

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251
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CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

September 24, 2024

Mr. Jeremy Roschyk
Donohue & Associates, Inc.
209 N. Main St., Suite 206
South Bend, IN 46601
jroschyk@donohue-associates.com

RE: Amendment No.4 to Professional Service Agreement

Dear Mr. Roschyk:

At its September 24, 2024 meeting, the Board of Public Works approved the above referenced amendment to the South Well Field Water Treatment Plan Improvements for additional water main and treatment plant design services in the amount of \$126,500.

Enclosed please find a copy of the agreement for your records.

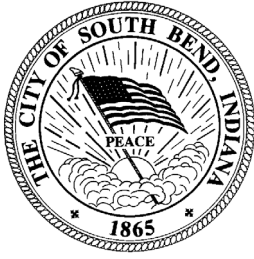
If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/hh



INTER-OFFICE MEMORANDUM
DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENVIRONMENTAL SERVICES

TO: Members of the Board of Public Works
Michael Schmidt, Assistant City Attorney Public Works
Theresa Heffner, Clerk of the Board of Public Works

FROM: Jacob M. Klosinski, P.E., Assistant City Engineer

SUBJECT: Agenda Request – Professional Services Agreement - Amendment
117-059 South Well Field Water Treatment Plant Improvements
(PROJ0000082 / PO-0000038)

DATE: September 17, 2024

The Division of Engineering and Division of Water recommend the Board of Public Works approval of Amendment No. 4 to a Professional Services Agreement with Donohue & Associates for Project No. 117-059 South Well Field Water Treatment Plant Improvements.

Amendment No. 4 scope of work is attached. In summary, it includes:

- | | |
|---|---------------------|
| • Design Services and Survey | \$ 96,100.00 |
| • Bid Phase Services | \$ 13,200.00 |
| • Allowance: Chlorine Scrubber Design, <i>if needed</i> | <u>\$ 17,200.00</u> |
| | \$126,500.00 |

Funding for this project is provided through the Southside TIF Account (430-10-102-121-431002). For questions regarding the subject Agenda Request, contact Jacob M. Klosinski (Ext. 9496) at the Division of Engineering.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 8, 2017.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 4**

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: August 8, 2017
- b. Owner: Board of Public Works, City of South Bend, Indiana
- c. Engineer: Donohue & Associates, Inc.
- d. Project: 2017 South Well Field, Water Treatment Plant & Pressure District Improvements

2. *Description of Modifications:*

- a. Engineer shall perform or furnish the following Additional Services:
 - 1) The Scope of Services as identified in Task Order #09 to the Continuing Professional Services Agreement dated August 8, 2017 for the 2017 South Well Field, Water Treatment Plant & Pressure District Improvements project.

3. *Agreement Summary (Reference only)*

- a. Original Agreement amount: \$ 150,000.00
- b. Net change for prior amendments: \$297,395.00
- c. This amendment amount: \$126,500.00
- d. Adjusted Agreement amount: \$573,895.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is 8/20/2024.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Gary A. Gilot, Member



Murray L. Miller, Member



Joseph R. Molnar, Vice President



Briana Micou, Member



Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

ENGINEER:



By: Jeremy Roschyk, PE

Title: Vice President

Date Signed: August 20, 2024



TASK ORDER #09 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT

Between Board of Public Works, City of South Bend, Indiana (Owner)
and
Donohue & Associates, Inc. (Donohue)

Date of Original Executed Agreement: August 8, 2017

TASK ORDER NAME/DESCRIPTION

Task Order #09: Alternate WTP Improvement Design

This Task Order #09 includes engineering services for the development of an alternative design and bid package (and associated bidding) to the design completed as part of Task Order #07, as part of the 2017 South Well Field, Water Treatment Plant and Pressure District Improvements project.

This alternate design and bidding package will include the construction of a new raw water line encircling the South WTP and Well Field property along the existing drive (approximately 3,000 to 4,000 feet), that will provide chemical contact time, in lieu of the detention tank and associated pump station designed as part of Task Order #07.

