

CITY OF SALISBURY, MARYLAND

SPECIAL MEETING

DECEMBER 21, 2009

PRESENT

*Council President Louise Smith
Councilwoman Deborah S. Campbell
Councilwoman Eugenie P. Shields*

*Council Vice President Gary A. Comegys
Councilwoman Terry E. Cohen
Mayor James Ireton, Jr. (left 5:38 p.m.)*

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber

CONVENING

The City Council met in a special session at 4:15 p.m. in Conference room 306 of the City/County Government Office Building. Council President Smith called the meeting to order.

ORDINANCE NO. 2093 - 2ND READING – REALLOCATION OF GENERAL OBLIGATION BOND PROCEEDS

Ordinance No. 2093 for second reading was unanimously approved on a motion by Mrs. Shields and seconded by Mr. Comegys.

RESOLUTION NO. 1874 – SETTING THE TERMS FOR GENERAL OBLIGATION BOND (SUPPLEMENTING AND AMENDING RESOLUTION NO. 1850)

On a motion by Mr. Comegys and seconded by Ms. Cohen, Resolution No. 1874 passed unanimously.

ORDINANCE NO. 2094 – 2ND READING – AMENDING FY10 SEWER FUND BUDGET

Mr. Comegys moved and Mrs. Shields seconded to approve Ordinance No. 2094 for second reading. Mr. Comegys moved and Mrs. Shields seconded to reinstate Ordinance No. 2094 to reflect the amount that the Legal Department and Administration feel will be necessary to litigate this matter. The motion failed to pass. Mr. Comegys and Mrs. Shields voted aye. Mrs. Campbell, Ms. Cohen and Mrs. Smith voted nay.

Ordinance No. 2094 for second reading passed unanimously.

AWARD OF BIDS

The Award of Bids, consisting of the following, was unanimously approved on a motion by Mr. Comegys and seconded by Mrs. Shields:

- Recommendation of Award Contract RFP 2-10 \$943,400.00
Professional Services for Salisbury Wastewater
Treatment Plant Modifications
Acct. No. 86078-513020-55510
Brown and Caldwell

**ORDINANCE NO. 2096 – 2ND READING – BUDGET AMENDMENT PROVIDING
ADDITIONAL FUNDS TO COVER THE COST OF A CRIME INTERVENTION
SPECIALIST POSITION**

Mr. Comegys moved and Ms. Cohen seconded to approve Ordinance No. 2096 for second reading. Mr. Comegys moved and Ms. Cohen seconded to amend Ordinance No. 2096 as proposed (providing additional police overtime) and distributed by the City Clerk (copy attached to original minutes).

Ms. Cohen moved to amend Ordinance No. 2096 by striking “community policing” and inserting “police presence” in the seventh Whereas paragraph and the Now, Therefore, Be It Ordained paragraph. Mrs. Campbell seconded and the amendment passed unanimously.

Mrs. Shields offered a motion to withdraw the Crime Intervention Specialist position from the Ordinance. The motion died for lack of a second.

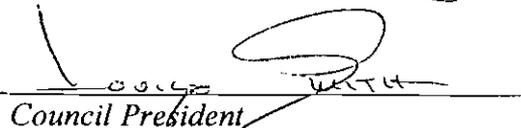
After further discussion, Mr. Comegys moved to remove the Crime Intervention Specialist position from the Ordinance. Mrs. Campbell seconded the motion. The amendment passed on a 3-2 vote with Mrs. Shields, Mrs. Smith and Mr. Comegys voting aye and Mrs. Campbell and Ms. Cohen voting nay.

Ordinance No. 2096, as amended, passed unanimously.

The special meeting adjourned at 5:48 p.m.



City Clerk



Council President

City of Salisbury



PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES

MARYLAND

PURCHASING DIVISION
DEPARTMENT OF INTERNAL SERVICES
125 N. DIVISION STREET, ROOM 104
SALISBURY, MD 21801
410-548-3190
FAX: 410-548-3192

COUNCIL AGENDA

December 21, 2009

Page No.

