

RESOLUTION NO. 2018-49


A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH OHM ADVISORS FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES RELATED TO THE CREATION OF AN ASSET MANAGEMENT PLAN FOR THE WATER DEPARTMENT AT A COST NOT TO EXCEED TWENTY FOUR THOUSAND AND 00/100 DOLLARS (\$24,000.00)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. That the City Manager is authorized and directed to accept the proposal and enter into an agreement with OHM Advisors for the provision of engineering services relative to the creation of an Asset Management Plan for the Water Department at a cost not to exceed Twenty Four Thousand and 00/100 Dollars (\$24,000.00) which agreement shall be substantially in the form of Exhibit "A" attached hereto and made a part hereof.

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

SECTION 3. That this Resolution shall be in full force and effect from and immediately after its adoption.



Brad Hartung, Mayor

ATTEST: 

Clerk of Council

ADOPTED: 12 JUN 2018



ARCHITECTS, ENGINEERS, PLANNERS.

May 8, 2018

Mr. Jason Gibboney
 Water Superintendent
 City of Huron
 500 Cleveland Road West/10 Waterworks Drive
 Huron, OH 44839

Regarding: Water Asset Management Plan
 Proposal #18203

Dear Mr. Gibboney:

OHM Advisors (OHM) is pleased to submit this proposal for professional services for the City of Huron Asset Management Plan.

PROJECT UNDERSTANDING AND BACKGROUND

The Ohio Environmental Protection Agency (OEPA) is requiring all public water systems to demonstrate the technical, managerial, and financial capability of the system to comply with this chapter and rules adopted under it by implementing an asset management program by October 1, 2018. The asset management plan will be created in accordance with Ohio Administrative Code (OAC) Chapter 3745-87. If requested by Huron, OHM will submit the nomination form and application for a 5-year 0% interest loan to cover the expenses of the asset management plan.

The tasks included in this proposal include the asset management analysis portion of the requirements. The requirements of the asset management program include information and documentation that the City should already have. For the tasks italicized below, it is assumed for this proposal that the City will provide the documentation to meet the requirements of these tasks. OHM can assist with the preparation of materials and will provide a separate proposal for these services if requested.

OHM will work with the City of Huron to compile existing documentation and perform the asset management analysis to create the complete asset management plan (AMP) meeting the requirements of the OAC. Coordination with the Huron City Manager, Finance Director, Water Superintendent, Service Director and OHM will be required and may be completed via emails, phone calls, and in-person meetings.

The physical components of the City's water supply includes approximately 45 miles of 2-inch to 16-inch water main, two elevated storage tanks (0.5 MG and 0.4 MG), three valve vaults and one water treatment plant. The water system AMP shall address each of these assets.

OHM Advisors:

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SCOPE OF SERVICES

The following Scope of Services are proposed:

- Task 1: Managerial Capacity**
 - Task 2: Operating Plan and Policies**
 - Task 3: Inventory of Assets and GIS Map
 - Task 4: Condition and Criticality
 - Task 5: Level of Service Identification
 - Task 6: Operating and Maintenance Programs**
 - Task 7: Emergency Preparedness Plan**
 - Task 8: Source Water Protection Plan**
 - Task 9: Capacity Projections
 - Task 10: Capital Improvement Plan
 - Task 11: Long-term Funding Strategy
 - Task 12: Report
 - Task 13: Meetings
- *To be provided by the City*

A description of each task is provided below.

Task 1: Managerial Capacity

To demonstrate adequate managerial capacity, personnel commitments that are needed to provide for effective management, operation and financials of the public water system should be proven with documentation. This includes:

- Ownership accountability, legal authority, cooperative agreements and service contracts.
- Compliance with certified operator requirements (3745-7) and contingency plan requirements (3745-85).
- Succession planning for critical personnel.

It is assumed for this proposal that the City will provide the documentation to meet the requirements of this task.