The major Project improvements associated with this Task Order include:

1. Modification/replacement of existing pumps and motors in Well No. 4A and Well No. 5 as needed to provide raw water to the modified treatment process stream.
2. Construction of a new raw water main loop running along the same rough alignment as the existing drive that encircles the South WTP and Well Field property. This loop will be sized to provide the chemical contact time required for breakpoint chlorination.
 - a. Raw water main loop will be added to the treatment process stream following the well pumps and pre-chlorination vaults, and prior to the existing GAC units.
3. Modifications to the Chlorine Room necessary to accommodate the following:
 - a. Increased chlorine storage to three, 1-ton cylinders.
 - b. Installation of a supplemental chlorine feed system – consisting of vacuum regulator, automatic chlorine gas feeder panel, ejector, and booster pump – to increase the total instantaneous chlorine dosing capacity.
 - c. Upgrades to the exhaust ventilation capacity to provide 60 air changes per hour (approximately 5,000 cfm).
4. Modifications to chlorine feed, mixing and control, including:
 - a. New pre-chlorination vault for adding chlorine to the raw water line for breakpoint chlorination upstream of the new water main loop and existing GAC units.

- b. Ammonia analyzer for monitoring raw water ammonia concentrations and for chlorine feed control.
 - c. Chlorine residual analyzer for breakpoint free chlorine residual monitoring and chlorine feed trimming control.
 - d. New chlorine residual analyzer for finished water free chlorine residual monitoring and optional trimming control.
 - e. New static mixer in 16-in. finished water line following the final chemical addition.
5. Upgraded control programming to execute a breakpoint chlorination and disinfection control strategy using on-line ammonia analysis coupled with an effluent flow signal and a feedback signal from a chlorine residual analyzer.

A. SCOPE OF SERVICES

Design & Bidding Services

Deliverables

- Prepare the following deliverables for the Alternate WTP Improvements Design:
 - Final (90%) Design
 - Bidding Documents (100%) suitable for public bidding
- Coordinate with the Owner to incorporate Owner's standard front-end specification documents and format.
- Prepare specifications using the Construction Specifications Institute (CSI) 50 Division, 3-part format.
- Prepare drawings using Donohue CADD standards.
- Provide Bidding Documents in the form of .pdf electronic files. Drawings will be 11-in x 17-in size.

Project Management

- Update previously developed Project work plan containing the project background, project goals and objectives, task-based project scope, project schedule including deliverables schedule, staffing plan with staff responsibility assignments, and other information which may be appropriate.
- Provide monthly progress reports to Owner as part of the monthly invoicing process to document services performed and schedule status.

1. Final (90%) Design

- 1.1. Donohue shall subcontract Abonmarche & Associates to collect topographic survey information required to design the new raw water main running along the same approximate alignment as the existing drive encircling the South WTP and Well Field property. This newly collected topographic data will be supplemented, as needed, by the topographic survey collected as part of all previous project Task Orders.

- 1.2. Request additional information from the Owner necessary for development of the design documents. Review available studies, reports, drawings, and information regarding the South WF and WTP.
 - 1.3. Review previously developed plans and specifications for this project:
 - 1.3.1. Contract A – Well Field and Water Treatment Plant Improvements
 - 1.3.2. Contract B – Water Distribution Improvements
 - 1.4. Based on review of previously developed plans and specifications, request and review additional and updated information from the Owner necessary for development of the design documents, including new and updated studies, reports and drawings regarding the South WF and WTP.
 - 1.5. Prepare final design drawings to the approximate 90% completion stage. Design drawings will be prepared on 11" x 17" half-sized sheets.
 - 1.6. Update specifications to the approximate 90% completion stage. In addition to Owner-required front-end sections, other standard front-end bidding and contract documents will be prepared using applicable Engineers Joint Contract Documents Committee (EJCDC) documents for Division 0.
 - 1.7. Update the opinion of the probable construction cost based on the 90% design completion documents.
 - 1.8. Perform an internal quality review of the 90% completion design documents.
 - 1.9. Submit PDF copies of 90% completion design drawings (half-size), specifications, and opinion of the probable construction cost to the Owner for review and comment.
 - 1.10. Conduct a 90% design completion review meeting with the Owner, and incorporate comments and any necessary changes into the design.
 - 1.11. If required by IDEM, prepare and submit a construction permit application to IDEM. Owner shall reimburse Donohue for the application submittal fee.
2. Bidding Documents Finalization
- 2.1. Prepare Bidding Documents (100% Design) for City use to bid the Project along with, or in lieu of the WTP Improvements Design Bid Package prepared as part of Task Order #07.
 - 2.2. Submit an electronic (.PDF) set of the Bidding Documents to the Owner.
3. Bid Phase Services
- 3.1. Issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
 - 3.2. Coordinate and attend Pre-bid meeting.
 - 3.3. Consult with and advise the Owner as to the acceptability of prime contractors, and subcontractors, suppliers and other persons and organizations proposed by the prime contractors (herein referred to as the "Contractor") for those portions of the work, as to which such acceptability is required by the Bidding Documents.

