITY.

D. OPTIONAL ADDITIONAL SERVICES

Upon separate written authorization by the CITY and negotiated fees, ENGINEER may provide additional services of the types listed below:

- Preparing to serve or serving as a consultant or witness for CITY in any litigation, arbitration, or other dispute resolution process related to construction project.
- Providing Construction Phase services beyond the original date for completion of the Work.
- Other services performed or furnished by ENGINEER not otherwise provided for in this Agreement.

PART II
CITY'S RESPONSIBILITIES

In addition to other responsibilities set forth in this Agreement, CITY shall, at its expense, do the following in a timely manner so as not to delay the services:

A. CITY'S REPRESENTATIVE

Designate a representative for the project who shall have the authority to act as the CITY's representative to respond to questions, transmit instructions, receive information, interpret and define CITY's requirements, serve as liaison with the ENGINEER and make decisions with respect to the Services. The CITY representative for this Agreement will be Zachary Katter, P.E.

B. DATA

Provide all available information, including previous reports, environmental assessments, investigations and other studies in the possession of CITY relevant to the design or construction of the Project.

C. DECISIONS

Provide all criteria and full information as to CITY's requirements for the Services and make timely decisions on matters relating to the Services.

D. MEETINGS

Attend the pre-bid conference; bid opening, pre-construction conference, construction progress and other job related meetings, and Substantial Completion and final payment inspections.

E. DOCUMENT REVIEWS

Examine documents submitted by ENGINEER (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as CITY deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

F. ACCESS

Provide access to Project premises for ENGINEER and the ENGINEER's representatives and/or subcontractors to provide services as defined under this Agreement.

G. OTHER CONSULTANTS

Advise ENGINEER of the scope of services of any independent consultants employed by CITY to perform or furnish services in regard to the Project.

H. PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS)

Provide access, training, and support for the CITY's Project Management Information System (PMIS) for duration of Project.

I. PROJECT DEVELOPMENTS

Give prompt written notice to ENGINEER whenever the CITY becomes aware of any event, occurrence, condition or circumstance which may affect the ENGINEER's performance of services, or any defect or nonconformance in ENGINEER's services, the Work, or in the performance of any Contractor.

PART III
COMPENSATION

A. COMPENSATION

Compensation for services performed in accordance with Part I – Scope of Basic Engineering Services and referenced Exhibits of this Agreement will be based on hours actually spent and expenses actually incurred with a not-to-exceed engineering fee of \$ 349,800 as summarized in attached *Attachment 2 – Scope of Services Fee Proposal*.

ENGINEER's costs will be based on the hours incurred to complete the project times the hourly rates of the various personnel, per *Attachment 3 – Hourly Rate Schedule*.

The Engineer shall provide the Services at the hourly rates attached hereto as Attachment 3 – Hourly Rate Schedule. The Engineer may propose adjustments to its hourly rates from time to time. To propose an adjustment in rates, Engineer shall submit a "Rate Adjustment Request" on a form made available by the City. All proposed adjustments are subject to City approval. If the proposed adjustments are approved, the adjustments shall become effective on the date identified in the Rate Adjustment Request form provided by Engineer, which shall thereafter be attached to the Agreement as an additional Exhibit. If the City rejects the proposed adjustments, the City shall provide written notice to the Engineer and the parties shall work in good faith to identify mutually acceptable hourly rates. If an agreement cannot be reached within (10) days following the date that the City provides written notice to the Engineer of its rejection of the proposed rates, the Engineer shall continue to provide the Services at the original agreed upon rates for the duration of this Agreement. Any adjustment of hourly results under this paragraph that is anticipated to increase the total Contract Price for the Services shall be approved by the Board of Public Works. Otherwise, Board approval shall not be required.

Expenses

Engineer will be reimbursed for travel related expenses, overnight stays, and other expenses per the table below. Per Diem reimbursement is only applicable for individuals traveling 50 miles or more to or from Fort Wayne. Overnight stay is not expected for an individual who is within a 100 mile range, unless expected for multiple days. Travel days are only applicable to individuals traveling 100 miles or more to or from Fort Wayne.