Task 2: Operating Plan and Policies

To demonstrate the systems operating plan and policies, the following is required:

- Operating plan including organization chart with duties and credentials and documentation of trainings.
- City's ability to address violations.
- Inventory of external contacts and resources necessary for proper operation.
- Internal contracting and purchasing procedures for routine and emergency repairs
- Written policies for security; use of system equipment, billing, backup billing system; customer deposits and payment; collections, customer service disconnection, and shutoff notices; connection charges, purchasing authority; and internal communication of compliance and water loss.

It is assumed for this proposal that the City will provide the documentation to meet the requirements of this task.



Task 3: Inventory of Assets and GIS Map

This task will include a description of water system, major components, source type and capacity, number of service connections, number and type of customers and a schematic map of water source, treatment, storage and distribution.

Development of the City's asset inventory will be accomplished by utilizing the City-provided basemap PDF (if CAD file is provided City will recognize additional cost savings) and water main list to create maps in GIS. OHM will work with the City to verify and update (if needed) water main size, material of construction, age, and hydrant and valve features. Maps showing pipe diameter, pipe material, and pipe age will be provided for verification from the City.

Vertical facility assets for the water system will be compiled into a single location within the AMP, so that the City can have a quick reference for ongoing operation and maintenance of these facilities.

Task 4: Condition and Criticality Assessment

The purpose of Task 4 is to utilize new, existing, and historic water system information in order to both approximate infrastructure condition (in lieu of actual field condition testing) and potential remaining useful life. Consequence of failure and risk will be analyzed for each asset. Maps showing condition, consequence of failure, and risk will be developed. We propose to complete the following work associated with Task 4:

- Collect and review City-provided water main break data.
- Perform approximation on condition of water main infrastructure given the water mains' age, material of construction, break history, and maintenance history.
- Collect condition of vertical infrastructure through discussions with the City and perform field reconnaissance of vertical infrastructure to inventory existing infrastructure and review physical condition where necessary. One day of field work is included in this proposal.
- Asset criticality calculations will be performed by identifying asset probability of failure (based on asset condition and remaining useful life information) as well as consequence of failure (based on qualitative or quantitative information, such as potential service disruption impacts, *etc.*).
- Obtain critical asset information from the City that will be incorporated into the risk assessment. This includes locations such as schools, police stations, *etc.* OHM will use a combination of GIS and spreadsheets (Microsoft Excel format) to perform the calculations and analysis.

Task 5: Level of Service Identification

We propose to assist the City with development of level of service goals. The level of service helps define the way that City staff and water system stakeholders (residents, board, *etc.*) want the utility to perform over the long term. As part of this effort, we propose to identify an approach for the development of level of service (LOS) goals (including service criteria, performance indicator, and targeted level of service) and stakeholder involvement. This work will be completed in collaboration with City staff and will document how well the system is performing. OAC Chapter 3745-87-05 will be used as guidance.

Task 6: Operating and Maintenance Programs

An operating and maintenance program including standard operating procedures for daily operation of the facility, performance testing protocols, and maintenance schedules is required as part of the asset management program.



It is assumed for this proposal that the City will provide the documentation to meet the requirements of this task.

Task 7: Emergency Preparedness and Contingency Plan

An emergency preparedness and contingency plan meeting the requirements of OAC 3745-85-01 is required as part of the asset management program.

It is assumed for this proposal that the City will provide the documentation to meet the requirements of this task.

Task 8: Source Water Protection Plan

The community's source water assessment and source water protection plan (if the community has one) are required as part of the asset management program.

It is assumed for this proposal that the City will provide the documentation to meet the requirements of this task.

Task 9: Capacity Projections

OHM will complete capacity projection in accordance with OBPA 'Planning and Design Criteria for Establishing Approved Capacity' guidance documents and identify infrastructure needed to meet capacity projections.

