



Public Works Service Operations Department

DATE: 8/2/2021

FROM: Jeff Heintz, Public Works Service Operations Director

ITEM: Approval of Task Order 1 to Agreement with HDR for Solid Waste Operations Engineering Services

REQUEST:

Approve to accept Task Order No. 1 from HDR Engineering for garbage collection set-out rate study and data collection (in and in-addition-to-tote) services for solid waste operations.

Please place this item on the 8/10/2021 City Commission meeting agenda.

BACKGROUND INFORMATION:

On February 11, 2021, the City of Bismarck entered into an agreement with HDR Engineering for professional engineering services for solid waste operations. Task Order 1 is a set-out study to assist the City in figuring out how much extra garbage is being put out for collection every week. The results will be used on future management of set-out materials. The total estimated cost of Task Order No. 1 is not to exceed \$131,075.

RECOMMENDED CITY COMMISSION ACTION:

Approve Task Order No.1 to the Agreement with HDR Engineering for professional engineering services for solid waste operations.

STAFF CONTACT INFORMATION:

Jeff Heintz | Public Works Service Operation Director, 355-1700 or jheintz@bismarcknd.gov.

TASK ORDER 1

This Task Order pertains to an Agreement by and between City of Bismarck, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated June 10, 2021, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 01

PROJECT NAME: SET-OUT STUDY

PART 1.0 PROJECT DESCRIPTION:

The purpose of this scope is to describe the objectives, activities, deliverables, key assumptions, and approach that the ENGINEER will utilize in carrying out the services requested by the OWNER for the set-out study.

OWNER’s solid waste program collection policies allow customers to put out as much garbage as they want at the curb or alley every week in addition to their 96-gallon cart. Garbage includes extra bags of materials, yard debris (grass and branches four feet or less and tied bundles) and small bulky items. OWNER’s goal is to figure out how much extra garbage is being put out for collection every week through a set-out study. The results of the set-out study are intended to drive decision-making on future management of set-out materials. These decisions could include ongoing separation of yard debris, changes in preparation or pick-up of garbage outside of the cart, types of trucks or equipment specified in the future by the city and potential routing changes.

The Scope of Services described in Part 2 has been established by Task Series, which are described in detail in Part 2. The key Tasks are as follows:

Task 100 – Project Management

Task 200 – Data Needs List/Kickoff Meeting

Task 300 – Draft Survey Information/Document Approach/Report Format

Task 400 – Mapping of Survey Areas for August, 2021 Set-out Study

Task 500 – On-Street Sampling – August, 2021 and Draft Results Sections

Task 600 – Mapping of Survey Areas for October, 2021 Set-out Study

Task 700 – On-Street Sampling – October, 2021 and Draft Results Section

Task 800 – Draft Final Report

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

This Scope of Services consists of a detailed breakdown of each task series and includes additional items associated with various elements of each task. These tasks were prepared based upon our meeting with OWNER and our understanding of the goals and objectives. For each major deliverable, OWNER will receive a draft and final copy of all documents. It is anticipated OWNER will provide one-set of redlines for incorporation into final documents. Final copies will be furnished in hard copy as well as electronic format.

Task 100 – Project Management

Throughout the execution of the various tasks described in this Scope of Services, the ENGINEER will support the task specific activities by coordination of tasks and team members, meetings, communication, reporting, and quality controls. This task series has been established in recognition that these activities transcend the individual tasks, are required for effective project execution, may require flexibility in timing, extent and response to project needs, and cannot always be precisely predicted or assigned to an individual activity.

Objective:

Conduct communications between OWNER and ENGINEER; plan, organize, and monitor project team activities; attend meetings; and prepare and update project schedules. Provide support and assistance to OWNER in communicating the key attributes of the project to regulatory personnel.

ENGINEER's Activities:

- Overall Project Coordination, including, resource management and allocation based on project schedules and activities, and production coordination.
- Meetings including meetings and communications with subconsultants and electronic communications, telephone conversations, meetings and others as directed by the OWNER. The general types of meetings and associated the ENGINEER's activities anticipated are listed below.
- Quality Audits, to confirm compliance with scope and the project quality objectives.
- Initiation and closeout of project.

Meetings/Travel:

- All meetings are included in the individual tasks.