	<u>Per Diem Rate</u>
Travel Day 1 (City or State)	\$112.00
Workshop	\$200
Non-Travel Day	\$68.00
Overnight Accommodations	\$108.00

Payment for outside consulting and/or professional services or legal services performed by a Subconsultant will be billed at actual cost to ENGINEER plus an additional 10% mark-up. An invoice supporting sub consultant services and charges will be provided as backup. The ENGINEER will obtain written CITY approval before authorizing these services.

B. BILLING AND PAYMENT

1. Timing/Format

- a. ENGINEER shall invoice CITY monthly for Services completed at the time of billing. Such invoices shall be prepared in a form and supported by documentation as CITY may reasonably require.
- b. Invoice shall provide detailed information of employee name, title, hourly rate, hours worked, and work description for each employee.
- c. CITY shall pay ENGINEER within 60 days of receipt of approved invoice.
- d. Engineer shall invoice City in whole dollar amounts on the grand total of each invoice. Rounding shall be implemented only on grand total amounts and not subtotals of individual tasks or fees. Contract

amounts due to rounding may not exceed the not-to-exceed amount.

- e. To be considered for payment, invoicing for January through September must be received no later than 90 days from the end of the month that the services were provided. For services provided in the months of October, November, and December, invoices must be received by January 15th of the following year. Any invoices submitted after the deadlines noted in this paragraph will be considered late and may not be paid.
- f. By January 15th of each calendar year, the Engineer shall invoice the City for all outstanding services through December 31st of the prior year (Year End Invoice). If Engineer is unable to provide the Year End Invoice by January 15th, the Engineer shall notify the City Representative by January 15th, in writing, and shall coordinate with the City Representative to determine the earliest feasible date to deliver the Year End Invoice. Any Year End invoices or notices submitted after the deadlines noted in this paragraph will be considered late and may not be paid.
- g. By January 10th of each calendar year, the Engineer shall provide City Representative, in writing, a list of any outstanding payments due (Aged Receivables) for services rendered through December 31st of the prior year. The City Representative shall review the list of Aged Receivables and confirm that they are being processed for payment.

PART IV
STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by ENGINEER and CITY. ENGINEER will promptly notify CITY of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** ENGINEER shall establish and maintain programs and procedures for the safety of its employees. ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. **DELAYS.** If events beyond the control of ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, ENGINEER will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. CITY shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.

ENGINEER or CITY, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, ENGINEER shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CITY for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at CITY's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CITY only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CITY.

8. **RELATIONSHIP WITH CONTRACTORS.** ENGINEER shall serve as CITY's professional representative for the Services, and may make recommendations to CITY concerning actions relating to CITY's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CITY's contractors.

9. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.

10. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by ENGINEER and shall not be made available to third parties without written consent of CITY.

11. **INSURANCE.** ENGINEER shall maintain in full force and effect during the performance of the Services the following insurance coverage; provided, however, that if a High Risk Insurance Attachment is attached hereto, the requirements of the High Risk Insurance Attachment shall be substituted in lieu of the following requirements:

- a) **Worker's Compensation***
 - Bodily Injury by Accident \$500,000 each accident
 - Bodily Injury by Disease \$500,000 policy limit
 - Bodily Injury by Disease \$500,000 each employee
- b) **General Liability** \$1,000,000 minimum per occurrence/ \$2,000,000 aggregate (if the value of the projects exceeds \$30,000,000 then this shall be \$5,000,000 aggregate).
- c) **Automobile Liability, including Hired and Non-Owned Auto** \$1,000,000 minimum per occurrence

- d) **Products/Completed Operations Liability** \$2,000,000 aggregate
- e) **Personal & Advertising Liability** \$1,000,000 any one person or organization

The Certificate of Insurance must show the City of Fort Wayne, its Divisions and Subsidiaries as an Additional Insured and a Certificate Holder, * except for Worker's Compensation, with 30 days notification of cancellation or non-renewal.

All Certificates of Insurance should be sent to the following address:
City of Fort Wayne Purchasing Department
200 East Berry St., Suite #480
Fort Wayne, IN 46802

12. **INDEMNITIES.** To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless the CITY from and against loss, liability, and damages sustained by CITY, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the negligent errors or omissions of ENGINEER, its agents or employees.