Task 10: Capital Improvement Plan

Huron has an existing 5-year capital improvement plan (CIP). OHM will utilize this CIP as a base and add to it, the recommendations from this work. Water system projects will consider previously identified hydraulic issues, our condition analysis findings, and City-directed desired projects. The CIP will include 5, 10, and 20-year plans which will include:

- Description of the project.
- Need and benefits the project.
- Project cost.
- Operation and maintenance cost.
- Funding sources.
- Impact on level of service.

Task 11: Long-Term Funding Strategy

As part of this task, OHM will work with the City to determine the long-term funding strategy to support asset management plan implementation, including, but not limited to, the identification of sources and amounts of funds to finance the needed repair, rehabilitation, replacement or expansion of assets, including debt service and to provide for emergencies for each of the following ten years.

Task 12: Report

As part of this task, a report will be generated including the compilation of City-provided information, and findings, results, and conclusions from the above outlined tasks. OHM will also meet with City staff to review the methods used to develop the AMP including how to prioritize future asset replacement.

Task 13: Meetings

Meetings will be held at the City of Huron to discuss the existing system and available information, level of service objectives, CIP projects, and other information required to complete Tasks 3, 4, 5, 9, 10 and 11 of this



proposal. Meetings will be scheduled on an as-needed basis. This task includes four in-person 4-hour meetings between the City and OHM staff.

FEE

OHM proposes to provide the above outlined professional services for Tasks 3, 4, 5, 9, 10, 11, 12, and 13 on a lump sum basis and shall not exceed \$24,000.

Task 3: Inventory of Assets and GIS Map	\$5,800 (\$4,800 if CAD file provided)
Task 4: Condition and Criticality Assessment	\$5,800
Task 5: Level of Service Identification	\$500
Task 9: Capacity Projections	\$800
Task 10: Capital Improvement Plan	\$3,500
Task 11: Long-term Funding Strategy	\$2,200
Task 12: Report	\$3,500
Task 13: Meetings	\$1,900

TOTAL = \$24,000 (23,000 if CAD file provided)

Optional Services

OHM can provide several optional services to enhance the City's AMP. OHM can provide a separate proposal for these and any additional services not described in this scope of work. Optional service budget ranges are provided below and are dependent on available existing information and will be determined in a future separate proposal if requested by the client. Some of these service include the following:

	<u>Budget Range</u>
• Assistance with stakeholder or City Council engagement including workshops, meetings, or presentations.	\$800-\$3,000
• <i>Task 1: Managerial Capacity.</i>	\$800-\$1,500
• <i>Task 2: Operating Plan and Policies.</i>	\$800-\$3,000
• <i>Task 6: Operation and Maintenance Program.</i>	\$800-\$10,000
• <i>Task 7: Emergency Preparedness and Contingency Plan.</i>	\$800-\$15,000
• <i>Task 8: Source Water Protection Plan.</i>	\$800-\$15,000
• Updates to the asset management plan based on system changes or as required by the OEPA.	\$800-\$5,000

SCHEDULE

We propose to submit the final report deliverable to you by September 1, 2018. This duration is based on timely responses from the City when information requests are verbally provided or formally submitted. As understood in the Scope of Services, on-going involvement is needed from the City to maintain Task progress and schedule.



Please note, this proposal outlines the tasks associated with satisfying the currently understood OEPA's Rule requirements.

The above-mentioned services would be performed in accordance with the attached Standard Terms & Conditions. Should you find this agreement acceptable, please execute both copies and return a copy to us for our files. This proposal will be valid for 60 days.

We look forward to working with you on another successful project. Please contact me if you should have any questions.

Sincerely,
OHM Advisors

Authorized to Proceed

Thomas L. Tucker, PE, PS
Senior Project Manager
Thomas.tucker@ohm-advisors.com
D: 330.913.1063 C: 330.329.1169

Signature

Date

June 13, 2018

David G. Krock, PE, ENV SP
Director of Northeast Ohio
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D: 330.913.1045 C: 330.350.0521

Standard Terms & Conditions

The Standard Terms and Conditions contained in the Annual Engineer contract (as approved by Council Legislation) shall also apply to this contract.