- | | | |
|----|--|--------------|
| 1. | Recommendation of Award Contract RFP 2-10
Professional Services for Salisbury Wastewater
Treatment Plant Modifications
(Acct. No. 86078-513020-55510) | \$943,400.00 |
|----|--|--------------|

City of Salisbury



PAMELA B. OLAND

DIRECTOR OF INTERNAL SERVICES

PURCHASING DIVISION
DEPARTMENT OF INTERNAL SERVICES
125 N. DIVISION STREET, ROOM 104
SALISBURY, MD 21801
410-548-3190
FAX: 410-548-3192

MARYLAND

COUNCIL AGENDA

December 21, 2009

TO: Mayor and City Council

**SUBJECT: Recommendation of Award Contract # RFP 2-10
Professional Services for Salisbury Wastewater Treatment Plant Modifications**

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works, to solicit a proposal for professional services from the engineering firm, Brown and Caldwell, for Salisbury Wastewater Treatment Plant modifications. This contract will provide for engineering and related services associated with the development of a Corrective Action Plan (CAP) and a preliminary engineering report to address the deficiencies currently being experienced at the wastewater facility. This is required as the City is under a legal obligation to meet Enhanced Nutrient Removal (ENR) requirements that the current facility is unable to meet under current design and operation.

Under RFP 2-10, the Procurement Division requested a professional services proposal from Brown and Caldwell for a CAP and Preliminary Engineering Report. The CAP will provide recommendations for the following:

1. New and modified facilities to allow compliance with ENR permit requirements.
2. New and modified sludge dewatering and handling equipment to allow for reliable disposal or reuse of sludge.
3. Engineering and analysis of structural improvements on a major new facility structure.
4. Modified wastewater pumping equipment and facilities to eliminate flow surging of process options.
5. Preliminary project schedule and probable construction costs.

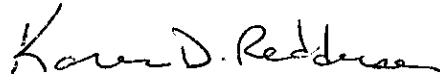
The Preliminary Engineering Report will address the following:

1. Design criteria.
2. Process Flow Diagrams for existing and proposed equipment, piping and instrumentation.
3. Tank construction, materials construction, and aeration/recycling/mixing/chemical-feed/and mechanical systems.
4. Equipment/motor lists and control descriptions.
5. Preliminary construction schedule and cost estimate.
6. Basis of design for WWTP System modifications and wastewater construction permit applications.

An analysis of the bid document was conducted by SPW and the legal division, and a recommendation has been made to award RFP 2-10 to Brown and Caldwell in the amount of \$943,400.00. Funds are available from the existing 2009 General Obligation Bond in account no. 86078-513020-55510 (Arch/Engineering) to cover the costs of this request.

After review of the submitted proposal, the Department of Internal Services-Procurement Division requests Council's approval to accept the proposal, contingent upon approval from the Maryland Department of the Environment, from Brown and Caldwell in the amount of \$943,400.00, for professional services as noted above for Salisbury Wastewater Treatment Plant modifications.

Thank you.



Karen D. Reddersen

Assistant Director of Internal Services-Procurement Division

City of Salisbury
DEPARTMENT OF PUBLIC WORKS

December 8, 2009

TO: Karen Reddersen, Assistant Director, Internal Services - Procurement

FROM: Newell W. Messick III, Acting Director

SUBJECT: Award of Contract No. RFP 02-10 – Professional Services for Salisbury Wastewater Treatment Plant Modifications

With reference to Brown and Caldwell's November 09, 2009 proposal and upon City Council approval, please prepare and process a contract in the amount of \$943,400 with the City's engineering consultant, Brown and Caldwell for the referenced engineering services associated with the schedule, recommended construction improvements, defining additional permits, and estimated costs necessary to correct operational and construction problems via a forthcoming recommended long-term corrective action plan and preliminary engineering report as described therein.

Brown and Caldwell is being recommended; because, the City has discovered major design deficiencies in the new Enhanced Nutrient Removal (ENR) wastewater facility, which the original design engineer was unable to adequately address. The City is under a legal obligation to meet its current stringent permit requirements as well as anticipated more stringent ENR permit requirements, none of which the current facility is capable of meeting. In order to comply with its legal obligations, and avoid state or federal enforcement actions, the City must design and implement an ENR Corrective Action Program. If approved by the City Council, Brown and Caldwell will design the Corrective Action Plan.

The Corrective Action Plan will principally address recommendations for:

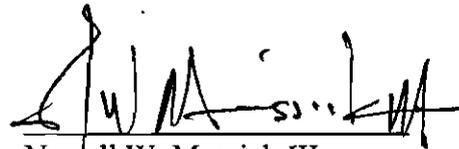
1. New and modified facilities to allow compliance with ENR permit requirements;
2. New and modified sludge dewatering and handling equipment to allow the efficient and reliable disposal or reuse of dewatered wastewater sludge;
3. Engineering and analysis of likely necessary structural improvements on one major new facility structure (the Effluent Filter); and,
4. Modified wastewater pumping equipment and facilities to eliminate flow surging of process options and the relative capital, operations, and maintenance costs of each option, the most effective / economical selections, detailed engineering design, and specifications of equipment; and,
5. Preliminary project schedule and probable construction cost.