- 3.4. Consult with the Owner regarding the acceptability of substitute materials proposed by the Contractor when substitution prior to the award of contract is allowed by the Bidding Documents.
- 3.5. Attend the Bid Opening, prepare bid tabulation sheets, and assist the Owner in evaluating the bids or proposals and in assembling and awarding contracts for construction, materials, equipment and services.

Task Order Scope Conditions

- At the time of preparation of this Task Order #09, the following tasks are assumed to not be required and thus, are not included in the Task Order #09 Scope of Services (these services may be provided as a part of other associated Task Orders):
 - Geotechnical investigation and/or analysis.
 - Flow modeling.
 - Revision and/or alterations to design documents and bid packages, developed, and prepared as part of any other project Task Orders.
 - Bid Document distribution.
 - Construction phase engineering services.
 - Resident Project Representative services.
- It is currently anticipated that a chlorine gas scrubber system will not be required. However, if the Owner determines that a chlorine gas scrubber system will be required, they may direct Donohue to add it to the design under this Task Order, for the additional Allowance amount identified in Compensation portion (Section C) of this Task Order #09.

B. PROJECT TIMING

1. Donohue shall be authorized to commence the Services set forth herein upon signed approval of this Task Order #09. Given execution of this Task Order #09 to commence all Scope of Services items, the anticipated project schedule will be as follows:

- | | |
|--|--------------------------------|
| • 90% Submittal | October 22, 2024* |
| • 90% Review Meeting | October 29, 2024 (anticipated) |
| • IDEM Application for Construction Permit Submittal | November 1, 2024** |
| • Bidding Documents Submittal | February 14, 2025*** |

Notes:

* The date of the 90% Submittal is based on an anticipated Task Order #09 approval date of September 10, 2024. Any change in the date of Task Order #09 approval will adjust the Project Timing accordingly.

** IDEM's review time is anticipated to be approximately three (3) months.

*** Bidding Documents Submittal date is contingent upon IDEM's review and response to the Application for Construction Permit submittal. Final Bidding Documents will be available approximately two weeks following the receipt of all Owner comments, IDEM Review comments, and construction permit approval.

C. COMPENSATION

1. Task Order #09 shall be compensated for the total, not-to-exceed amount of \$126,500 in accordance with the following breakdown:

Task	Fee Type	Amount
1. Design Services	Lump Sum	\$96,100
2. Bid Phase Services	Lump Sum	\$13,200
3. Allowance: Chlorine Scrubber Design^	Lump Sum	\$17,200
Total Amount		\$126,500

Notes:

^ The Allowance for the design of the chlorine scrubber system will only be utilized if the Owner directs Donohue to design the system.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Gary A. Gilot, Member



Murray L. Miller, Member



Joseph R. Molnar, Vice President



Briana Micou, Member



Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

APPROVED FOR DONOHUE

By: 

Printed Name: Jeremy Roschyk, P.E.

Title: Vice President

Date: 08-20-2024

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date: 09-17-2024
 Name: Jacob M. Klosinski Department of Public Works – Engineering Division
 BPW Date: 09-24-2024 Phone Extension: 9496

Required Prior to Submittal to Board

BPW Attorney Attorney Name Michael Schmidt
 Dept. Attorney Attorney Name **Michael Schmidt**
 Purchasing **Mickey Lovy / Ron O'Connor**

Check the Appropriate Item Type – Required for All Submissions

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input checked="" type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach

Required Information

Company or Vendor Name Donohue & Associates (V-00000476)
 Yes If Yes, Approved by Purchasing
 No
 MBE/WBE Contractor MBE Completed E-Verify Form Attached Yes
 WBE No
 Project Name South Well Field Water Treatment Plant Improvements
 Project Number 117-059 (PO-0000038)
 Funding Source Southside TIF
 Account No. 430-10-102-121-431002
 Amount \$126,500.00
 Terms of Contract Lump Sum Fee with Allowance
 Special Contract Provisions _____
 Purpose/Description Engineering recommends the Board of Public Works approve Amendment No. 4 to a Professional Services Agreement with Donohue & Associates for additional water main and treatment plant design services for the subject project.

For Change Orders Only

Amount of Increase \$ _____
 Decrease (\$ _____)
 Previous Amount \$ _____
 Increase _____ %
 Decrease (_____ %)
 Current Percent of Change:
 New Amount \$ _____
 Increase _____ %
 Decrease (_____ %)
 Total Percent of Change:
 Time Extension Amount: _____
 New Completion Date: _____