13. **LIMITATIONS OF LIABILITY.** Each party's liability to the other for any loss, cost, claim, liability, damage, or expense (including attorneys' fees) relating to or arising out of any negligent act or omission in its performance of obligations arising out of this Agreement, shall be limited to the amount of direct damage actually incurred. Absent gross negligence or knowing and willful misconduct which causes a loss, neither party shall be liable to the other for any indirect, special or consequential damage of any kind whatsoever.

14. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

15. **ACCESS.** CITY shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

16. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

17. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

18. **SEVERABILITY.** The various term, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

19. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the part for whom they are signing.

20. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims regarding ENGINEER's performance under this Agreement shall expire one year after Project Completion.

22. **DOCUMENT RETENTION.** Notwithstanding any other provision of this Agreement, ENGINEER agrees to preserve all non-identical copies of all documents, records and other information (whether in physical or electronic form) within ENGINEER's possession or control and which relate, in any manner, to the performance of the services undertaken in connection with this Agreement for a period of 1 year after the completion contemplated by the Agreement (the "Retention Period"). Prior to the end of the Retention Period, or at any earlier time if requested by the CITY, ENGINEER shall provide the CITY with complete copies of such documents, records and other information at no cost to the CITY. The copies shall be provided to the CITY on CD or DVD media, and individual files shall be in Adobe PDF format. The individual files shall be contained in a ZIP formatted file, and the filename of the ZIP shall include the name of the project and the Engineer. No part of any file shall be encrypted or protected from copying. Such copies shall be accompanied by a verified written statement from the ENGINEER attesting that it has provided the CITY with complete copies of all documents, records and other information which relates to the services contemplated by the Agreement.

ATTACHMENT 1
EXHIBIT A
SCOPE OF SERVICES

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

CONSTRUCTION TEAM DEVELOPMENT AND PROJECT MANAGEMENT

General:

The basic services to be provided to the City of Fort Wayne ("CITY") under this scope are Construction Contract Management (CCM) and Resident Project Representative (RPR) services in support of the CITY's filtration plant processes. These services supplement CITY's staff resources and support construction phase services provided by the Design Consultant(s) for their respective projects for the duration of the construction.

Construction Contract Management Team (CCMT) shall provide construction management services as described in this Attachment.

- A. **Construction Field Offices.** The Construction Contract Management Core Team shall have access to workspace at the project construction site, either in a engineer field office provided by the Contractor, or in the Contractor's field office. The Field offices will be furnished to Engineer rent-free, and will include ancillary facilities including furniture, copiers, and other equipment required to support the project as identified in the Construction Project Manual.
- B. **Construction Contract Management Core Team.** The Construction Contract Management Core Team shall be defined as the Construction Contract Manager, Resident Project Representative(s), Administrative Support Services and Scheduling QA/QC Advisor Services. The CCM Core Team for the duration of this contract is listed below.

Position	Team Member(s)/ Affiliation *	Primary Project(s) Responsibilities
CCM	Emily Thompson/Jacobs	Project Coordination, Meeting Lead, Change Management Oversight
RPR - Civil Daily Inspection	John Shumaker/Jacobs	Civil Inspection
RPR - Electrical	Brandon Smith/Jacobs Adam Leazler/Jacobs	Electrical Inspection
RPR – General	Matt Clady/DLZ	General Inspection
Scheduling QA/GC Advisor Services	N/A	
Administrative Support Services	Erin Maddox/Jacobs	Document Controls, PMIS Workflow Coordinator, Payment

		Application Reviews, Meeting Administrator
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*Any proposed changes in Team Members by the ENGINEER must be approved by the CITY.

