Bismarck Department of Public Works

**MEMORANDUM**

TO: Jason Tomanek – Assistant City Administrator

FROM: Jeff Heintz – Public Works Service Operations Director

DATE: June 13, 2016

RE: Consent Agenda Item – Amendment to Scope of Work for Bismarck Solid Waste Service Task Order #1 – Site Soil Balance

Please place on the June 14th, 2016 Board of City Commission meeting consent agenda the request to add the amendment to the scope of work for the Bismarck Solid Waste division Service Task Order #1 – Site Soil Balance with HDR Engineering Inc.

The purpose of this amendment is to summarize the estimated level of effort for completing a site soil balance for the Bismarck landfill. Completion of this Site Soil Balance was requested by the North Dakota Department of Health (NDDoH) in response to a request by the City to remove earthen material from the landfill facility for offsite project. North Dakota Administrative Code (NDAC) 33-20-04.1-09(2)(k) states: *"All earthen material must be maintained onsite unless removal from the site is authorized by the department"*.

The purpose of the site soils balance will be to classify the soil needs for operation and closure of the permitted MSW and ISW Units. The Site Soil Balance Summary deliverable will be a technical memorandum and necessary exhibits to:

1. Summarize an estimate of necessary construction soils to operate the existing MSW and ISW units. Examples of construction soils classifications include SPGM, clay-rich material, common fill, clay liner daily cover ect.
2. Summarize the site excavation quantities and potential uses for construction soils.
3. Review of permit materials to summarize the location and approximate quantity of SPGM stockpiled on site.
4. Make recommendations to the overall soil balance and soil operations for the site.

I will be present at the City Commission meeting to respond to questions the Board may have regarding this matter. Please feel free to contact me if you have questions or require additional information prior to the meeting.

# PROFESSIONAL SERVICES CONTRACT CHANGE FORM

## DEPARTMENT

Contract between the City of Bismarck and HDR Engineering Inc.

Purpose of Contract Inert Solid Waste Unit Expansion

Contract Number: 2014-63 Project/Subproject Number: SWDUTIL.WASTE.INERTCELL

Original Contract Amount: $80,850

Contract Change Amount: $6,300 (there is approx. $38,000 remaining in the original contract fund balance that can be used for this analysis)

Funding Source of Change Amount (If applicable) 650-660-652-4310-200

Change in Contract Timeline: _____

Change in Scope of Contract: Provide site soil balance determination as requested by the State of ND Health Department – Solid Waste Division

Department Head Signature:_____ Date:_____

## COMMISSION APPROVAL

___ Change in contract amount less than 10% of the original contract amount or not greater than $15,000 placed on the City Commission consent agenda

___ Change in contract amount that exceeds 10% of the original contract amount or $15,000 or greater, placed on City Commission regular agenda

_X_ Change to original scope of contract and/or contract period placed on City Commission consent agenda

City Commission Meeting Date: June 14th, 2016

**TO ALL DEPARTMENTS:** Please attach verification of Commission approval and send to Fiscal Services.

June 9, 2016

City of Bismarck
Attn: Jeff Heintz
Director of Public Works Service Operations
601 S 26th St
PO Box 5503
Bismarck, ND 58506

Re: City of Bismarck Solid Waste Service Task Order #1 – Inert Solid Waste Unit Expansion – Amendment to Scope of Work

Dear Jeff,

The purpose of this letter is to request an amendment to Task Order #001 dated August 26th, 2014 an agreement for professional engineering services between the City of Bismarck (City) and HDR for the Inert Solid Waste Expansion (Project). This letter documents a change in scope of work to provide additional services not originally included in Task Order #001.

The purpose of this amendment is to summarize the estimated level of effort for completing a site soil balance for the Bismarck landfill. Completion of this Site Soil Balance was requested by the North Dakota Department of Health (NDDoH) in response to a request by the City to remove earthen material from the landfill facility for offsite project. North Dakota Administrative Code (NDAC) 33-20-04.1-09(2)(k) states: *"All earthen material must be maintained onsite unless removal from the site is authorized by the department"*.