The Preliminary Engineering Report will principally address:

1. Design criteria
2. Process Flow Diagrams for existing and proposed equipment, piping and instrumentation
3. Tank construction, materials of construction, and aeration / recycling / mixing / chemical-feed / mechanical systems
4. Equipment / motor lists and control descriptions
5. Preliminary construction schedule and cost estimate
6. Basis of design for WWTP System modifications and wastewater construction permit applications

Award of this work shall be contingent upon approval from the Maryland Department of the Environment. This approval is a prerequisite to subsequent City and MDE approvals for necessary additional work efforts such as: detailed design, preparation of construction contract documents, construction cost estimates / financial analyses / feasibility projections / updated schedule, facility start up and training, and contingency for unforeseen services, as outlined in Brown and Caldwell's November 9, 2009 proposal.

Sufficient funds are available from the existing 2009 General Obligation Bond Issue in Arch/Engineering Account No. 0302 86078 513020 55510 to cover these costs.



Newell W. Messick III
Acting Director

12-9-09

City of Salisbury, MD – WWTP Modifications (RFP 02-10)

Conceptual Approach to CAP and Preliminary Engineering Report Brown and Caldwell Project Manager: Peter Schuler, P.E.

Scope of Services

PART 1 - GENERAL SCOPE (BACKGROUND AND PURPOSE)

The recently constructed Salisbury Wastewater Treatment Plant (WWTP) has been unable to meet the limits in their current discharge permit. The Stover Group (Stover) has conducted several months of investigation and provided operations assistance to attempt to improve the WWTP performance. During these evaluations, Stover has determined that there are numerous design deficiencies that are described in detail in their report entitled "Long-Term Engineering Corrective Action Plan" dated June 12, 2009.

Brown and Caldwell has been tasked with developing a general conceptual approach and outline of facility modifications and / or new facilities necessary to meet the requirements of the City's current Maryland Department of the Environment (MDE) issued NPDES permit and likely future NPDES permit requirements to reduce effluent total nitrogen to 3-4 mg/L and effluent total phosphorus to <0.3 mg/L. In addition, Brown and Caldwell shall develop a conceptual approach to improve the biosolids processing system performance.

PART 2 – GENERAL DESCRIPTION OF SERVICES – PHASE 100

In general, consulting services for the Salisbury WWTP will be provided in phases as outlined below:

- Conceptual Approach to Corrective Action Plan (CAP) and Preliminary Engineering Report (PER) – Phase 100
- Detailed Design and Permitting – Phase 200
- Bidding Services – Phase 300
- Construction Services and Start-up / Initial Operation – Phase 400

This scope of work and fee focuses on the work required for Phase 100. Scopes of work for future phases are outlined below and a range of potential engineering fees are provided later in this document. However, final scopes and fees of future phases will be negotiated at a later time.

TASK 1—Project Management

Brown and Caldwell will provide project administration and management during Phase 100 of this project. We will facilitate communications with the City through review meetings, conference calls, and written / verbal communications. This task will include developing the project plan, project schedules, project schedule updates, progress billing and three progress status reports. This task has budgeted for two (2) progress review meetings on-site during Phase

100 of the project for 2 BC engineers. These meetings are in addition to the kickoff, CAP review and PER review meetings. Other BC engineers may participate by conference call.

TASK 2 – Permitting / MDE Negotiations

Brown and Caldwell has budgeted for up to three (3) trips to meet with the Maryland Department of the Environment (MDE) in either Baltimore or at the Salisbury WWTP during Phase 100 of the project. Two trips are for the project manager and one trip is for the project manager and a BC process engineer. Other BC personnel may participate by conference call rather than traveling to the meeting.

TASK 3 - Review Existing Information

BC engineers (process and mechanical) will review the following information that was obtained prior to, during or immediately following initial site visit:

- Long-Term Engineering Corrective Action Plan prepared by Stover
- Record Drawings
- OBG Preliminary Engineering Report
- OBG Patent Information
- OBG Bench and Pilot Scale Reports
- Operating Data

TASK 4—Conduct Site Visit / Kickoff Workshop

BC engineers will conduct a site visit to the Salisbury, Maryland WWTP to inspect the WWTP and discuss the situation with the Owner. The purpose of this visit will be to familiarize our process engineers with the WWTP, discuss alternatives for improving liquid / solids processes and determine additional information required / analysis to be conducted. BC Engineers will spend up to 3 days on-site.