Task Deliverables:

- Project schedule and monthly schedule updates
- Overall project documentation
- Meeting notes for key meetings

Key Understandings and Assumptions:

- ENGINEER's Project Manager will be responsible for coordinating management and production activities.
- All activities covered by this scope will be completed in approximately six (6) months from Notice to Proceed.

Task 200 – Data Needs List/Kickoff Meeting**ENGINEER's Activities:**

- ENGINEER proposes a kickoff meeting to discuss goals and objectives for the scope of work for the Set-out study. ENGINEER will provide a Draft Data Needs List to OWNER to obtain the information needed to begin this project. An agenda for the kickoff meeting will be provided. This working meeting will be to agree to goals and objectives of the scope of work between ENGINEER and OWNER. Meeting notes for the kickoff meeting will be provided as well as an updated Final Data Needs List with additional items as determined during the meeting.

Meetings/Travel:

- One (1) meeting in Bismarck with the OWNER attended by the ENGINEER's Client Manager and Task Manager for kickoff and general project discussion. Additional ENGINEER staff will attend virtually.

Deliverables:

- Data Needs List (Draft and Final)
- Agenda for Kickoff Meeting
- Meeting Notes for Kickoff Meeting

Task 300 – Draft Survey Information / Document Approach /Report Format**ENGINEER's Activities:**

- Based on the kickoff meeting, ENGINEER proposes to provide a Draft Survey123 format for review by OWNER. OWNER will review and provide comments/edits for the Survey123 to be final.

- ENGINEER will provide rationale for selecting survey set-out areas for discussion and consideration. Rationale will include discussions of population density, housing type, age of housing, demographics, languages spoken, etc. to determine appropriate areas to be surveyed. OWNER's input will be requested and incorporated into the rationale.
- ENGINEER will provide a proposed Report format for OWNER review and comment.
- Upon completion of the Survey123, ENGINEER will document the approach used in the set-out study for incorporation into the final Report.

Meetings/Travel:

- One (1) meeting in Bismarck attended by the ENGINEER's Project Engineer and Client Manager/Task Leader to discuss draft Report.

Deliverables:

- Draft Survey123
- Final Survey123
- Draft rationale for survey set-out area
- Draft proposed Report format

Task 400 – Mapping of Survey Areas for August, 2021 Set-out Study

ENGINEER's Activities:

- Engineer will utilize the Rationale determined in Task 300 for determining survey areas.
- For quantities to be surveyed, ENGINEER tentatively proposes the following approach based on our understanding of OWNER provided services for sampling:
 - OWNER has 20 routes (5 trucks, 4 days per week)
 - Eight routes will be sampled (500 stops per day sampled using two ENGINEER teams consisting of two staff per team - 250 stops per ENGINEER team)
- ENGINEER will provide selected areas mapped appropriately for sampling to occur. OWNER will review and provide comments and/or edits. Approximately 2,000 stops are proposed to be sampled in week 1 (August, 2021).

Meetings/Travel:

- No meetings are associated with this subtask.

Deliverables:

- Draft proposed sample areas map

- Final sample areas map

Task 500 – On-Street Sampling – August, 2021 and Draft Results Section

ENGINEER’s Activities:

- ENGINEER to provide two teams of two staff for 32 hours, Monday through Thursday for on-street sampling and documentation in Survey123.
- ENGINEER to review rough data and clean up data for analysis and provide high level draft takeaways to OWNER. Upon completion of data analysis, ENGINEER shall meet with OWNER within 2 weeks of on-street sampling to discuss key takeaways and documentation of sampling data.
- Based upon takeaway meeting and results of August, 2021 sampling, ENGINEER to complete results section of Report for August, 2021 sampling. Results section to tentatively include: data analysis, compiled data, document tables for Report and document results.
- Document discussions focused on enhancements/revisions for the October, 2021 sampling event.

Meetings/Travel:

- One (1) meeting between OWNER and ENGINEER to discuss key takeaways
- Travel to Bismarck for four (4) team members to complete survey

Deliverables:

- Draft results section for Report based on August, 2021 on-site survey
- Final results section for Report based on August, 2021 on-site survey
- Notes documenting enhancements/changes for October, 2021 on-site survey approach

Task 600 – Mapping of Survey Areas for October, 2021 Set-out Study

ENGINEER’s Activities:

- Utilizing the updated methodology from prior tasks, ENGINEER will complete a second Set-out study in October, 2021. Quantities from Task 400 may be adjusted based on efficiencies of the ENGINEER teams.