- C. **Construction Management Plan .** Develop and implement a Construction Management Plan (CMP) defining policies, procedures and methods that will be used for managing assigned construction projects.
- D. **Project Scheduling.** Review the Contractor's Construction Progress Schedule, including key milestones, interface events, schedule of submittals, and schedule of values and prepare comments accordingly for Design Consultant's review and determination of acceptability. If required by contract documents review cost loaded Project Schedule for acceptability.
- E. **Construction Schedule QA/QC Reviews.** Provide Construction Schedule Advisor to conduct monthly construction schedule reviews to verify proper interrelationships and dependencies among project work elements and identify potential critical path and overall schedule completion issues. Construction Schedule Advisor shall, as required, work with the Contractor to resolve project scheduling issues.
- F. **Monthly Construction Status Documentation.** Provide a monthly construction status documentation, incorporating available PMIS construction reports, of the current status of the Project's budget, expenditures, estimate to complete, change orders, schedule status (including critical path discussions), project issues list, resolution reporting for key project issues and other information required to inform the CITY of status and progress.
- G. **Consultation with Project Design Consultant(s) During Construction.** Consult with and obtain advice and assistance of Design Consultant(s) in the general administration of the Contract Documents. Design Consultant's communications with the CITY and Contractor shall be through, or with the knowledge of the CCM.
- H. **PMIS Implementation During Construction.** Utilize the CITY's Project Management Information System (PMIS), an internet based construction control system for construction document control. Procedures as established in the Contract Documents shall be managed and implemented by the CCM Team throughout the Project(s) duration. CCM Team will receive training, as required, on the use of the PMIS system.

ATTACHMENT 1
EXHIBIT B
SCOPE OF SERVICES

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

CONSTRUCTION CONTRACT MANAGEMENT SERVICES

General:

CCM Team to provide construction management services as described in this Exhibit and shall have duties, responsibilities and authority as defined in Part I.B of this Agreement.

Generally, CCM Team will assist the CITY in the management of construction and construction management aspects of this work, but not limited to:

A. **Construction Management Plan Implementation.** Implement and update the Construction Management Plan ("CMP") throughout Project duration. The CMP implementation shall include, but not be limited to, the following:

1. Develop Cost and Schedule Control Report Methods.
2. Deliver Monthly Construction Status documents.
3. PMIS implementation.
4. General CCM responsibility matrix and CCM Core Team responsibility matrix.
5. Develop payment application review checklist.
6. Photo documentation practices.
7. Commissioning and start-up implementation procedures, including pre-planning agenda/checklist, manpower schedule and forms of documentation required during commissioning process.
8. Include staff training scheduling and verification.
9. Coordination procedures for Contractor provided CITY operational and maintenance training.
10. Standardize documentation procedures.

B. **Construction Phase Services.** CCM / CCM Team to provide oversight of construction management, inspection, and Design Consultant staff during the construction phase of each project and provide general consultation on technical issues during construction. The CCM / CCM Team shall:

- a. *Baselines and Benchmarks.* As appropriate, notify Design Consultant(s) of required baselines and benchmarks for locating the Work, which in Construction Manager's judgment is necessary to enable Contractor to proceed.
- b. *Visits to Site and Observation of Construction.* In connection with observations, in addition to the RPR duties, of the Work while it is in progress:
 - 1) The Construction Contract Manager shall observe the progress and quality of the Work. Such observations by Construction Contract Manager, if any, are not intended to be exhaustive or to extend to every aspect of the Contractor's Work in progress. Such observations will not involve

detailed inspections of the Contractor's Work in progress beyond the responsibilities specifically assigned to the Construction Contract Manager in this Agreement and the Contract Documents. Rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Construction Contract Manager's exercise of professional judgment. Based on information obtained during such observations, the Construction Contract Manager will determine in general if the Contractor's Work is proceeding in accordance with the Contract Documents, and the Construction Contract Manager shall keep the CITY informed of the progress of the Work.

