

## MINUTES

### Supervisory Committee Meeting

Thursday, March 26, 2020; meeting held virtually through Microsoft Teams – 10 a.m.  
South Platte Water Renewal Partners (SPWRP)  
2900 South Platte River Drive, Englewood, CO 80110

### COMMITTEE MEMBERS PRESENT:

Maria D’Andrea	City of Englewood, Public Works Director
Shawn Lewis	City of Englewood, City Manager
Keith Reester	City of Littleton, Public Works Director
Mark Relph	City of Littleton, City Manager

### COMMITTEE MEMBERS ABSENT:

None

### STAFF PRESENT:

Linda Calkins	SPWRP Technical Support Specialist II
Blair Corning	SPWRP Deputy Director – Environmental Programs
Samma Fox	City of Littleton, Assistant to the City Manager
Alyssa Hoffman	SPWRP Business Services Specialist
Zeena Kohr	SPWRP Engineer II
Jamie Langer	SPWRP Engineering Project Manager
Joe Morrissette	SPWRP Instrumentation & Controls Manager
Matt Montgomery	Hill & Robbins, SPWRP Attorney
Maria Sobota	City of Englewood, Finance Director
Pieter Van Ry	SPWRP Director
Brenda Varner	SPWRP Government Communications Specialist
Chong Woo	SPWRP Deputy Director – Engineering

### GUESTS:

Cynthia Lane	Platte Canyon Water & Sanitation District, Assistant Manager
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## I. Call to Order

The March Supervisory Committee (Committee) meeting was called to order by Pieter Van Ry, the Director of South Platte Water Renewal Partners (SPWRP). Director Van Ry verbally accounted for all who were present on the Microsoft Teams conference call.

## II. Consideration of Minutes for Previous Supervisory Committee Meetings

The February Supervisory Committee meeting minutes were approved via email by Committee Member Lewis, Committee Member Reester, Committee Member D'Andrea and Committee Member Relph on March 23, 24 and 25, 2020.

## III. Action Item(s)

### On-Call Contracts – General Electrical Projects:

Chong Woo, SPWRP Deputy Director – Engineering, discussed the recommendation for approval of two (2) On-Call Contracts, one with McDade Woodcock, Inc., in the amount of \$250,000.00, and one with Weifield Group Contracting, Inc., in the amount of \$250,000.00, for the General Electrical Projects (Project) at SPWRP. The term of each On-Call Contract would be one (1) year, with an opportunity for three (3), one-year renewals.

Each year, several projects arise at SPWRP which require small electrical construction and/or repair services by outside contractors. These projects require minimal design effort and supplement SPWRP existing staff with expertise in commercial and industrial electrical installations, manpower and equipment. The On-Call Contracts – General Electrical Project provides an effective means to execute small scoped projects needed in a timely manner. Contractor services can include conduit installation, low and median voltage wiring, wiring terminations, troubleshooting, emergency response, and others.

SPWRP staff developed a statement of qualifications and advertised the project on the Rocky Mountain E-Purchasing System to identify the ideal contractors for services. Two (2) proposals were received, reviewed and evaluated; resulting in the recommendation to utilize McDade Woodcock, Inc., and Weifield Group Contracting, Inc. for the Project. These two contractors complement each other's capabilities and SPWRP staff believes that they will provide satisfactory products and customer service.

The annual fee for each On-Call Contract is fixed at \$250,000.00 (not to exceed). Issuance of a contract does not guarantee payment or assignment of work. Work will be issued via individual task orders. Task orders less than \$100,000.00 shall follow the SPWRP purchasing authorization guidelines. Task orders \$100,000.00 and greater shall be presented to the Supervisory Committee for approval. Funding for these service contracts will be expensed from the Capital budget, using existing line item budgets.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve an award of two (2) On-Call Contracts, each in the amount of \$250,000.00, with McDade Woodcock, Inc., and Weifield Group Contracting, Inc., for General Electrical Projects at the SPWRP facility. The On-Call Contracts would be one (1) year in term, with the opportunity for three (3) one-year renewals. Committee Member***

***Lewis moved to approve the recommendation. Committee Member Relph seconded the motion, four ayes, no nays. Motion approved.***

Infor EAM System Support Renewal:

Deputy Director, Woo discussed the recommendation for the approval of a renewal quote from Infor EAM (Enterprise Asset Management), for hosting, licensing, and support of the SPWRP's EAM System from April 21, 2020 to April 20, 2021, in the amount of \$88,796.17 for 2020.

Infor EAM has been utilized by SPWRP since 2007. This robust asset management system tracks equipment history, condition, performance, and meta data needed for a preventive/predictive maintenance program, repair/replacement decisions, capital asset planning, and sustainability data, such as carbon footprint, energy consumption, performance degradation, etc. Additionally, EAM serves as the work order system for SPWRP, allowing staff to better manage incoming task requests and streamline daily maintenance activities.