TASK 5 – Develop and Assist Salisbury with Implementing Process Performance Tests

BC process engineers will develop a testing and sampling plan to determine performance / capacity of individual unit processes. Some of these tests will need to be conducted during cold weather (January / February) months to determine plant performance during most difficult time for treatment of wastewater during the year. These tests may include diurnal sampling to determine diurnal loading patterns, determination of site specific wastewater parameters and fractions, and characteristics of recycle streams to use in constructing Biowin or other process models. BC has assumed that the City of Salisbury collect samples and will either conduct the laboratory analysis or contract with an outside laboratory for this work. BC will provide an engineer for up to one week on-site to assist with sampling.

TASK 6 – Develop a Hydraulic Model of the Existing Plant

BC hydraulics specialists will develop a hydraulic model of the existing plant using *Profile*, BC's proprietary hydraulic modeling program. This hydraulic model will be useful to determine how to fit additional unit processes into the existing hydraulic grade line. BC will hire a local surveyor to determine / confirm all important hydraulic elevations.

TASK 7 – Develop a Corrective Action Plan (CAP)

Based on the information in the Stover Report, the site visit, and Brown and Caldwell's experience, we will develop a corrective action plan and outline of facility modifications or new facilities required to meet current and future MDE discharge permit requirements. This task will include development of Biowin and/or other process models to assist with predicting the plant performance with different process flow schemes. This approach will also address the deficiencies in the biosolids processing facilities. Brown and Caldwell currently envisions the following general conceptual approach:

- Modifications to the North and South Influent Pump Stations
- Demolition and replacement of the lime feed system
- Replacement (or repair) of the primary clarifier mechanisms
- Modifications to Anoxic Filters
- Forced air ventilation system for oxic filters
- New Internal Recycle Pump Station for oxic filters
- New suspended growth system (aerobic/anoxic/aerobic) housed in a concrete tank between the oxic filters and secondary clarifiers (if required)
- Modifications / upgrades to the secondary clarifiers to optimize performance and reduce solids loading on effluent filters. Confirm existing surface area is sufficient if suspended growth ENR tank is installed between oxic filters and secondary clarifiers.
- Modifications / upgrades to effluent filters
- Modifications to Effluent Filter Pump Station
- New Plant Recycle Drain Pump Station
- Modifications to biosolids processing system to make existing system work including odor control or convert back to anaerobic digesters, and combined heat and power (CHP) generation – provide Class A system
- New instrumentation for operational process control
- New effluent pH monitoring and control system
- Modifications to recycle control valve

The Corrective Action Plan (CAP) will determine the conceptual process / mechanical / structural improvements that are required to improve the plant performance. Evaluations conducted under this task will focus on determining required improvements to biological process, filters and solids processing as these processes currently have the highest level of uncertainty and required improvements need to be determined to solidify potential project costs and project schedule. The CAP will include a unit process by unit process narrative of deficiencies and recommended improvements, general process flow diagrams (2-3 drawings), a hydraulic profile of the proposed process, a conceptual cost estimate (Task 8), and a proposed

project schedule. *Deliverable: Will be a CAP that includes all the information above – appendices will contain the hydraulic modeling printouts and cost estimate information. A draft of this report will be provided to the City for review two weeks prior to a review meeting at the site. After the review meeting, BC will incorporate the City's comments and issue a final CAP.*

TASK 8—Develop a Preliminary Cost Estimate for CAP Improvements

BC engineers and cost estimators will use the information developed in Task 7 to generate a conceptual cost estimate for the recommended CAP improvements. This will be a budgetary level opinion of probable construction cost and will include a construction contingency of 25%. The opinion of probable cost developed in this task will be used in both the CAP and PER reports. Eligibility of items for MDE funding will be evaluated.

TASK 9 - Develop Preliminary Engineering Report (PER)

Using the information in the Stover report and the process evaluations conducted in Task 7, BC engineers will expand on the concepts to develop a Preliminary Engineering Report (PER) that is the equivalent of a 30% design report that can be utilized for Wastewater Construction Permitting with MDE. Development of the PER will occur concurrently with development of the CAP, however, some PER tasks will not commence until after the associated work for the CAP is complete. The PER will include the following evaluations:

- Determine required modifications to the North and South Influent Pump Stations – including vibration analysis by Dynatech Engineering (subcontractor)
- Determine design criteria for new storage / feed system to provide alkalinity to influent wastewater
- Determine necessary improvements to primary clarifiers (replacement or repair)
- Determine necessary modifications to Anoxic Filters - including: bottom sludge removal, flow distribution and effluent troughs
- Determine design criteria for forced air ventilation system for oxic filters
- Determine design criteria for new Internal Recycle Pump Station for oxic filters
- Based on outcome of process evaluation (Task 7), develop design criteria for suspended growth ENR tank(s)
- Determine required modifications / upgrades to the secondary clarifiers to optimize performance and reduce solids loading on effluent filters – replace mechanisms, Stamford baffles, RAS pumps.
- Further refine required upgrades / modifications to effluent filters – including a complete structural review including site visits (up to 3 by Bob Hrabovsky) and proposed layout of new filters (if required)
- Determine design criteria for modifications to Effluent Filter Pump Station
- Determine design criteria for new Plant Recycle Drain Pump Station
- Based on outcome of process evaluation (Task 7), develop design criteria for modifications to biosolids processing system for selected alternative
- Review existing chemical feed systems / feed points determine if improvements / modifications are necessary

- Determine modifications to recycle control valve to solve problems with actuator and move controls above grade, modify vault to eliminate confined space entry, or determine a method to eliminate use of recycle control valve

In addition to a narrative description of the evaluations conducted, design details of each system, material of construction and the required improvements to each unit process at the WWTP, the PER will include the following items:

- Table of design criteria
- Detailed process flow diagrams of each unit process (update existing Autocad as-built drawings where possible)
- Site plans with proposed improvements
- Mechanical systems equipment list with motor information
- Basic descriptions of changes to instrumentation and controls and new / modified MCC locations to provide power for new equipment
- Updated construction schedule
- Updated preliminary opinion of probable cost

Deliverable: Will be a PER report that includes all of the information above. A draft of this report will be provided to the City for review two weeks prior to a review meeting at the site. After the review meeting, BC will incorporate the City's comments and issue a final PER to the City and MDE.

PART 3 – GENERAL DESCRIPTION OF SERVICES – FUTURE / OPTIONAL PHASES

The following tasks will be fully scoped and negotiated with the City of Salisbury, Maryland and MDE as this project progresses from preliminary design through final design, bidding, and construction.

Task 10 – Design Development (50 Percent Design)

Brown and Caldwell will use the information developed in the PER to begin developing the 50 percent design documents. A local surveyor (subcontract) will verify as-built information and conduct site surveys as required. A local geotechnical engineer (subcontract) and conduct geotechnical assessments in the immediate area of recommended improvements as required for design. Sub-tasks envisioned during this phase of the project include:

- **50 Percent Design Drawings.** Prepare engineering drawings to illustrate concepts of design project, including: hydraulic profile, site layout drawings and yard piping, Process and instrumentation drawings (P&IDs), mechanical drawings, structural drawings of new electrical building(s), electrical single lines and MCC plan / elevations.
- **50 Percent Design Specifications.** Prepare specifications for major equipment items.
- **Functional Descriptions.** Prepare functional descriptions explaining how the equipment and instrumentation will function once installed to control the operation new / modified unit processes.
- **50 Percent Review Workshop with City Staff.** Brown and Caldwell will send the 50 percent documents to the City for review one week prior to the review workshop. This

workshop will include a detailed review of all proposed improvements and how they relate / tie-in to existing structures and equipment in the field led by our project manager.

Task 11 – Contract Document Preparation (75 Percent Design)

Brown and Caldwell will incorporate the City's comments from the 50 percent submittal and the information obtained during the detailed field review into the contract documents. Sub-tasks envisioned during this phase of the project include:

- **75 Percent Design Drawings.** Prepare engineering drawings that provide all the necessary information to construct the recommended improvements, including:
 - Civil drawings – staking plans, grading plans, yard piping plans, etc.
 - Process and instrumentation drawings (P&IDs) of all improvements
 - Mechanical drawings - plans, elevations, and details of improvements
 - Structural drawings of new and modified unit processes
 - HVAC drawings for buildings
 - Electrical drawings for all improvements including power, controls, lighting, grounding, etc.
- **75 Percent Design Specifications.** Prepare specifications for all Divisions including the front end specifications (Divisions 0 and 1).
- **Construction Sequencing Plan.** Brown and Caldwell will develop a detailed construction sequencing plan to ensure that operations of the Salisbury WWTP are maintained throughout the construction period without any permit violations.
- **Constructability Review / Coordination Cross-check.** Andy Mitchell will conduct a constructability review and coordination cross-check of the 75 percent contract documents prior to submission to the City.
- **75 Percent Cost Estimates.** Our cost estimation staff will prepare up-to-date cost estimates of the planned improvements using the latest software and market prices to accurately project the construction cost.
- **75 Percent Review Workshop with City Staff.** Brown and Caldwell will send the 75 percent documents to the City for review two weeks prior to the review workshop. This workshop will include a detailed review of all proposed improvements and how they relate / tie-in to existing structures and equipment in the field led by our project manager.

