



City Clerk

NOTICE

Thank you for your inquiry regarding the City of St. Joseph project listed below:

WATER SYSTEM RELIABILITY STUDY & GENERAL PLAN
PROFESSIONAL ENGINEERING

If your consultant plans to bid on this project, please send an e-mail response to City Clerk abishop@sjcity.com the following information:

Consultant Name: _____
Project Name: _____
Consultant's Contact Person: _____
Telephone Number: _____
Fax Number: _____
E-Mail Address: _____
Postal Address: _____

The City of St. Joseph Engineering and Clerk Departments will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of St. Joseph, you will not receive any follow-up notification of any changes to the project.



City Clerk

Date of Issue: December 14, 2022

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES

The City of St. Joseph invites interested Consultants to submit information regarding their experience, qualifications, and fees for providing professional engineering services for a Water System Reliability Study & General Plan. The information submitted, including experience, qualifications, fee schedule, and information requested, as a part of this Request for Proposal will be reviewed for the purpose of evaluating the consultant for further consideration. The City is desirous of receiving proposals for an amount not to exceed a specified dollar figure for the duration of the project, as described in the following pages. In the event the Consultant is unable to submit such a proposal, the Consultant is invited to submit a proposal based on the fee/compensation structure that the Consultant deems most appropriate. In any case, the proposal submitted should cover any and all expenses related to the project. **PRIMARY CONSIDERATION WILL BE GIVEN TO PROPOSALS SUBMITTED IN THE FIRM DOLLAR FORMAT REQUESTED.**

Favorable pricing will be one element of the selection process, but the experience of the Consultant, qualifications, experience and ability of assigned staff, resources, ingenuity, creativity, completeness of the level of service proposed and timeliness of service proposed by the Consultant will be significant factors in the award of this professional services contract. Final decision on the selection of the Consultant for this project will be determined by the City of St. Joseph City Commission. The City of St. Joseph reserves the right to reject any and all proposals or parts of proposals, and negotiate with any source in any manner necessary, deemed to be in its best interest. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City. The City is not liable for any costs related to the Consultant's preparation of their proposal.

Questions regarding the scope of work to be accomplished may be directed to Tim Zebell, City Engineer at (269) 983-5541. Questions pertaining to the selection process, insurance requirements, or other procedural requirements should be directed to Abby Bishop, City Clerk at (269) 983-6325. Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: PROFESSIONAL ENGINEERING SERVICES
Water System Reliability Study & General Plan

CLOSING DATE AND TIME: 3:00 p.m. January 24, 2022

PROPOSAL INDEX
PROFESSIONAL ENGINEERING SERVICES

Water System Reliability Study & General Plan

| <u>Section</u> | <u>Page No.</u> |
|--|-----------------|
| Request for Proposals | Cover Page |
| Proposal Index | Index |
| 1. Instructions for Proposal Submission | 1 |
| 2. Professional Engineering Service Requirements | 5 |
| 3. Professional Service Requirements..... | 11 |
| 4. Project Information Sheet | 15 |
| 6. Cost Summary..... | 20 |

Attachments:

Draft Contract

EGLE Reliability Study & General Plan Review Checklist (Rev. 1/2012*)

* Note that this was issued prior to promulgation of the 2018 Lead & Copper Rule

1 CITY OF ST. JOSEPH INSTRUCTIONS FOR PROPOSAL SUBMISSION

1.1 Examination of Request for Proposal Documents

Before submitting a proposal, the Consultant shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.

1.2 Withdrawal of Proposals

Any Consultant may withdraw its proposal, either personally, by facsimile or by letter, at any time prior to the scheduled closing time for receipt of proposals.

Each proposal shall be considered binding and in effect for a period of one hundred and twenty (120) days after the closing date.

1.3 Opening of Proposals

Proposals will be opened and evaluated as soon as practical after the closing date and time set forth in the cover page.

1.4 Evaluation of Proposals

It is the intent of the City of St. Joseph to evaluate all proposals thoroughly and be prepared to recommend an award at the February 13, 2023 City Commission meeting.

1.5 Proposal Form

1.5.1 Forms: Whenever forms are provided, each proposal shall be made on the form provided and shall be submitted in a sealed envelope bearing the title of work and the name of the Consultant, and shall be signed by an individual authorized to execute the proposal on behalf of the Consultant. The requested extra copies must be submitted with the original proposal.

1.5.2 Modifications: Alternate written proposals submitted may be considered; however, final determination as to suitability and compliance with specifications of the City will lie with the City. It is recommended that if an alternate proposal is to be suggested that the Consultant provide both a proposal that meets all specifications and any alternate proposals. In this way the Consultant can have its alternate considered, but if the alternate is not acceptable the proposal meeting specifications can still be considered.

1.5.3 Delivery of Proposals: Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the Consultant to see that its proposal is received in the proper time. Any proposals received after the closing date and time will be returned unopened.

1.6 Non-Discrimination

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans with Disabilities Act of 1990 as amended; the Michigan Elliott-Larsen Civil Rights Act, Public Act 453 of 1976 as amended; the Michigan Persons with Disabilities Civil Rights Act, Public Act 220 of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, Consultants,

contractors and subcontractors shall not discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, age, familial status, marital status, sex, disability, or genetic information, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

Consultant, contractors and subcontractors agree to abide by Chapter 9, Article X of the City of St. Joseph Code of Ordinances, and shall not discriminate against in employment, accommodations, or services because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

The City of St. Joseph in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

1.7 Indemnity and Insurance

1.7.1 Indemnity:

To the fullest extent permitted by the law, the Consultant shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Consultant, any Subcontractor, any Supplier, any person or entity directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by any act or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by the law regardless of the negligence of any such person or entity.