- 2) Request that Design Consultant(s) make visits to the site in order to assist the Construction Contract Manager in observing the progress and quality of the Work specifically identified by the RPR. Obtain report of Design Consultant's findings if, in general, the identified Work is proceeding in accordance with the Contract Documents.
 - 3) The purpose of Construction Contract Manager's, Design Consultant's visits, and representation by the RPR at the Site, will be to enable the Construction Contract Manager to better carry out the duties and responsibilities assigned to and undertaken by Construction Contract Manager during the Construction Phase, and, in addition, by exercise of Construction Contract Manager's and Design Consultant's efforts, to provide the CITY a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by the Contractor. Construction Contract Manager and Design Consultant(s) shall not, during such visits or as result of such observations of the Work in progress, supervise, direct, or have control over the Contractor's Work, nor shall Construction Contract Manager and Design Consultant(s) have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the Contractor's Work or for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Construction Contract Manager and Design Consultant(s) neither guarantee the performance of any Contractor nor assume responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
- c. *Defective Work.* Recommend to the CITY that the Contractor's Work be disapproved and rejected while it is in progress if, on the basis of such observations, the Construction Contract Manager believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
 - d. *Clarification and Interpretations; Field Orders.* Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor's Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Obtain necessary clarifications and interpretations of the Contract Documents from Design Consultant(s). Construction Contract Manager may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.
 - e. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to the CITY, as appropriate, and prepare Change Orders and Work Change Directives as required. Obtain support documentation prepared by Design Consultant(s) for preparing Change Orders and Work Change Directives.
 - f. *Shop Drawings and Samples:* Utilizing PMIS to process shop drawings, forward samples, and other data to Design Consultant(s) for review and approval. Forward Design Consultant(s) review comments, approvals, or other action to Contractor. It is the CITY's goal to process delegation of submittals within PMIS system in 48 hours or less.

- g. *Substitutes:* Forward Contractor's substitution requests to Design Consultant(s) for evaluation to determine acceptability. Forward Design Consultant's evaluation of acceptability to CITY for action. Forward CITY's determination of acceptability to Contractor.
- h. *Inspections and Tests.* Require such special inspections or tests of Contractor's Work as deemed reasonably necessary. Construction Contract Manager shall review certificates of inspections, tests, and approvals of general construction work as required by laws and regulations and the Contract Documents. Review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Construction Contract Manager shall be entitled to rely on the results of such tests. Forward certificates of Inspections, tests, and approvals of mechanical, electrical, and instrumentation work as required by laws and regulations and the Contract Documents to Design Consultant(s) for review. Forward results of Design Consultant's review to Contractor.
- i. *Disagreements between CITY and Contractor.* Render formal written decisions on claims of the CITY and the Contractor relating to the acceptability of the Work or the Interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. In rendering such decisions, Construction Contract Manager shall be fair and not show partiality to the CITY or Contractor and shall not be liable in connection with any decision rendered in good faith. Obtain Design Consultant's assistance in rendering such decisions.
- j. *Application for Payment.* Based on Construction Contract Manager's observations and on review of Applications for Payment and accompanying supporting documentation:
 - 1) Determine the amount that Construction Contract Manager recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Construction Contract Manager's representation to CITY, based on such observations and review, that, to the best of Construction Contract Manager's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Construction Contract Manager's responsibility to observe Contractor's Work. In the case of unit price work, Construction Contract Manager's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents). The responsibilities of Construction Contract Manager contained in the paragraph titled *Visits to Site and Observation of Construction* are expressly subject to the limitations set forth in said paragraph and other express or general limitations in this Agreement and elsewhere.
 - 2) By recommending any payment, Construction Contract Manager shall not thereby be deemed to have represented that observations made by Construction Contract Manager to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Construction Contract Manager in this Agreement and the Contract Documents. Neither Construction Contract Manager's review of Contractor's Work for the purposes of recommending payments nor Construction Contract Manager's recommendation of any payment including final payment will impose on Construction Contract Manager responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with laws and regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Construction Contract Manager to make any examination to ascertain how or for

what purposes Contractor has used the moneys paid on account of the contract price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to the CITY free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between the CITY and the Contractor that might affect the amount that should be paid.

k. *Contractor's Completion Documents.*

- 1) Receive maintenance and operating instructions and forward said material to Design Consultant(s) for review and approval. Forward Design Consultant's review comments, approvals, or other action to Contractor.
- 2) Receive and review guarantees.
- 3) Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, shop drawings, samples and other data approved as provided under paragraph titled *Shop Drawings and Samples*, and the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment.
- 4) CCM shall review status of records documents on a monthly basis to ensure documents are being adequately maintained during construction.
- 5) Forward annotated record documents to Design Consultant(s) at completion of construction. Forward other documents to the CITY.