Infor's annual increases for hosting, licensing and support are 5%. This increase amount is consistent with industry standards for software application support agreements. The three (3) year agreement reduces the annual increase to 3% and represents a savings of \$8,166.00 over the three-year term. Approval of this purchase will require payment for the 2020 fiscal year of \$88,796.17, but does not commit SPWRP to payment of any subsequent years.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve the renewal of Infor EAM (Enterprise Asset Management), for hosting, licensing, and support of the SPWRP's EAM System from April 21, 2020 to April 20, 2021, in the amount of \$88,796.17. Committee Member D'Andrea moved to approve the recommendation. Committee Member Reester seconded the motion, four ayes, no nays. Motion approved.***

Xcel Energy Easement for Biogas Project:

Deputy Director Woo discussed the recommendation for the approval of the Biogas Pipeline and Custody Transfer Station Easement Agreement with Xcel Energy (Public Service Company of Colorado). In February 2017, SPWRP initiated a feasibility study to evaluate the benefits of implementing a full-scale Biogas facility. In August 2018, a construction contract was awarded to construct the SPWRP Pipeline Injection Project (Gas Recovery Facility). The biogas project included capturing the existing digester gas generated as part of the solid treatment process, cleaning and treating it to natural gas quality, and then injecting it into Xcel Energy's pipeline system.

As part of the biogas project, a separate contract was executed with Xcel Energy to construct a gas transfer station and service pipeline into Xcel Energy's system. The transfer

station and service pipeline are both located on SPWRP property. As part of the contract, Xcel Energy requires a non-exclusive permanent easement to operate, maintain and repair the Biogas Custody Transfer Station and Gas Pipeline, including all fixtures and devices.

Through collaboration with the City of Englewood's Attorney Office and Xcel Energy, the easement agreement language, including exhibits, have been reviewed and agreed upon. Pending Supervisory Committee's approval, the grant of easement will require further approval by both the Littleton and Englewood City Councils. Xcel Energy will pay SPWRP a sum of ten (10) dollars for the non-exclusive permanent easement.

***ACTION TAKEN*** – ***The Supervisory Committee considered the recommendation to approve the Biogas Pipeline and Custody Transfer Station Easement Agreement with Xcel Energy (Public Service Company of Colorado). Committee Member Lewis moved to approve the recommendation. Committee Member Relph seconded the motion, four ayes, no nays. Motion approved. SPWRP will bring this item forward to both cities' councils for their consideration in May 2020.***

Civil-Electrical Improvements Project – CMGC Construction Services:

Jamie Langer, SPWRP Engineering Project Manager, and Zeena Kohr, SPWRP Engineer II, discussed the recommendation for the approval of a Construction Manager/General Contractor (CMGC) contract with J.R. Filanc Construction Company, Inc., (Filanc) in the amount of \$8,513,732.00, for construction phase services related to the Civil-Electrical Improvements Project (Project). In addition, SPWRP staff recommends the approval of an approximate 3.5% Owner's Contingency, in the amount of \$300,000.00, to be used for unforeseen conditions to the Project.

In 2018, SPWRP initiated the Civil-Electrical Projects (CEP), which was focused on replacing and repairing aging electrical and civil infrastructure at the facility. SPWRP initially requested progressive design-build (PDB) services, however after issues surrounding the budget and cost of construction, the project was canceled in early 2019. The improvements and rehabilitations associated with the CEP are considered critical to the operation of SPWRP, and therefore the CEP was divided and re-scoped into two separate and unique projects: the Electrical Improvements Project (EIP) which concentrates on the replacement of aging electrical equipment, and the Civil Improvements Project (CIP) which focuses on repairing or replacing civil infrastructure.

Two (2) requests for proposals (RFP) were developed and advertised on the Rocky Mountain E-Purchasing System to find consultants for these two (2) projects. Through a competitive selection process, SPWRP retained Carollo Engineers for the EIP, and Stantec Consulting Group Inc for the CIP.

The concurrent timelines of the projects, similar work areas, and numerous unknowns in regards to excavation and construction activities were of high concern to facility staff and



prompted SPWRP to explore alternative delivery methods. SPWRP had recently completed the first Construction Manager/General Contractor (CMGC) construction endeavor and believed that bringing a contractor onboard during design could help to mitigate the associated risks with the Project. The CMGC services were scoped to encompass both the EIP and CIP, now known as the Civil-Electrical Improvements Project (Project), and Filanc was brought on as the contractor at the 30% design phase after a competitive bidding process.

Burns and McDonnell was obtained as SPWRP's Owner's Advisor to assist in contracting and all other preconstruction activities. The collaborative process and value engineering of the CMGC model proved successful in reducing the overall project cost. SPWRP staff believes the project scope has been optimized to achieve organizational needs and the final Guaranteed Maximum Price represents the best value. Funds for these construction services will be expensed from the SPWRP Capital budget. Based on the current schedule, the Project will be expensed from both 2020 and 2021 SPWRP Capital budgets.