In any and all claims against the City or any consultants, agents, officers, directors or employees of the City by any employee (or the survivor or personal representative of such employee) of the Consultant, any Subcontractor, any Supplier, any person or entity directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant, Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

1.7.2 Insurance:

During the term of the services provided as part of this RFP, the Consultant must procure and maintain the following insurance with carriers acceptable to the City and admitted to

do business in the State of Michigan with a minimum of an A- Rating by AM Best, and provide proof of the same to the City:

- **Worker's Compensation** Insurance, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$3,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$3,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.
- **Professional Liability** Coverage (errors and omissions) covering an actual or alleged error, statement, act, omission, neglect or breach of official duty, including misfeasance, malfeasance, and non-feasance with limits not less than \$2,000,000 per occurrence. If an "occurrence" policy is unavailable for the professional liability coverage, please include a statement from your insurance agent or broker indicating non-availability of the occurrence form. Under these circumstances, a "claims made" form may be considered if the Consultant keeps the policy in force, or purchases "tail" coverage for a minimum of 3 years after the termination of the contract.

The Commercial General Liability Insurances shall include an endorsement naming as an **additional insured** the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof which shall be indicated on all applicable certificates of insurance. It shall be the responsibility of the Consultant to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract.

The Consultant's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured. Coverage shall be maintained throughout the course of the project. The stated insurance requirements shall not be interpreted to limit the Consultant's liability.

All insurance shall include an endorsement that contains a 30-day advance written notice of change in coverage or cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

The Consultant shall procure and maintain at Consultant's own cost and expense any additional claims or amounts of insurance that, in the judgment of the City, may be necessary for Consultant's proper protection in the prosecution of the work.

1.8 Representations

If any questions or responses require revision to the Request for Proposal as originally published, such revisions will be by formal amendment only. If the Request for Proposal includes a contact person for technical information, consultants are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the Request for Proposal shall not be relied upon unless subsequently ratified by a written addendum to the Request for Proposal issued by the City Clerk. For determination as to whether any representation made requires that an amendment be issued, contact the City Engineer for questions related to scope of work and the City Clerk for all other questions.

1.9 Project Information Sheet

Responsive proposals must include a fully executed interested party information sheet located in the document proposal, Section 4.0. This document is self-explanatory.

1.10 Concept Statement

After fully evaluating proposal requirements and the project description, each Consultant shall develop a concept statement that will describe the proposed method for project implementation. The City will use the concept statement to determine the degree of understanding of the project, evaluate methodology proposed and compare feasibility of the methods proposed in evaluating proposals received. The concept statement should be limited to five 8-1/2 " x 11" page(s) to be double-spaced. The estimated number of man hours reflected in the lump sum proposal shall be indicated in the Project Information Sheet Item Number 4.6.

1.11 Responsive Proposals

At a minimum, responsive proposals shall include the following:

- 1.11.1 A project information sheet in format provided in the Request for Proposal package (5 copies)
- 1.11.2 A project concept statement (5 copies)
- 1.11.3 A proposal cost summary page in format provided in the Request for Proposal package (5 copies). Maximum consideration will be given to projects quoted in the single not-to-exceed project cost format.
- 1.11.4 Electronic version of the full proposal, including the above items at a minimum, in a pdf format.

Interested Consultants may also provide any additional information not otherwise requested that may aid the responsible parties in the award of this professional service contract. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the solicitation are not desired and may be construed as an indication of the Consultant's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired

1.12 Award Criteria

Favorable pricing will be one element of the selection process, but all of the following factors will be used in evaluating proposals received:

- 1.12.1 Responsiveness to Request for Proposal specifications.
- 1.12.2 Project Cost.
- 1.12.3 Qualifications of Consultant
- 1.12.4 Qualifications and experience of the staff to be assigned to the project.
- 1.12.5 References.
- 1.12.6 Demonstrated capability to perform the type of work requested.

- 1.12.7 Understanding of project requirements including the estimated number of hours of work.
- 1.12.8 Professional creativity including proposal preparation and presentation.
- 1.12.9 Scope of services to be provided.
- 1.12.10 Timeliness of services to be provided.
- 1.13 Evaluation of the above criteria shall be the responsibility of City staff and the City of St. Joseph City Commission. Regretfully, the number and quality of proposals received may logistically prohibit the possibility of providing every Consultant with the opportunity to make a formal presentation. Therefore, Consultants are encouraged to take maximum advantage of representing the qualities of the Consultant through its proposal presentation.

2 PROFESSIONAL ENGINEERING SERVICE REQUIREMENTS

2.1 Professional Services Minimum Requirements

The scope of professional services to be provided shall be in compliance with the following provisions. Interested consultants are expected to comply with all conditions outlined in the request for proposals, but if an exception is taken to any provision, the exception taken shall be annotated and explained on a plain bond sheet that must be attached to the proposal page.

2.2 Scope of Services

2.2.1 Background

The City of St. Joseph completed its last General Plan and Reliability Study in January, 2016. Considerable improvements have been made at the Water Treatment Plant and on the water distribution system since that time. Given that some of the improvements were either underway, or in the design phase to be completed, the City requested and received an extension until January 1, 2024. The Department of Environment, Great Lakes and Energy (EGLE) acknowledged the City's "willingness to conduct a thorough asset management study and carry out extensive strategic capital improvement plans (SCIP)" as part of the justification for the extension.

In 2017, the City completed an Asset Management Plan for all infrastructure in the Right-of-Way as part of a SAW (Storm Water, Asset Management, Waste Water) Grant. In 2021, the City embarked on updating the plan and that process is nearing completion. The data collected, and model results from this study, will be used to amend and further refine the water asset and capital improvement portions of those plans. The selected Consultant is expected to coordinate, and work in concert with the Consultant working on the SAW Grant activities.