Task 12 – Contract Document Preparation (90 Percent Design)

Brown and Caldwell will incorporate the City's comments from the 75 percent submittal and the information obtained during the detailed field review into the contract documents. Sub-tasks envisioned during this phase of the project include:

- **90 Percent Design Drawings.** Prepare engineering drawings that provide all the necessary information to construct the recommended improvements.
- **90 Percent Design Specifications.** Prepare specifications for all Divisions including the front end specifications (Divisions 0 and 1).
- **90 Percent Cost Estimates.** Our cost estimation staff will prepare up-to-date cost estimates of the planned improvements using the latest software and market prices to accurately project the construction cost.

- **90 Percent Review Workshop with City Staff.** Brown and Caldwell will send the 90 percent documents to the City for review two weeks prior to the review workshop. This review will be a page by page review to ensure that the City staff is in agreement with all proposed improvements to limit the amount of change orders during construction.

Task 13 – Permitting / Regulatory Approval

Brown and Caldwell will prepare, submit and meet with the regulatory authorities to obtain permits in a timely fashion. Comments received from the regulatory agencies will be incorporated in the Contract Documents prior to bidding. Permits envisioned include a Sewerage Construction Permit, Erosion and Sediment Control (ESC) Plan, and a Storm Water Management Plan (SWMP).

Task 14 – Contract Document Preparation (100 Percent Design)

After comments are received from regulatory agencies during the permitting phase, work to prepare final documents suitable for bidding incorporating comments received as appropriate will be completed. A written response to all comments describing the action taken in response will be prepared for City.

Task 15 - Bidding and Negotiation

Following the City's approval of Final Documents and of the Final opinion of project cost, and all necessary permits, regulatory requirements, etc., have been obtained/met, the work will be publicly bid. Work during the bidding process will consist of:

- Providing reproducible copies of the bidding documents, producing, and distributing up to 20 copies of each set of documents to City, perspective bidders, and plan review rooms, maintaining a plan holders list.
- Consulting with and advising City to determine the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contract is allowed by the Contract Documents.
- Answering perspective bidder questions, and preparing/issuing necessary addendums.
- Conducting a prebid meeting at the Salisbury WWTP including preparing minutes of the meeting for distribution to perspective bidders.
- Attending bid openings, preparing bid tabulation and final recommendation for award to a single prime contractor for the project, and preparing Notice of Award for City signature and distribution
- Assembling and distributing Contract Documents for execution by Contractor and City. Preparing Notice of Proceed for signature by City and distribution.

Task 16 - Construction Phase Services

Upon completion of the Bidding and Negotiating Phase and upon authorization from the City, Consultant will provide the following:

- General administration of the construction contracts – Consult with and advise City and act as City's representative as set forth herein and as provided in the General Conditions and Supplementary General Conditions of the Contract for Construction included in the Contract Documents for the Projects.

- Preconstruction and Progress meetings
- Site visits and observations of construction including a full-time resident engineer and / or construction manager based on level of oversight desired by the City
- Clarification and interpretations
- Change orders or work change directives
- Shop drawing and samples review
- Applications for payment
- Review for Substantial completion
- Engineers certification and final payment recommendation

Task 17 - Startup and Initial Operation

- Assist City in start-up and operation of facilities
- Review and assemble manufacturers operations and maintenance manuals
- Provide training for plant staff
- Produce record drawings from information gathered by Contractors

Task 18 – Legal Support / Expert Witness Testimony (Optional)

Brown and Caldwell can provide assistance to Aqualaw, including: depositions, court time, expert witness testimony, etc. as an additional service. It should be noted that hourly rates for legal assistance are generally higher than our normal rates which were provided for the Phase 100 work.

Task 19 – Code Compliance of Existing Facilities (Optional)

If requested, BC engineers from various disciplines will conduct a complete facility audit to confirm that facility complies with current electrical, HVAC, fire protection, OSHA, and other applicable codes. All non-code compliant items will be noted and the City will be provided a written report.

PART 4 – SCHEDULE

Brown and Caldwell has already commenced work on this project as directed in Aqualaw’s letter of engagement dated October 21, 2009. We shall complete each Phase / Task of the project in accordance with the Schedule as shown herein except for changes or deviations from schedule as may be requested by City and accepted by Brown and Caldwell or as maybe requested by the Brown and Caldwell and approved by City. The duration of project phases are identified below.