The purpose of the site soils balance will be to classify the soil needs for operation and closure of the permitted MSW and ISW Units. The Site Soil Balance Summary deliverable will be a technical memorandum and necessary exhibits to:

1. Summarize an estimate of necessary construction soils to operate the existing MSW and ISW units. Examples of construction soils classifications include SPGM, clay-rich material, common fill, clay liner daily cover ect.
2. Summarize the site excavation quantities and potential uses for construction soils.
3. Review of permit materials to summarize the location and approximate quantity of SPGM stockpiled on site.
4. Make recommendations to the overall soil balance and soil operations for the site.

Key Assumptions:

1. City Engineering staff will provide a summary of the remaining material to be excavated from Phase 3 of the existing MSW Unit.
2. City Engineering staff will provide a summary of the remaining airspace in MSW Phase 3.

3. SPGM (topsoil) stockpiles are quantified and documented in the 2012 Permit Application.
4. The MSW Expansion Area is not included in the summary.
5. Wok will include the preparation of up to three exhibits to support the findings of the soil summary.
6. Estimate of areas of the existing ISW and MSW units to receive final cover will be quantified from air photos and field review.

Unless specifically requested the following items are not included in the estimated level of effort is:

1. Field survey of existing stockpiles.
2. A Suitable Plant Growth Material (SPGM) Soil Survey or Plan
3. Detailed engineering plans or specifications

The estimated level of effort is approximately 50 hours with a fee of $6,300 as shown in the attached spreadsheet. The additional services described above will be charged per the terms and conditions of Task Order #001. No additional fee is requested for this amendment because at this time the Project has approximately $38,000 in fee remaining from the original $80,850 contract maximum fee. Additionally the Project is 90% complete and appears to be on track to complete with fee remaining.

As always don't hesitate to call with questions or comments at 701-557-9608. Work will commence on the work described above upon authorization from the City to start work.

Sincerely,
HDR Engineering, Inc.

Brent Erickson
*Project Manager*

Enclosures

# City of Bismarck
## Solid Waste MSA TO 1 Amendment for Soil Balance Analysis
## Level of Effort Estimate

| | Labor Hours by Category | | | | | | | | | Direct Expenses | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Labor Category | Principal | QC | PM | ENG III | CAD II | Account | Admin | Total Hours | Total $ | Travel | Printing | Expense | Total | Line Item Total |
| 2016 Project Billing Rate | $210 | $195 | $170 | $135 | $100 | $100 | $70 | | | | | | | |
| 2016 Payroll Rates | $85.26 | $91.79 | $52.22 | $31.95 | $31.75 | $32.03 | $28.60 | | | | | | | |
| **Task 100 - Soil Management Plan** | | | | | | | | | | | | | | |
| Project Initiation | 1 | | | | | 0.5 | | 1.5 | $260 | | | $0 | | $260 |
| Invoicing & Status Updates | | | | | | | | 0 | $0 | | | $0 | | $0 |
| Review MSW Unit & Quantity Calculations | | | 4 | 16 | | | | 20 | $2,840 | | | $0 | | $2,840 |
| Figures - 2 Maximum | | | | | 21.5 | | | 21.5 | $2,150 | | | $0 | | $2,150 |
| Technical Memorandum | | 1 | 4 | | | | 2 | 7 | $1,015 | | $35 | $35 | | $1,050 |
| | | | | | | | | 0 | $0 | | | $0 | | $0 |
| **Subtotal** | **1** | **1** | **8** | **16** | **21.5** | **0.5** | **2** | **50** | **$ 6,265** | **$0** | **$35** | **$35** | | **$6,300** |
| **Total** | **1** | **1** | **8** | **16** | **21.5** | **0.5** | **2** | **50** | **$6,265.00** | **$0.00** | **$35.00** | **$35.00** | | **$6,300.00** |

| | | |
|---|---|---|
| **HDR Total Labor (Rates)** | **$** | **6,265** |
| **HDR Total Expenses** | **$** | **35** |
| **Subconsultant** | **$** | **-** |
| **Total NTE Fee** | **$** | **6,300** |