The City of St. Joseph Water Distribution system consists of approximately 56 miles of water main, 1,100 water valves (inline and hydrant auxiliary valves) and 450 fire hydrants. The City's water distribution is in GIS, currently updated through 2021 construction projects. Record drawing information is expected to be available from the 2022 projects in GIS, AutoCAD and pdf formats in the spring of 2023. Some verification of data prior to and during the modeling process is anticipated with either format. While not included in the scope of these services, compatibility to run unidirectional flushing sequences from the model created is strongly desired by the City.

2.3 Proposed Project

2.3.1 The proposed project, as indicated above, is to fulfill the requirements of a General Plan and Reliability Study in accordance with EGLE guidelines. The scope of work will be broadly described according to one of the three classifications below.

- A. COMPLETE – refers to comprehensive work items to be completed. Tasks include but are not limited to research and collection of data, field tests, computer modeling, calculations, calibration, creating reports, graphs, charts and the like to support results and findings.
- B. COMPILE – refers to information to be researched, collected, compiled and included in the plan/study to fulfill City and EGLE requirements.
- C. REFERENCE – refers to referencing a separate document or electronic files that fulfills City and EGLE requirements.

2.3.2 Level of Effort Required

The level of effort required by the Consultant for the project includes, but is not limited to:

A. COMPILE Planning Data including:

- (i) Population
- (ii) Service Connections
- (iii) Residential Equivalent Units (REU's)

B. Water Use Projections

- (i) COMPLETE current, 5 year, & 20 year average daily demand
- (ii) COMPLETE current, 5 year, & 20 year maximum daily demand
- (iii) COMPLETE current, 5 year, & 20 year maximum hourly demand
- (iv) COMPLETE current, 5 year, & 20 year fire flow demands
- (v) COMPLETE basis for demand projections
- (vi) COMPILE historic monthly & annual total for each water source - the low service pump stations

(vii) COMPILE annual usage of water supplied to the Southwest Michigan Sanitary Sewer and Water Treatment Authority (Authority) water system as well as that supplied to the City of Benton Harbor, Benton Charter Township and Lake Township through emergency interconnections.

(viii) COMPILE Annual usage for each customer class listed below.

- (i) Residential
- (ii) Commercial
- (iii) Industrial
- (iv) Government/Other

C. Analyze the following conditions.

- (i) COMPILE water Plant facility and equipment condition.
- (ii) COMPILE distribution system water main and water quality issues.

D. COMPLETE an analysis of unaccounted for water and potential loss sources

E. COMPILE information from the SCIP and other City resources to address the adequate capacity under existing and future demand conditions including:

- (i) Water Plant capacity
- (ii) Pumping capacities (firm/total); pump stations, wells, etc.
- (iii) Contract capacity (note as Not Applicable)
- (iv) Storage capacity

F. COMPILE information from the SCIP and record drawings to address/confirm adequate backup power service.

G. COMPLETE hydraulic modeling of the City water distribution system. Calibrate the model using hydrant flow test data in accordance with AWWA recommendations and test procedures (provide calibration data). Identify corrective options for areas of inadequate capacity and analyze transmission capacity. Hydraulic model runs to include the following scenarios and shall include contour maps and hydrant flow projections. Hydraulic modeling shall be completed using Bentley WaterGEMs, Innovyze Infowater, or approved equal water distribution modeling program.

- (i) Current system under existing demands
- (ii) Current System under future demands (5 & 10 Year)
- (iii) 5 year improvements under 5 year demands
- (iv) 20 year improvements under 20 year demands

The ability to readily integrate the hydraulic model into a follow-on unidirectional flushing program is highly desired by the City. The City may also conduct a water age study in the future as well. Providing a brief description on how the software package lends itself to these studies will be considered during the selection process.

H. COMPLETE a demonstration of sufficient continuous distribution capacity throughout the system including the ability to:

- (i) meet peak demands under fire flows
- (ii) maintain 35 psi minimum under normal conditions
- (iii) 20 psi under emergency (fire) conditions.

I. Develop Asset Management & Capital Improvement Plans for 5 year and 20 year planning periods

- (i) COMPLETE Water Plant Capital Improvement Plan.
- (ii) COMPLETE a Capital Improvement Plan priority listing for the distribution system taking the following into consideration.
 - (i) Assessment of the condition of mains using break history and other relevant data/information.
 - (ii) Previous project areas identified but not completed in the 2007 Drinking Water Revolving Fund (DWRf) Plan.
 - (iii) Leveraging grant dollars and low interest loan funding.
 - (iv) SAW Grant and AMP Update information.

J. REFERENCE City of St. Joseph GIS database to address the following items.

- (i) Water main location, size, material and age
- (ii) Valve locations
- (iii) Hydrant locations
- (iv) Storage tank locations and capacities

K. COMPILE GIS Mapping documents to address the following items.

- (i) Treatment System and Capacities
- (ii) Pumping Facility Locations and Capacities
- (iii) Backup Power Systems and Capacities
- (iv) Pressure District Service Area Boundaries (includes borders of all neighboring and interconnected systems)
- (v) Service Area Boundaries (include Authority system)

L. COMPLETE – Water Shortage Response Plan

M. COMPILE the following backup information to be included in the plan/study appendices

- (i) Annual Pumpage Reports and/or Monthly Operation Reports
- (ii) Sampling Site Plans, Total Coliform & DBP
- (iii) Source Water/Wellhead Protection Program
- (iv) Water Conservation & Efficiency Programs – Sprinkler Ordinance
- (v) Operations & Maintenance Programs
- (vi) Regional Planning Documents
- (vii) Zoning Plans
- (viii) Land Use Plans

N. REFERENCE – Distribution System Material Inventory

O. COMPLETE deliverables including

- (i) three (3) 24” x 36” hard copy Water Distribution System Maps and an electronic version in pdf format.
- (ii) Five (5) hard copies of the General Plan/Reliability Study and an electronic version in a pdf format.
- (iii) All Distribution system model electronic files
- (iv) Electronic files in their original formats (Word, Excel, Access, etc.) that are included in or support the findings of the General Plan/Reliability Study

2.3.3 Information Furnished by the City

The City of St. Joseph has the following information.