Project Task	Estimated Start Date	Estimated Completion Date
Task 1 – Project Management – Phase 100	October 26, 2009	August 31, 2010
Task 2 – Permitting / MDE Negotiation	October 26, 2009	August 31, 2010
Task 3 – Review Existing Conditions	October 26, 2009	November 30, 2009
Task 4 – Site Visit / Kickoff Workshop	October 26, 2009	November 30, 2009
Task 5 – Process Performance Tests	December 1, 2009	March 31, 2010
Task 6 – Hydraulic Model	December 15, 2009	January 31, 2010
Task 7 – Corrective Action Plan	October 26, 2009	April 30, 2010
Task 8 – Preliminary Cost Estimate	March 15, 2010	April 15, 2010
Task 9 – Preliminary Engineering Report	January 1, 2010	August 31, 2010

PART 5 – COMPENSATION

Compensation for services for the identified Tasks of the project provided under Part 2 – Scope of Services, will be the lump sum of \$943,400. Compensation for detailed design, construction and start-up services are not included in the lump sum and will be negotiated at a later date. This fee shall be modified only if the Scope of Services is changed. Payment will be as specified in the Agreement. An approximate breakdown of the fee is provided in the table below.

Phase / Task	Approximate Fee
Task 1 – Project Management – Phase 100	\$73,200
Task 2 – Permitting / MDE Negotiation	\$19,200
Task 3 – Review Existing Conditions	\$24,000
Task 4 – Site Visit / Kickoff Workshop	\$34,200
Task 5 – Process Performance Tests	\$28,000
Task 6 – Hydraulic Model	\$19,500
Task 7 – Corrective Action Plan	\$223,250
Task 8 – Preliminary Cost Estimate	\$36,300
Task 9 – Preliminary Engineering Report	\$485,750
Total Fee	\$943,400

Consultant shall submit periodic invoices to Client, and Client shall pay invoices in accordance with the Agreement. Periodic billing shall be determined by Consultant and approved by Client.

PART 6 – ADDITIONAL SERVICES (not included in Phase 100)

Services not included in the Consultant's Scope of Work that can be added by separate authorization are:

- Public Information Plan Development/Implementation.
- Additional topographic field surveys.
- Additional Subsurface Investigation and/or Rock profiling above quantities identified in paragraphs above.
- An Environmental Assessment or Environmental Impact Statement (EIS).
- Landscape architecture
- Subsurface utility locations
- Asset inventory, identification of alternatives, life cycle cost analysis, and risk analysis.
- Phase I Environmental Site Assessments.
- Prequalification of potential single prime contract and subcontract bidders.
- Hazardous materials survey.
- Special Inspections – Make special inspections or testing of the work and have authority to receive and review all certificates of inspections, testing and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents.
- Warranty Calls – The Consultant will serve as the single point of contact for City and Contractors during the 1-year warranty period following Substantial Completion. City will inform Consultant of any defects or warranty repairs requiring attention. Consultant will make site visits/inspections necessary to confirm any problem and then contact the responsible Contractor directly. If Contractor fails to respond within the specified period or if repairs are deemed to be urgent/emergency conditions, Consultant will assist City in retaining an outside Contractor to perform the work and subsequent billing of the responsible Contractor.
- Infrared inspection of above-ground electrical equipment.
- Checkout of all instrumentation and control loops.

Ordinance No 2096
As Proposed for Second Reading

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SALISBURY AMENDING THE FISCAL YEAR 2010 GENERAL FUND BUDGET TO PROVIDE ADDITIONAL FUNDS TO COVER THE COST OF CREATING A CRIME INTERVENTION SPECIALIST POSITION AND TO PROVIDE FOR ADDITIONAL POLICE OVERTIME

WHEREAS, the City of Salisbury has experienced a dramatic increase in violent crime; and

WHEREAS, the Mayor and the City Council wish to address this problem quickly, free up police resources for additional street presence, and devote more attention to assisting neighborhood efforts in deterring and addressing crime; and

WHEREAS, the Mayor submitted a recommendation to the City Council on December 14, 2009, in accordance with Salisbury Charter §SC7-49 to request funding for a Crime Intervention Specialist position for the remainder of Fiscal Year 2010; and

WHEREAS, the City Council has similar desires and wishes to work collaboratively with the Mayor in fighting crime in Salisbury;

WHEREAS, the Mayor's office needs additional resources to address this issue; and

WHEREAS, a request has been made to appropriate ~~\$20,000~~ \$14,431 to fund the creation of a contractual (no benefits) Crime Intervention Specialist in under the authority of the Mayor's Office Salisbury Police Department; and