- ENGINEER will provide selected areas mapped appropriately for sampling to OWNER for review and Comment. Approximately 2,000 stops are tentatively proposed based on sampling in week 1 (August 2021).

Meetings/Travel:

- No meetings are associated with this task.

Deliverables:

- Draft proposed sample areas map
- Final sample areas map

Task 700 – On-Street Sampling – October, 2021 and Draft Results Section

ENGINEER’s Activities:

- ENGINEER to provide two teams of two staff members for 32 hours, Monday through Thursday for on-street sampling and documentation in Survey123.
- ENGINEER to review rough data and clean up data for analysis and provide high level draft takeaways to OWNER. Upon completion of data analysis, ENGINEER shall meet with OWNER within 2 weeks of on-street sampling to discuss key takeaways and documentation of sampling data.
- Based upon meeting and results of October, 2021 sampling, ENGINEER to complete results section of Report for October, 2021 sampling. Results section to tentatively include: data analysis, compile data, and tables and charts for the report to document results.

Meetings/Travel:

- No meetings are associated with this subtask.

Deliverables:

- Draft results section for Report based on October, 2021 on site survey
- Final results section for Report based on October, 2021 on site survey

Task 800 –Draft Final Report

ENGINEER’s Activities:

- ENGINEER will complete the draft Final Report for review and comment by the OWNER. Results section from on-site surveys will be incorporated

and recommendations will be drafted based on the prior agreed to Final Report format. ENGINEER will provide draft recommendations to OWNER which may include discussions around ongoing separation of yard debris, changes in preparation or pick-up of garbage outside of the cart, types of trucks or equipment specified in the future by the OWNER, potential routing changes and other items yet to be identified.

- OWNER and ENGINEER to meet and agree upon final recommendations to the Final Report.
- ENGINEER will prepare Final Report based on discussions and comments/edits provided by OWNER.

Meetings/Travel:

- One (1) meeting between OWNER and ENGINEER to discuss preliminary findings and recommendations

Deliverables:

- Draft Final Report with recommendations
- Final Report with recommendations

PART 3.0 OWNER'S RESPONSIBILITIES:

The OWNER will provide the ENGINEER with readily available GIS data for routes.

PART 4.0 PERIODS OF SERVICE:

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Part 2.0 within the Project Schedule timeframe as outlined below:

Notice to Proceed	August 11, 2021
Obtain Existing Data	August 14, 2021
August On Street Sampling	August 23, 2021
October On Street Sampling	October 4, 2021
Draft Final Report	November 1, 2021
Final Report	December 1, 2021

The ENGINEER'S compensation is conditioned on the time to complete the services by December 31, 2021. Should the time to complete services be extended beyond this period, total compensation to Engineer may be appropriately adjusted.

PART 5.0 PAYMENTS TO ENGINEER:

Compensation for ENGINEER'S services under this Agreement shall be on the basis of Standard Hourly Rates, with a not to exceed limit of \$131,075.

Compensation terms are defined as follows:

Standard Hourly Rates shall mean an amount equal to the cumulative hours charged to the Project by each class of ENGINEER's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and ENGINEER's Consultants' charges, if any.

ENGINEER may alter the distribution of compensation between individual phases of the work noted above to be consistent with services actually rendered, but shall not exceed the total not to exceed compensation amount unless approved in writing by OWNER.

The total estimated compensation for ENGINEER's services as noted above incorporates all labor, overhead, profit, Reimbursable Expenses and Engineer's Consultants' charges.

Reimbursable expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. ENGINEER will add five percent (5%) to invoices received by ENGINEER from subconsultants and subcontractors to cover supervision, administrative, and insurance expenses.

PART 6.0 OTHER:

None Identified.

This Task Order is executed this 10th day of August, 2021.

City of Bismarck

“OWNER”

BY: _____

NAME: Steve Bakken

TITLE: President of the Board of
City Commissioners

ADDRESS: City of Bismarck
PO Box 5503
Bismarck, ND 58506-5503

HDR ENGINEERING, INC.

“ENGINEER”

BY: _____

NAME: Dennis Reep

TITLE: Managing Principal

ADDRESS: 3231 Greensboro Dr. Ste
200
Bismarck, ND 58503-2007