- A. 2016 General Plan & Reliability Study
- B. 2015 Water Distribution System Model
- C. 2007 Water Plant Strategic Capital Improvement Plan (SCIP)
- D. 2015 Water Distribution System Model
- E. Water Distribution System in ArcGIS
- F. 2020 Sanitary Survey
- G. Record Drawings of Water Projects
- H. 2020 DWSRF Project Plan & 2022 Plan Amendment
- I. 2022 Valve Turning Program Database file and pdf maps
- J. 2022 Hydrant Flushing Program Database file and pdf maps
- K. Water Plant Monthly Operations Reports
- L. Water Billing Information (BS&A File Output)
- M. 2018 Water Leak Study
- N. 2017 Asset Management Plan
- O. Cityworks Work Orders from 2016 to the present
- P. Preliminary Distribution System Material Inventory (DSMI)
- Q. Water Distribution System in ArcGIS

2.3.4 Project Scope

The level of effort described in Section 2.3.2 also serves to describe the project scope. A minimum of three meetings between City staff and the Consultant will be required including but not limited to a kickoff meeting, a working session to run various hydraulic model scenarios and a meeting to review the General Plan/Reliability Study findings. Attendance at a City Commission Meeting to present the General Plan/Reliability Study shall also be included. While work is underway, bi-weekly meetings conducted remotely or in-person as the situation dictates, followed by written status reports shall be provided to the City Project Manager throughout the course of the project. The Consultant is encouraged to describe the intended work plan and specific scope of services in the Concept Statement.

2.3.5 Length of Service

The Consultant's services shall be required up to and including the final General Plan/Reliability Study acceptance by the City and EGLE.

2.3.6 Responsibilities of the City

The City Engineer will closely follow progress of the work and will provide the following:

- A. Act as the project manager for the City. The City Engineer shall be designated as the Project Supervisor in the MDOT Program Application.
- B. Ensure compliance of all financial obligations.
- C. Transmit instructions, receive information, interpret and define the City policies and provide decisions in a timely manner.
- D. Furnish pertinent City records and/or information for use by the Consultant.
- E. Provide access to public lands as required by the Consultant.
- F. Promptly notify the Consultant when the City or EGLE observes or becomes aware of any deviation in the project.
- G. Review progress reports and offers in writing decisions pertaining thereto in a timely fashion.

The Water Plant, Public Works, and the Water Billings and Accounts Department are expected to be integrally involved with the project.

3 **PROFESSIONAL SERVICE REQUIREMENTS**

3.1 Available Information

Information available at the City is detailed in Section 2.3.3. The Consultant may need to gather information for sources outside the City including but not limited to the US Census Bureau and Southwest Michigan Planning Commission.

3.2 Funding

Project funding will come entirely from the City of St. Joseph Water Improvement Fund.

3.3 Coordination of Work Required

Unless specifically identified as work to be provided by the City staff, the Consultant shall furnish supervision and all labor, equipment, supplies, materials (except as otherwise noted herein), and perform satisfactorily the professional services at the frequencies and during the times as specified herein. The professional service shall include all functions normally considered a part of completing this work in a satisfactory manner. Compensation to cover any and all expenses shall be included in the proposed project cost.

3.4 Default

The City may, by written notice to the Consultant, terminate the right to proceed as to the whole or any part of the contract (1) if the Consultant fails to perform the services within the time specified

or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) the Consultant fails to perform any other provisions of the contract. The Consultant shall not be subject to this provision if failure to perform the contract arises out of any cause beyond its control and without any fault or negligence by the Consultant or Sub-Consultants.

3.5 Extra Work

During the period of this contract there may be occasions when extra services are required which are not a part of this contract. The Consultant shall indicate the hourly rate to be paid for extra work on Section 4.8 of the Project Information Sheet. Rates for any expense items related to extra work shall also be indicated on the Project Information Sheet (i.e., copy/duplication, telephone calls, lodging, mileage, etc.). The hourly rates provided shall be inclusive of all labor, overhead, and profit. Costs for services provided in these situations will be negotiated at the time of each occurrence and will be based on the rates quoted. Any such work must have pre-approval of the City Contract Administrator. The City will not be responsible for additional invoices for work or materials that did not have written pre-approval.

3.6 Status of Consultant

The Consultant and its employees at all times shall be considered as independent Consultants and not as City employees. In delivering services, the Consultant shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers' duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent Consultant, payment to the Consultant under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Consultant or employees of the Consultant be entitled to any City of St. Joseph fringe benefit programs.

3.7 Time and Progress

It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated hereunder, and the Consultant agrees to do the work covered by the contract in conformity with the provisions set forth herein and to prosecute all work with all due diligence, so as to complete any work required under the contract within the shortest reasonable period of time. The Consultant shall identify on the Cost Summary Proposal Page the estimated time necessary to complete each phase of the project in as short a period of time as possible that will allow for an overall high-quality project.

It is of utmost importance that the following timetable is adhered to:

| <u>Phase</u> | <u>Completion Date</u> |
|---|------------------------|
| Consultant Proposals Due | January 24, 2023 |
| Conduct Interviews (week of) | January 31, 2023 |
| Award Contract to Consultant | February 13, 2023 |
| Begin Work | February 14, 2023 |
| Water Distribution System Verification & Flow Testing | April – May 2023 |
| Water System Hydraulic Modeling | June – July 2023 |
| General Plan & Reliability Study Initial Draft (includes CIP/AMP) to City | August 11, 2023 |
| General Plan & Reliability Study Final Draft to City | September 15, 2023 |
| General Plan & Reliability Study to EGLE for Review | October 13, 2023 |
| Final General Plan & Reliability Study Published | December 15, 2023 |

Please note this timeline is not meant to hold the Consultant responsible for conditions over which it has no control, but is intended to provide the Consultant with direction on how the project must progress using high-quality standards necessary to implement a first-class and workmanlike project.