l. *Startup & Training Services.* Review the Startup and Training Plans prepared by Design Consultant(s). Work with the CITY, Design Consultant(s) and the Contractor to resolve review comments. Coordinate the Startup and Training Plans with the CITY, Contractor and Design Consultant(s) in support of Paragraphs C and D below.

m. *Substantial Completion.* Promptly after notice from Contractor that Contractor considers the entire work ready for its intended use, in company with the CITY, Design Consultant(s) and Contractor, conduct an inspection to determine if the Work is Substantially Complete. If after considering any objections of the CITY and Design Consultant(s), the Construction Contract Manager considers the Work Substantially Complete; Construction Contract Manager shall deliver a certificate of Substantial Completion to the CITY and the Contractor.

n. *Final Notice of acceptability of the Work.* Conduct a final inspection to determine if the completed Work of the Contractor is acceptable so that Construction Contract Manager may recommend, in writing, that final payment be made to Contractor. Obtain the assistance of Design Consultant(s) to conduct the final inspection. Accompanying the recommendation for final payment, Construction Contract Manager shall also provide a notice that the Work is acceptable to the best of Construction Contract Manager's knowledge, information, and belief and based on the extent of the services provided by Construction Contract Manager under this Agreement. Such notice shall be subject to the provisions of the Contract Documents paragraphs relating to *Final Completion* and *Final Payment*.

o. *Limitation of Responsibilities.* Construction Contract Manager shall not be responsible for the acts or omissions of any Contractor or of any of their subcontractors, suppliers, or any other individual or entity performing or furnishing any of the work. Construction Contract Manager shall not be responsible for failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents.

C. **Commissioning and Start-Up Plan.** CCM Team shall coordinate and assist Commissioning and Start-Up Activities, as defined in the Contract Documents. CCM Team will utilize procedures developed by Design Consultant for each new facility that includes start-up phase procedures, testing schedule and checklists, including coordination of final O&M manual review and acceptance, and coordination of CITY operational and maintenance training for each new facility following construction.

- D. **Start-Up Phase Services.** CCM Team shall coordinate the start-up phase of new facilities, as needed, following construction. CCM Team and Design Consultant(s) shall monitor the start-up of new facilities including testing newly constructed equipment and processes to verify that they meet or exceed their design intent.
- E. Duration of **Construction Phase** services will commence with the Notice to Proceed and will terminate upon written recommendation by CCM for final payment to Contractor(s), as provided for in the General Conditions of the Construction Contract.

ATTACHMENT 1
EXHIBIT C
SCOPE OF SERVICES

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

POST-CONSTRUCTION PHASE SERVICES

General:

- A. Post - Construction Phase Services. Upon written authorization of CITY, CCM Team during the Post-Construction Phase shall:
1. Provide assistance in connection with the adjusting of Project equipment and systems.
 2. Assist CITY in additional training of CITY's staff to operate and maintain Project equipment and systems.
 3. Assist CITY in developing procedures for control of the operation and maintenance of, and record keeping for Project equipment and systems.
 4. Together with CITY staff, visit the Project to observe any apparent defects in the Work, assist CITY in consultations and discussions with Contractor concerning correction of any defects, and make recommendations as to replacement or correction of Defective Work, if present.
 5. Perform or provide the following additional Post-Construction Phase tasks or deliverables:
 - a. In conjunction with CITY's asset management personnel, assemble and furnish project's new asset list and retired assets to CITY.
 - b. In conjunction with CITY's Computerized Maintenance Management System (CMMS) and O&M personnel, assemble and furnish CMMS asset list.
 6. In company with CITY and Design Consultant, provide an inspection of the Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
- B. Post-Construction Phase Timing: Services may commence during the Construction Phase and will terminate at the end of the Construction Contract's correction period, or earlier as directed by the CITY. Minimal time shall be expected past Final Application for Payment.

ATTACHMENT 1
EXHIBIT D
SCOPE OF SERVICES

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

RESIDENT PROJECT REPRESENTATIVE SERVICES

General:

ENGINEER shall provide a Resident Project Representative (RPR) to assist Construction Contract Manager (CCM) in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree as directed by CCM and CITY.