***ACTION TAKEN – The Supervisory Committee considered the recommendation to approve a Construction Manager/General Contractor (CMGC) contract with J.R. Filanc Construction Company, Inc., in the amount of \$8,513,732.00, for construction phase services related to the Civil-Electrical Improvements Project (CIP). In addition, SPWRP staff recommends the approval of an approximate 3.5% Owner's Contingency, in the amount of \$300,000.00, to be used for unforeseen conditions to the Project. Committee Member D'Andrea moved to approve the recommendation. Committee Member Relph seconded the motion, four ayes, no nays. Motion approved.***

Civil Electrical Improvements Project – Carollo Change Order No. 2:

Deputy Director, Woo discussed the recommendation for the Committee's approval of Change Order No. 2, with Carollo Engineers, Inc., (Carollo), in the amount of \$95,230.00, for Services During Construction related to the Civil-Electrical Improvements Project (Project).

In 2019 SPWRP initiated a Civil Improvements Project (CIP) and an Electrical Improvements Project (EIP), both with a focus on the replacement and repair to vital civil and electrical infrastructure. These projects were combined for construction under a Construction Manager/General Contractor (CMGC) project delivery to allow one contractor to have overall management and responsibility of the work and final scope of the Project. Through a competitive process, SPWRP retained Carollo Engineers to conduct the electrical design and Stantec Consulting Group for the civil design. Because Carollo and Stantec have been involved in the design, their services are the most efficient way to ensure construction is completed in accordance to all drawings and design specifications. SPWRP staff believe Services During Construction is useful for the successful completion of the Civil-Electrical Improvements Project.

In accordance with the SPWRP Procurement Policy, the SPWRP Director previously executed Change Order No. 1 for Carollo, in the amount of \$90,000.00, for an expansion of the design services scope of work as part of the Electrical Improvements Project. This second change order for Carollo, Change Order No. 2, is being presented to the Committee for approval, since both change orders, No. 1 and No. 2, in the amounts of \$90,000.00 and \$95,230.00 respectively, exceed the SPWRP Director's approval authority.

Stantec Consulting Engineers Inc (Stantec) will also be contracted for Services During Construction for the Project, however, this change order will be completed as a separate change order that is approved by the SPWRP Director, in the amount of \$99,688.00. The Stantec services during construction Change Order No. 1 is within the SPWRP Director's approval authority. Funds for the Services During Construction Change Orders will be expensed from the SPWRP 2020 Capital Budget.

***ACTION TAKEN*** – ***The Supervisory Committee considered the recommendation to approve Change Order No. 2, with Carollo Engineers, Inc., (Carollo), in the amount of \$95,230.00, for Services During Construction related to the Civil-Electrical Improvements Project (Project). Committee Member Lewis moved to approve the recommendation. Committee Member D'Andrea seconded the motion, four ayes, no nays. Motion approved.***

#### IV. Informational Items

SPWRP staff discussed these informational items with the Committee:

- SPWRP's COVID-19 Response Update
  - Director Van Ry discussed SPWRP's response to the COVID-19 (coronavirus) pandemic. SPWRP leadership currently assesses and evaluates the situation daily. The SPWRP facility is being managed and operated with minimal staffing levels, which rotate, in order to protect staff from exposure to COVID-19. The SPWRP staff members who are working remotely, continue to make progress on current projects and also make improvements/additions to the SPWRP knowledge management library.
- Director Updates
  - Director Van Ry discussed SPWRP's voluntarily participation in a national research project, launched by Biobot (Harvard University). This project collects wastewater samples from around the US, to test it for the coronavirus.  
[\(https://www.popularmechanics.com/science/health/a31468624/covid-19-spread-sewer-poop/\)](https://www.popularmechanics.com/science/health/a31468624/covid-19-spread-sewer-poop/)
- Three (3)-Month Outlook for Supervisory Committee Action Items
- SPWRP Influent Flow and Load Summary:

- The measured flow to SPWRP averaged 18.6 mgd in February 2020, which is an increase of approximately 0.1 mgd from February 2019. The measured flow split was 44.6 / 55.4 percent between the cities of Littleton and Englewood, respectively.
- Fiscal Management and Reporting

## V. Adjournment

The next Supervisory Committee meeting is scheduled for Thursday, April 23, 2020 9:00 a.m., in the Colorado Room, at the South Platte Water Renewal Partners facility.

Adjourned at 11:01 a.m.

Recording Secretary Signature \_\_\_\_\_

Brenda J. Varner

***The SPWRP Supervisory Committee approved the March 26, 2020 meeting minutes via email on April 20, 2020. Committee Member Lewis, Committee Member Reester, Committee Member Relph, and Committee Member D'Andrea voted; four ayes, no nays. Minutes approved.***