3.8 Employees of the Consultant

The Consultant shall at all times be responsible for the conduct and discipline of its employees and/or any Sub-Consultant or persons employed by the Consultant. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any worker employed by the Consultant, who in the opinion of the City Contract Administrator, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by the City Contract Administrator, shall, at the written request of the City Contract Administrator, be removed immediately from the project and shall not be utilized again in any portion of the work without prior approval of the City Contract Administrator.

3.9 Laws, Rules and Regulations

The Consultant shall keep fully informed of and abide by all federal, state and local laws, rules and regulations in any manner, including those affecting persons engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same.

3.10 City Contract Administrator

The City Engineer, or his designated representative, shall be the City Contract Administrator. The City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

3.11 Supervision by Consultant

The Consultant will supervise and direct the work of its employees. The Consultant will be solely responsible for the means, methods, techniques, sequences, and procedures of the professional services performed. The Consultant will appoint a Project Supervisor who shall have been designated in writing by the Consultant at the time the Request for Proposal is submitted. The Project Supervisor shall have full authority to act on behalf of the Consultant and all communications given to the Project Supervisor shall be as binding as if given to the Consultant. The Project Supervisor shall be present to the extent necessary so as to perform adequate supervision and coordination of the work.

3.12 Billing and Payment

The Consultant shall present an invoice in duplicate at the appropriate identified times, billing for services rendered. The billing shall be at the contracted price. The billing shall reference the appropriate purchase order number. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service. The City will strive to pay the billed amount within thirty (30) days after receipt of invoice, but the City will not pay any interest penalties for late payments.

3.13 Assignability

The Consultant agrees that the work proposed shall be accomplished by the Consultant identified under Section 4.2 and any Sub-Consultants identified under Section 4.9. The Consultant agrees that any work under the contract to be assigned to another consultant, and/or Sub-Consultant shall be done only with the prior approval of the City Contract Administrator.

3.14 Copyright

The Consultant shall irrevocably transfer, assign, set over, and convey to the City of St. Joseph all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the Contract. The Consultant further agrees to execute such documents as the City of St. Joseph may request to effect such transfer or assignment. Further, the Consultant agrees that the rights granted to the City of St. Joseph by this paragraph are irrevocable. The Consultant's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

If adequate space is not provided for complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered responsive unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

4.1 Please indicate the response that best describes your business:

_____Sole Proprietor _____Partnership _____Corporation

_____Other (please explain) _____

4.2 Consultant Name: _____

Address: _____

Telephone Number: _____ Fax: _____

First Date in Business: _____

4.3 Is your Consulting Firm involved in any proceedings that may affect the ability of the Consultant to continue under the current Consulting Firm name for the duration of the project?

_____Yes _____No

If yes, please explain (use additional Page)

4.4 Is your Consulting Firm for sale? _____Yes _____No

If yes, please explain (use additional page).

4.5 Primary staff to be assigned to the project:

Owner/Partner: _____

Project Supervisor: _____

Principal Professional(s): _____

Other Significant Technicians and Employees to be Assigned:

Please provide a resume for the Consultant’s Project Supervisor, Project Engineer and principal professionals to be assigned at the time of proposal submission for personnel listed above.

4.6 Estimated project hours of work reflected in the lump sum proposal are as follows:

| | | | |
|-------|--------------------------|-------|-------|
| 4.6.1 | Owner/Partner: | _____ | hours |
| 4.6.2 | Professionals: | _____ | hours |
| 4.6.3 | Technicians: | _____ | hours |
| 4.6.4 | Clericals: | _____ | hours |
| 4.6.5 | Others (Please Identify) | | |
| | _____ | _____ | hours |
| | _____ | _____ | hours |

4.7 Experience: Please indicate below the experience of the individuals listed in Item 4.5 from your Consulting Firm pertaining to the specific type of work listed. Please restrict projects listed to those projects performed by the individuals identified for the City of St. Joseph project. Under the Self-Evaluation Section, please rate how you believe the contact person in charge of the project would rate services if they were contacted by the City of St. Joseph and asked to rate overall satisfaction with the services provided by your Consulting Firm. Please restrict your Self-Evaluation responses to the terms Excellent, Good, Satisfactory, and Unsatisfactory.

- 4.7.1 Please list professional service projects similar to work requested for this project where staff identified in Section 4.5 have provided professional services.

| | Name of Unit/ <u>Company</u> | Project Contact <u>Person</u> | <u>Phone</u> | Construction <u>Cost</u> | Self <u>Evaluation</u> |
|----|---------------------------------|-------------------------------------|--------------|-----------------------------|---------------------------|
| A. | | | | | |
| B. | | | | | |
| C. | | | | | |

(If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 10 years old.)

- 4.7.2 Please list other related projects that staff identified in Section 4.5 have provided professional services for.

| | Name of Unit/ <u>Company</u> | Project Contact <u>Person</u> | <u>Phone</u> | Construction <u>Cost</u> | Self <u>Evaluation</u> |
|----|---------------------------------|-------------------------------------|--------------|-----------------------------|---------------------------|
| A. | | | | | |
| B. | | | | | |
| C. | | | | | |

(If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 10 years old.)

- 4.7.3 List any other professional service projects that you feel may indicate the ability of your consultant to perform the work requested {use additional page(s) if necessary}.

4.8 If it becomes necessary to perform extra work as defined in Section 3.5, the following hourly rates will apply:

4.8.1 Owner/Partner: \$ _____ /hour

4.8.2 Professionals: \$ _____ /hour

4.8.3 Technicians: \$ _____ /hour

4.8.4 Clericals: \$ _____ /hour

4.8.5 Others (Please Identify)

_____ \$ _____ /hour

_____ \$ _____ /hour

Rates quoted should be inclusive of all expenses including, but not limited to personnel services, fringe benefits, overhead, and profit required by the Consultant.