The duties and responsibilities of the RPR are as follows:

- A. Duties, responsibilities, and authority of the RPR are as set forth in the EJCDC General Conditions for the Construction Contract as may be amended through CITY and Construction Contract Manager's agreement in writing.
- B. RPR is Construction Contract Manager's (CCM) agent at the site, will act as directed by and under supervision of CCM, and will confer with CCM regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with CCM and Contractor, keeping CITY advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with CITY and Design Consultant with the knowledge of and under the direction of CCM.
- C. RPR is expected to fully utilize the Program Management Information System (PMIS), a web based system that will allow for RPR to submit Inspection reports, photographs, and other various forms of project documentation electronically to CITY Utilities Engineering.
- D. RPR is expected to fully utilize AssetHound, a Mobile App to document daily construction activities (daily report), photos, and test reporting for uploading to PMIS
- E. On the PMIS Daily Report, record hours on the job site, (both inspector & contractor(s)), weather conditions, field superintendent/foreman's name, crew size, list of visiting officials, decisions, details of interactions and communication with public or property owners/renters, safety observations, general observations, and specific observations with regard to test procedures and results of testing – to be uploaded to PMIS daily.
- F. RPR shall assist and support CCM in duties and responsibilities as outlined in Exhibit B in this Agreement.

ATTACHMENT 2
SCOPE OF SERVICES FEE PROPOSAL

CONSTRUCTION CONTRACT MANAGEMENT AND
RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT
For
WPCP RENEWABLE NATURAL GAS FACILITIES

Construction Phase Services

For services outlined in Exhibits A thru D, a fee of : \$ 349,800.00

Optional Additional Services

For services outlined in Part 1 Scope of Services,
Para D, a fee of: \$ _____

Total Not to Exceed Fee \$ 349,800.00

ATTACHMENT 3

HOURLY RATE SCHEDULE

CONSTRUCTION CONTRACT MANAGEMENT AND RESIDENT PROJECT REPRESENTATIVE SERVICES AGREEMENT For WPCP RENEWABLE NATURAL GAS FACILITIES

1. Payment of actual hourly rates for services rendered by ENGINEER'S employees in each billing class working directly on the Project. The rates shall include the cost of customary and statutory benefits, general and administrative overhead and profit. Hourly rates are at or below the provided rate per the schedule by profession. Hourly rates will be in accordance with the following schedule:

<u>EMPLOYEE CLASSIFICATIONS</u>	<u>RATE</u>
CCM IV	\$210/hr
CCM III	\$180/hr
CCM II	\$155/hr Emily Thompson
CCM I	\$120/hr
Principal III	\$215/hr
Principal II	\$190/hr
Principal I	\$165/hr
Program Manager V	\$320/hr
Program Manager IV	\$280/hr
Program Manager III	\$250/hr
Program Manager II	\$210/hr
Program Manager I	\$170/hr
Commissioning Coordinator II	\$175/hr
Commissioning Coordinator I	\$165/hr
Scheduling Coordinator	\$190/hr
Engineer III	\$130/hr
Engineer II	\$125/hr
Engineer I	\$115/hr
Associate Engineer V	\$100/hr
Associate Engineer IV	\$ 95/hr
Associate Engineer III	\$ 90/hr
Associate Engineer II	\$ 85/hr
Associate Engineer I	\$ 80/hr
Sr. Resident Engineer III	\$198/hr
Sr. Resident Engineer II	\$185/hr
Sr. Resident Engineer I	\$170/hr
Resident Engineer VIII	\$155/hr John Shumaker
Resident Engineer VII	\$145/hr Adam Leazier/Brandon Smith
Resident Engineer VI	\$148/hr
Resident Engineer V	\$140/hr

Resident Engineer IV	\$125/hr City Chosen
Resident Engineer III	\$115/hr
Resident Engineer II	\$110/hr
Resident Engineer I	\$ 97/hr
Project Controls Manager VII	\$150/hr Anna Fair
Project Controls Manager VI	\$135/hr
Project Controls Manager V	\$115/hr
Project Controls Manager IV	\$110/hr
Project Controls Manager III	\$105/hr
Project Controls Manager II	\$ 90/hr
Project Controls Manager I	\$ 80/hr
Inspector IV	\$ 90/hr
Inspector III	\$ 85/hr
Inspector II	\$ 80/hr
Inspector I	\$ 75/hr
Document Controls Specialist V	\$ 95/hr Erin Maddox
Document Controls Specialist IV	\$ 85/hr
Document Controls Specialist III	\$ 80/hr
Document Controls Specialist II	\$ 75/hr
Document Controls Specialist I	\$ 70/hr
Intern – Inspection/RPR IV	\$ 55/hr
Intern – Inspection/RPR III	\$ 50/hr