WHEREAS, additional overtime is needed in the amount of \$15,000 to fund increased community policing in the commercial areas of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the Council shall appropriate funds for the purpose of adding a contractual (no benefits) Crime Intervention Specialist position under the authority of the Salisbury Police Department for the purposes herein stated, with this position in effect from the date of this Ordinance's final passage through the end of the Fiscal Year 2010 on June 30, 2010, at a cost not to exceed \$14,431; and to appropriate \$15,000 to fund additional overtime for increased community policing in the commercial areas of the City; and

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2010 General Fund budget be, and is hereby, amended as follows:

- 1) Add to Reduce the Fiscal Year 2010 General Fund Unbudgeted Surplus Debt Service and Other Uses (Contingency) Account (01000-469810) the sum of ~~\$20,000~~ \$29,431;

- 2) Add to the Fiscal Year 2010 Mayor's Office Salisbury Police Department budget the sum of ~~\$20,000~~ \$29,431;

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the _____ day of _____, 2009 and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the _____ day of _____, 2009.

ATTEST:

Brenda J. Colegrove
City Clerk

Louise Smith, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2009

James Ireton, Jr., Mayor



MARYLAND

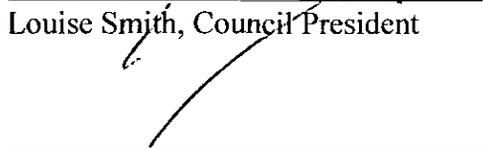
December 18, 2009

AMENDING PREVIOUS REQUEST FOR SPECIAL MEETING

In accordance with §SC2-4 of the Salisbury City Charter, the undersigned members of the Salisbury City Council, representing a majority of the Council, hereby call a Special Meeting to be held on Monday, December 21, 2009 in Conference Room 306 of the City/County Government Office Building (125 N. Division Street). The Special Meeting will be held at 4:15 p.m. for consideration of the following: 1) Ordinance No. 2093 – 2nd reading (reallocation of General Obligation Bond proceeds; 2) a Resolution setting the terms and conditions of the General Obligation Bond; 3) Ordinance No. 2094 – 2nd reading – (amending FY10 Sewer Fund Budget); 4) Award of Bids; and 5) Ordinance No. 2096 for second reading (budget amendment – Crime Intervention Specialist).

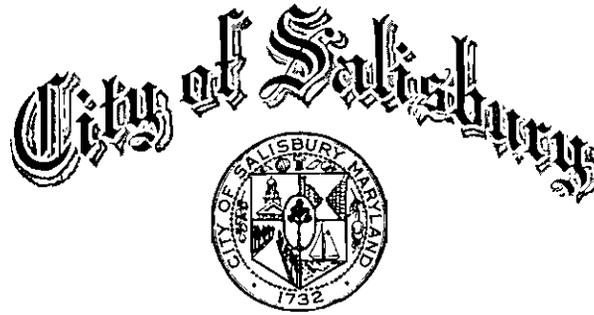

Louise Smith, Council President


Gary A. Comegys, Council Vice President


Councilwoman Deborah S. Campbell


Councilwoman Terry E. Cohen

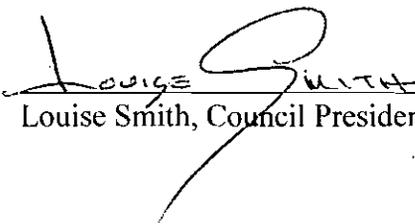

Councilwoman Eugenie P. Shields

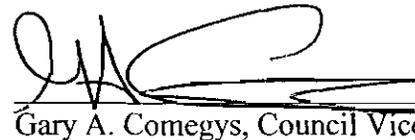


MARYLAND

December 15, 2009

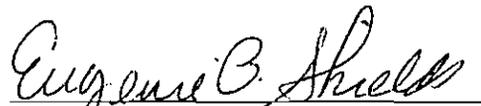
In accordance with §SC2-4 of the Salisbury City Charter, the undersigned members of the Salisbury City Council, representing a majority of the Council, hereby call a Special Meeting to be held on Monday, December 21, 2009 in Conference Room 306 of the City/County Government Office Building (125 N. Division Street). The Special Meeting will be held at 4:15 p.m. for consideration of the following: 1) Ordinance No. 2093 - 2nd reading (reallocation of General Obligation Bond proceeds); 2) a Resolution setting the terms and conditions of the General Obligation Bond; 3) Ordinance No. 2094 – 2nd reading (amending FY10 Sewer Fund Budget); and 4) Award of Bids.


Louise Smith, Council President


Gary A. Comegys, Council Vice President

Councilwoman Deborah S. Campbell

Councilwoman Terry E. Cohen


Councilwoman Eugenie P. Shields