4.8.6 Please list any expense rates that may apply to extra work. If no expense rates are indicated, no expenses will be allowed. Expenses and Charge Back Rates:

4.9 Sub-Consultants

4.9.1 Do you propose to use any Sub-Consultants to perform work in accordance with this proposal? ____ Yes ____ No. (If yes, please identify Sub-Consultant and work to be performed.

4.10 A project Information Sheet (2 copies), and Project Concept Statement (2 copies), and a Request for Proposal Cost Page (2 copies) are required for submission as a part of these specifications. Have all items been included with your proposal?

____ Yes ____ No If answer is no, please explain.

- 4.11 The award of the contract for professional services is based upon the draft contract form attached. Is this document, as proposed, acceptable to you if you were to be awarded the bid? ____Yes
____No.

If no, please explain in detail any provisions that would need to be changed, added, or deleted.
(Use additional page(s) if necessary.)

- 4.12 Section 3.7 establishes a consultant timeline for this project. Can your Consulting Firm implement the project fully and professional within the timeline outlined? ____Yes ____No.

If no, please explain why the timeline cannot be met and provide a timeline below that addresses the major landmarks addressed in Section 3.7 {use additional Page(s) if necessary}.

I certify that all information provided above is complete, accurate, and to the best of my knowledge, true. I further certify that I am fully authorized by the Consulting Firm identified in Question 4.2 above to execute this information sheet on behalf of that Consultant.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

CONSULTANT:_____

BY:_____
(Signature)

NAME:_____
(Please Print

POSITION:_____

TELEPHONE:_____

5 **CITY OF ST. JOSEPH REQUEST FOR PROPOSALS -- COST SUMMARY**

I the undersigned, certify that I have read and fully understand all of the specifications supplied by the City of St. Joseph in this Request for Proposals.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS SUPPLIED BY THE CITY OF ST. JOSEPH ARE ATTACHED AND IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION ON A PLAIN SHEET IMMEDIATELY FOLLOWING THE PROPOSAL PAGE.

I propose to provide professional services as specified in the Request for Proposals, except as outlined on the attached sheet entitled "Exception to Specification", for the total sum of:

WATER SYSTEM RELIABILITY STUDY & GENERAL PLAN - TOTAL \$_____

I commit to meet the timetable for project completion as detailed in Proposal Section 3.7.

If you cannot submit a proposal in the format requested, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of St. Joseph. I further state that I have not communicated with nor otherwise colluded with any other person or Consultant, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the City of St. Joseph that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

Signed:_____ Name:_____

Title:_____ Date:_____

Consultant Name:_____

Address:_____

Telephone:_____

DRAFT CONTRACT AGREEMENT

Following is a “*draft copy*” of the contract that will be executed by the City and the Consultant for the completion of this project.

DRAFT AGREEMENT BETWEEN
CITY OF ST. JOSEPH AND THE CONSULTANT

This AGREEMENT made as of the _____ day of _____, 2023, between the City of St. Joseph, a Michigan municipal corporation located at 700 Broad Street, St. Joseph, Michigan, (the “City”) and _____, (the “Consultant”):

The City and the Consultant enter into this Agreement for the professional services of Consultant to be provided to the City in regard to the “Water System Reliability Study & General Plan,” referred to as “the Project.” As part of this Agreement, the following documents, which are referenced collectively as the “Contract Documents” are fully incorporated:

City’s Request for Proposal dated December _____, 2022.
Consultant’s Bid Proposal dated January _____, 2023.

1. SERVICES OF THE CONSULTANT

The services of the Consultant consist of those services performed by the Consultant, its employees and Sub-Consultants as set forth in the Contract Documents. The Consultant shall perform its services using the ordinary and customary skill used by members of its respective profession, and as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. The list of duties and responsibilities included in this Agreement is not meant to be exhaustive and does not relieve Consultant of any responsibilities assigned as part of this Agreement or any other agreement between the parties.

It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated and the Consultant agrees to perform its services in conformity with the provisions set forth in this Agreement and to prosecute all work with all due diligence so as to complete any work required within the shortest reasonable period of time.

2. RESPONSIBILITIES OF THE CITY

- 2.1** The City shall provide all available information regarding requirements for the Project, including the objectives of the City, schedule, constraints and criteria.
- 2.2** The City shall establish and update an overall budget for the Project.
- 2.3** If requested by the Consultant, the City shall furnish evidence that financial arrangements have been made to fulfill the obligations of the City under this Agreement.
- 2.4** The City may furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the City shall require to verify Applications for Payment of the Consultant or to ascertain how or for what purposes the Consultant has used the money paid by or on behalf of the City.
- 2.5** Prompt written notice shall be given by the City to the Consultant if the City becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

3. DRAWINGS, SPECIFICATIONS, AND OTHER DOCUMENTS

The Plan, Study, Drawings, and other documents prepared by the Consultant for this Project are instruments of the City, who shall be deemed the owner of the documents for all intents and purposes. The Consultant shall be permitted to retain copies, including reproducible copies, of the Drawings, Specifications and other documents of the Consultant for information and reference in connection with the Project or for the Consultant's use on other projects.