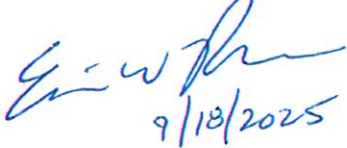
OFFSITE:

Senior Technologist IV	\$275/hr
Senior Technologist III	\$245/hr
Senior Technologist II	\$224/hr
Senior Technologist I	\$200/hr
Engineer IV	\$185/hr
Engineer III	\$170/hr
Engineer II	\$155/hr
Engineer I	\$130/hr
Commissioning Coordinator II	\$205/hr
Commissioning Coordinator I	\$185/hr
Estimator III	\$160/hr
Estimator II	\$140/hr
Estimator I	\$120/hr
Technologist IV	\$125/hr
Technologist III	\$110/hr
Technologist II	\$ 95/hr
Technologist I	\$ 90/hr
Scheduler III	\$150/hr
Scheduler II	\$130/hr
Scheduler I	\$114/hr
CAD Technician III	\$120/hr
CAD Technician II	\$100/hr
CAD Technician I	\$ 90/hr
Associate Engineer IV	\$125/hr
Associate Engineer III	\$115/hr
Associate Engineer II	\$100/hr
Associate Engineer I	\$ 95/hr
Administrative Assistant VII	\$100/hr

Administrative Assistant VI	\$ 90/hr N. Gawde
Administrative Assistant V	\$ 85/hr
Administrative Assistant IV	\$ 80/hr
Administrative Assistant III	\$ 75/hr
Administrative Assistant II	\$ 65/hr

Interoffice Memo

Date: September 18, 2025
To: Common Council Members
From: Eric Ruppert, City Utilities Engineering
RE: Water Pollution Control Plant Renewable Natural Gas Facilities – CM/RPR
W.O. # 77202



Council District # N/A – At Plants

Engineer shall provide the City professional Engineering services in all phases of the Project to which the scope of services applies. These services will include serving as City's professional representative for the Project, providing professional Engineering consultation and advice, and other customary services incidental thereto. The Renewable Natural Gas Improvements Project includes the installation of a biogas membrane separation system at the Water Pollution Control Plant. This systems will purify the biogas to allow additional equipment to maximize the use of this renewable energy source.

Implications of not being approved: During the Anaerobic Digestion process, biogas is produced. Currently this biogas is utilized in the specialized generators and boilers to provide supplemental power and heat to the facility. When there is excess biogas that cannot be utilized, the gas is flared. The gas produced from this equipment can be utilized within the facility for additional power production and heat and offset the natural gas purchase at the facility. During installation, the project must be monitored and coordinated by multi-disciplined construction engineering team to ensure that the project is constructed in accordance with the plans and specifications, and meet project schedule.

If Prior Approval is being Requested, Justify: N/A

Selection and Approval Process:

The consultant was selected through the Competitive Sealed Proposal (CSP) process. The RFQ announcement was sent to over 100 firms and posted on the City website, and two firms submitted a statement of qualifications. Utilities Engineering staff reviewed the qualifications of all interested firms, established a short list of consultants. A request for proposals was then developed and sent to the selected shortlisted firms. two shortlisted firms submitted Competitive Sealed Proposals. A scoring matrix was used to score all firms based on responses to the RFQ and RFP's. RFP scoring was based on expertise, prior work experiences, qualifications, proposed scope of work and fee. Using this process, Utilities Engineering selected Jacobs Engineering Group for this project and finds their scope and fee to be the best value for this project. The Board of Public Works approved the contract on August 5, 2025.

The cost of said project funded by State Revolving Fund

Council Introduction Date: September 23, 2025

CC: BOW
Matthew Wirtz
Jill Helfrich
Construction Manager
Chrono
File