

RESOLUTION NO. R17-18

**A RESOLUTION APPROVING THE ATTACHED TASK ORDER NO. 39
AUTHORIZING GREAT WEST ENGINEERING TO PREPARE AN UPDATE OF THE 2011
WATER AND SEWER RATE STUDY AND TO MAKE NECESSARY RECOMMENDATIONS
FOR THE CITY'S EXISTING WATER RATE STRUCTURE.**

WHEREAS, the City of Laurel previously executed an Agreement for Professional Services with Great West Engineering, Inc. on June 5, 2007, via Resolution No. R07-36; and

WHEREAS, the City of Laurel desires Great West Engineering, Inc. prepare a study of the City's existing water rate structure; and

WHEREAS, the attached Task Order No. 39 contains all of the duties and responsibilities required by the City and agreed upon by Great West Engineering, Inc. for the water rate study; and

WHEREAS, Great West Engineering, Inc. estimates the cost for Task Order No. 39 to be \$19,000.00, as listed in the attached task order; and

WHEREAS, it is in the best interest of the City of Laurel for Great West Engineering, Inc. to assist the City in this task.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana,

That the Mayor is authorized to issue Task Order No. 39, a copy of which is attached, directing Great West Engineering, Inc. to conduct a water rate structure study in accordance with the terms and conditions contained therein.

Introduced at a regular meeting of the City Council on May 16, 2017, by Council Member McGee.

PASSED and APPROVED by the City Council of the City of Laurel this 16th day of May, 2017.

APPROVED by the Mayor this 16th day of May, 2017.

CITY OF LAUREL



Mark A. Mace, Mayor

ATTEST:



Bethany Keeler, Clerk/Treasurer

APPROVED AS TO FORM:



Sam S. Painter, Civil City Attorney



115 N Broadway
Suite 500
Billings MT 59101

PHONE: 406.652-5000
FAX: 406.248-1363
www.greatwesteng.com

LETTER OF TRANSMITTAL

To: Mark Mace, Mayor
Of: City of Laurel
Address: P.O. Box 10
Laurel, MT 59044

Date: May 10, 2017
Project: Laurel On-Call
Project No.: 2-14114
Subject: Task No. 39

Phone:

Fax:

We transmit: As requested Attached Under separate cover
Via: Mail e-Mail Courier Overnight delivery Fax

# of Copies	Description
2	Task No. 39

Our action: Reviewed Not approved Approved See remarks
Action requested: Review and comment Approve / Accept
 Make corrections noted Revise and resubmit
 For your information and use

Remarks:

Please find enclosed two signed copies of Task Order No. 39 for the above referenced project. If acceptable, sign both copies, retain one for your records and ~~return~~ return one to our office. Please contact me if you have any questions.

From: Chad Hanson e-mail address: chanson@greatwesteng.com
Phone: 406-281-8585 cc: Project file

If enclosures are not as noted, please notify the sender immediately.

TASK ORDER TO OWNER-ENGINEER AGREEMENT
Task Order No. 39

The Effective Date of this Task Order is: May 16, 2017.

A. Background Data:

1. Effective Date of Owner-Engineer Agreement: January 1, 2015
2. Owner: City of Laurel, Montana
3. Engineer: Great West Engineering, Inc.
4. Project: General Municipal Engineering Services

B. Description of Project:

The Owner wishes to update the 2011 Water and Sewer Rate Study to reflect current O&M costs, debt obligations, and necessary capital projects.

C. Basic and Additional Services to Be Provided:

Engineer shall provide services as described in the Study and Report Phase (Part A1.01 of Exhibit A) to prepare the Water and Sewer Rate Study. Engineer shall specifically provide the following services:

1. Prepare a report (the "Report") which will present the findings and recommendations of the Engineer. Specific sections of the Report shall include:
 - a. Introduction and Background: The Engineer shall collect, review, and summarize available information on the existing water and sewer rates, historic water and sewer usage, and the number of users.
 - b. Revenue Projections: The Engineer shall develop necessary revenue projections to cover operation and maintenance (O&M) costs, reserves, existing debt service, and potential capital expenditures.
 - c. Rate Structure and Calculations: The Engineer shall develop a recommended rate structure and calculate necessary rates to adequately cover the revenue projections.
 - d. Estimated Impacts: The Engineer shall quantify impacts to the average residential service based upon the best information available and in accordance with MCA guidelines.
2. The Engineer shall prepare a draft Report for Owner review. Based on the comments received, appropriate changes shall be made and a final Report prepared.
3. The Engineer shall conduct one public hearing to present the findings and recommendations of the Report.

Engineer's services under the Preliminary Design Phase shall be considered complete on the date when the final Report and any other deliverables have been furnished to Owner.

Exhibit K –Task Order

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D. Schedule for Completion of Work:

1. The Engineer shall furnish up to four (4) review copies of the draft Report and any other deliverables to Owner within sixty (60) calendar days of the Effective Date and review it with Owner.
2. Within thirty (30) calendar days of receipt, Owner shall submit to Engineer any comments regarding the Report and any other deliverables.
3. Engineer shall revise the Report and any other deliverables in response to Owner's comments, as appropriate, and furnish up to twelve (12) copies of the final Report and any other deliverables to the Owner within thirty (30) calendar days of receipt of Owner's comments.

E. Compensation for Services:

1. The total compensation for services under this Task Order is estimated to be \$19,000 based on the following estimated distribution of compensation:

a. Study and Report Phase	\$19,000
b. Preliminary Design Phase	NA
c. Final Design Phase	NA
d. Bidding or Negotiating Phase	NA
e. Construction Phase	NA
f. Resident Project Representative (RPR)	NA
g. Post-Construction Phase	NA
h. Additional Services	NA
2. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner.
3. The total estimated compensation for Engineer's services included in the breakdown by phases incorporates all labor, overhead, profit, Reimbursable Expenses, and Engineer's Consultants' charges.

IN WITNESS WHEREOF, the parties hereto have acknowledged and executed this Task Order to the Owner-Engineer Agreement, the Effective Date of which is indicated on Page 1. All provisions of the Agreement not modified by this Task Order remain in effect.

OWNER:

City of Laurel, Montana

By: Mark A Mace
Print
name: MARK A MACE

Title: MAYOR

Date Signed: 5/18/2017

ENGINEER:

Great West Engineering, Inc.

By: Daniel M. McCauley
Print
name: Daniel M. McCauley, PE

Title: President

Date Signed: MAY 10, 2017

Designated Representative (Paragraph 8.03.A):

Title: _____

Phone Number: _____

E-Mail Address: _____

Designated Representative (Paragraph 8.03.A):

Chad E. Hanson, PE

Title: Project Manager/Principal

Phone Number: (406) 652-5000

E-Mail Address: chanson@greatwesteng.com

Exhibit K - Task Order

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