4. TERMINATION, SUSPENSION OR ABANDONMENT

- 4.1** This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 4.2** If the project is suspended by the City for more than 30 consecutive days, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the compensation of the Consultant shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the services of the Consultant. Suspension of the project under this section shall not give rise to any claim against the City.
- 4.3** This Agreement may be terminated by the City upon not less than seven (7) day's written notice to the Consultant in the event that the Project is permanently abandoned. If the Project is abandoned by the City for more than 90 consecutive days, the Consultant may terminate this Agreement by given written notice.
- 4.4** In the event of termination by the City for the default of the Consultant, the City may take over the work and services and prosecute them to completion by contract or otherwise, and the Consultant shall be liable to the City for any excess cost caused the City by reason of such completion of work.
- 4.5** In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination.
- 4.6** Termination not the fault of the Consultant shall not give rise to any claim against City for damages or for compensation in addition to that provided under this section. Such payment so made to Consultant shall be in full settlement for services rendered under and pursuant to this agreement. In the event of termination by either party, all finished or unfinished documents, data studies and reports prepared by Consultant under and pursuant to this agreement for which the Consultant has been compensated shall, at the option of the City, be available to be used by the City.

5. PAYMENTS TO THE CONSULTANT

- 5.1** Except as provided in 5.2, no deductions shall be made from the compensation of the Consultant on account of penalty, liquidated damages or other sums withheld from payments to Consultants, or on account of the cost of changes in the Work other than those for which the Consultant has been found to be liable. Reimbursable expenses may include expenses agreed to by the Consultant and the City, provided the expenses were identified and agreed to prior to the expense being incurred.
- 5.2** When the City has reasonable grounds for believing that a claim exists or will exist against the Consultant, arising out of the negligence of the Consultant or breach of any provisions of this agreement, then the City may withhold payment of any amount otherwise due and payable to the Consultant under this agreement. The amount withheld may be retained by the City for that period as it may deem advisable to protect the City against any loss and may, after written notice to the Consultant, be applied in satisfaction of any claim described. No interest shall be payable by the City on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the City.

6. DISPUTE RESOLUTION. If there is a dispute between the parties arising out of or relating to this Agreement, the following steps shall be taken:

- 6.1** Negotiation. The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiations between their respective representatives who have authority to settle the controversy. Any party may give the other party written notice of any dispute not resolved in the normal course of business. Within 20 days after delivery of said notice, representatives of both parties shall meet at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the dispute. If the matter has not been resolved within 60 days of the disputing party's notice, or if the parties fail to meet within 20 days, either party may initiate mediation of the controversy or claim as provided below.
- 6.2.** Mediation. If a dispute arises out of or relates to this Agreement or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association under its Construction Industry Mediation Procedures before resorting to litigation. If a party fails to respond to a written request for mediation within 30 days after service or fails to participate in any scheduled mediation conference, that party shall be deemed to have waived its right to mediate the issue in dispute.
- 6.3** Litigation, Waiver of Jury Trial and Venue. If the dispute has not been resolved by negotiation and mediation as provided above, either party may initiate litigation upon 30 days' written notice to the other party. Suit must be filed with the Berrien County, Michigan State Trial Court within one (1) year of the event or events giving rise to the claim (exclusive of any tolling period) or within any statutorily specified time limit, whichever is less, or be forever barred. Both the parties specifically waive their right to a jury trial in such litigation.
- 6.4** Exclusive Procedures. The procedures specified in this Section shall be the sole and exclusive procedures for the resolution of disputes between the parties arising out of or relating to this agreement; provided, however, that a party may seek a preliminary injunction or other provisional judicial relief if in its judgment such action is necessary to avoid irreparable damage or to preserve the status quo. Despite such action the parties will continue to participate in good faith in the procedures specified in this Section.
- 6.5** Tolling Statute of Limitations. All applicable statutes of limitation and defenses based upon the passage of time shall be tolled while the procedures specified in this Section are pending. The parties will take such action, if any, required to effectuate such tolling.
- 6.6** Extension of Deadlines. All deadlines specified in this Section may be extended by mutual agreement.

7. MISCELLANEOUS PROVISIONS

- 7.1** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the City or the Consultant.
- 7.2** The Consultant shall have the right to include representations of the design of the Project, including photographs, among the promotional and professional materials of the Consultant. The materials of the Consultant shall not include the confidential or proprietary information of the City if the City has previously advised the Consultant in writing of the specific information considered by the City to be confidential or proprietary. The City shall provide professional credit for the Consultant on the construction sign and in the promotional materials for the Project.
- 7.3** The Consultant shall remain available and on-call to address any potential warranty claims that may result from any phase of the project. The Consultant shall also be available to evaluate any possible system failure that may be allegedly attributable to evaluate any possible system failure that may be allegedly attributable to a design criteria provided by the Consultant. This provision shall be defined as a basic service for which compensation is represented.

7.4 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion, or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion.

8. GOVERNING LAW. This agreement shall be governed by the law of the State of Michigan.

9. ATTORNEY FEES. In the event that any actions filed in any court as a result of the breach of this agreement by the Consultant, in addition to all the sums that the Consultant may be called upon to pay for said breach, it is also responsible for all the actual attorney fees and costs of the City in pursuing the litigation.

10. SEVERABILITY. The invalidity of any portion of this agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this agreement is held to be invalid, the parties agree that the remaining provision shall be deemed to be in full force and effect as if it had been executed by both parties subsequent to the expungement of the invalid provision.

11. ENTIRE AGREEMENT. This Agreement represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the City and the Consultant.

12. SUCCESSORS. The City and the Consultant, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the City nor the Consultant shall assign this Agreement without the written consent of the other.

13. WAIVER. The failure to enforce any provision in this Agreement shall not constitute a waiver or serve as a bar to the enforcement of that provision or any other provision in this Agreement. The waiver of a breach of any provision in this Agreement must be in writing.

14. CONFLICT. In the event of conflict between the terms contained in the Contract Documents, the Contract Documents shall be determined to prevail in the following order: this Agreement, the Consultant's Bid Proposal dated December ____, 2022, the Request for Proposal dated January ____, 2023.

15. NOTICE. Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth below or to such other address as one party may have furnished to the other in writing.

Consultant
Attn:

City of St. Joseph
Attn: City Engineer
700 Broad Street
St. Joseph, MI 49085
(269) 983-5541

16. EXECUTION IN COUNTERPARTS. This Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

17. DIGITAL SIGNATURES. The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, *et seq.* that this Contract may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

18. REPRESENTATIONS. Each person signing this Agreement represents and warrants that he/she is duly authorized to enter into this Agreement on behalf of his/her respective party.

This Agreement entered into as of the day and year first written above.

CITY OF ST. JOSEPH

CONSULTANT

(signature)

John M. Hodgson, City Manager

Name and Title

(signature)

Name and Title

Approved as to form:

City Attorney

Reliability Study & General Plan Review Checklist

Rev. 1/2012

Water System Name _____
WSSN _____
Engineering Firm _____
Reviewed By _____

POPULATION / SERVICES / REUS

| | | |
|-------------------------------------|-------|-------------|
| Current Service Population | _____ | Basis _____ |
| Current Service Connections & REU's | _____ | |
| Residential Services | _____ | REU's _____ |
| Commercial Services | _____ | REU's _____ |
| Industrial Services | _____ | REU's _____ |
| Govt./Other Services | _____ | REU's _____ |
| Total Services | _____ | REU's _____ |

| | | |
|----------------------------|-------|-------------|
| 5 Year Service Population | _____ | Basis _____ |
| 20 Year Service Population | _____ | Basis _____ |

HISTORIC DEMAND DATA

Source Water Demands (Monthly)

- a. Wells _____
- b. WTP Master Meter(s) _____
- c. Master Meter Station _____
- d. Pump Station Meter _____

Residential Demands (annual) _____
Commercial Demands (annual) _____
Industrial Demands (annual) _____
Govt./Other Demands (annual) _____

Customer Supply Demands (annual) _____

DEMAND PROJECTIONS

| | Current | 5 Year | 20 Year |
|---------------------|---------|--------|---------|
| Average Day Demands | _____ | _____ | _____ |
| Max. Day Demands | _____ | _____ | _____ |
| Peak Hour Demands | _____ | _____ | _____ |
| Fire Flow Demands | _____ | _____ | _____ |
| Basis | _____ | _____ | _____ |

FACILITY CONDITIONS

Water Mains _____
Water Quality _____
Pumps/Wells _____
Storage Tanks _____
Treatment Equipment _____

UNACCOUNTED WATER

Calculations _____
Sources _____

Adequate Capacity Demonstrated

| | Current | 5 Year | 20 Year |
|-------------------------------|---------|--------|---------|
| Treatment | _____ | _____ | _____ |
| Well | _____ | _____ | _____ |
| Pumping | _____ | _____ | _____ |
| Contract | _____ | _____ | _____ |
| Storage | _____ | _____ | _____ |
| Backup Power | _____ | _____ | _____ |
| Fire Demand (Rated + Storage) | _____ | _____ | _____ |

Distribution Capacity (Hydraulic Analysis)

| | |
|---------------------------------|-------|
| All mains included | _____ |
| Hydrant flow test reflects sys. | _____ |
| AWWA test procedures | _____ |
| goal 10+ psi pressure drop | _____ |
| min. 5+ psi pressure drop | _____ |
| Model vs. Hyd. Tests | _____ |
| Static Pressure within 5 psi | _____ |
| Residual Pressure within 5 psi | _____ |
| Pressure Diff. within 5 psi | _____ |
| Flow @ 20 psi within 10% | _____ |

Model Runs

| | Contour Map | or | Avail. Hyd. Flow | or | Node Data & Map |
|-------------------------------------|-------------|----|------------------|----|-----------------|
| Current System - Exist. Demands | _____ | | _____ | | _____ |
| Current System - 5 Year Demands | _____ | | _____ | | _____ |
| Current System - 20 Year Demands | _____ | | _____ | | _____ |
| Short Term Improv. - 5 Year Demands | _____ | | _____ | | _____ |
| Long Term Improv. - 20 Year Demands | _____ | | _____ | | _____ |

Hydraulic Capacity (35 psi normal, 20 psi emergency, peak demand + fire)

| | |
|---------------------------------------|-------|
| Transmission Main Analysis | _____ |
| Exist. Hydraulically Deficient Areas | _____ |
| Recommended Improvements | _____ |
| 5 Year Hydraulically Deficient Areas | _____ |
| Recommended Improvements | _____ |
| 20 Year Hydraulically Deficient Areas | _____ |
| Recommended Improvements | _____ |

Capital Improvements Plan

| | |
|------------------------|-------|
| 5 Year (Short Term) | _____ |
| 20 Year (Long Term) | _____ |
| Prioritized Lists | _____ |
| Costs | _____ |
| Sugg. Completion Dates | _____ |

GENERAL PLAN ITEMS

Water Mains

Location _____
Size _____
Material _____
Age _____

Valve Locations _____

Hydrant Locations _____

Well Location _____

Storage Tank Location _____

Pumping Facilities _____

Capacity _____

Capacity _____

Low Service _____

Capacity _____

High Service _____

Capacity _____

Booster Pumps _____

Capacity _____

Backup Power System Location _____

Capacity _____

Boundaries _____

Pressure Districts _____

Existing Service Area _____

Future Service Area _____

Water Shortage Response Plan

Conditions for Shortage _____

Authorization _____

Notification _____

Enforcement _____

Critical Customer Needs _____

Water Use Restrictions _____

Interconnection Use _____

Mutual Aid Agreements _____

Water Hauler Information _____

Attachment Info/Documents

Annual Pumpage Reports or MOR's _____

Total Coliform SSP _____

DBPR SSP _____

WHPP/SWPP _____

Water Conservation/Eff. Program _____

Operation & Maintenance Procedures _____

Regional Planning Studies/Reports _____

Zoning Map/Plan _____

Land Use Map/Plan _____