

BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA

RESOLUTION APPROVING TASK ORDER WITH HDR ENGINEERING, INC.  
FOR THE SOUTHEAST SARPY COUNTY PRELIMINARY SANITARY SEWER SERVICE PLAN

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the County entered into a Multiple Project Agreement for Professional Services ("Agreement") with HDR Engineering, Inc. ("Engineer") dated April 3, 2012; and,

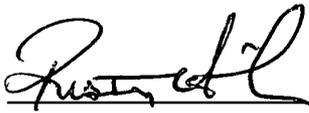
WHEREAS, the County desires to enter into the attached Task Order to supplement the Agreement; and;

WHEREAS, said attached task order is for professional services and is in the best interests of the citizens of Sarpy County.

NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that this Board hereby approves and adopts the Task Order with HDR Engineering, Inc. for professional engineering services of the County sanitary sewer, a copy of which are attached.

BE IT FURTHER RESOLVED that the Chairman of this Board, together with the County Clerk, is hereby authorized to sign on behalf of this Board the Task Order with HDR Engineering, Inc., a copy of which is attached, and any other related documents, the same being approved by the Board.

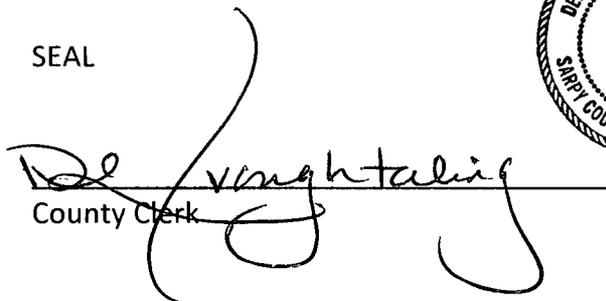
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 5<sup>th</sup> day of June, 2012.

  
\_\_\_\_\_  
Sarpy County Board Chairman

Attest:

SEAL



  
\_\_\_\_\_  
County Clerk

# Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE  
1210 GOLDEN GATE DRIVE  
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent  
(402) 593-2349

Debby Peoples, Asst. Purchasing Agent  
(402) 593-4164

Beth Garber, Senior Buyer/Contract Administrator  
(402) 593-4476

Lois Spethman, Supply Clerk/Purchaser  
(402) 593-2102

## Memo

To: Sarpy County Board of Commissioners

From: Beth Garber

Re: Preliminary Sanitary Sewer Design

On June 5, 2012 the County Board will be asked to approve the attached task order for the preliminary design and cost estimate for providing sanitary sewer service for the southeast portion of the County. This area surrounds the PCS Nitrogen Plant. This plan will be utilized as the County considers development in the area along with giving the County an indication of what a sewer line and lift station should cost if development occurs. The estimated fee for these services is \$5,000.

If you have any additional questions feel free to contact me at [bgarber@sarpy.com](mailto:bgarber@sarpy.com).

May 23, 2012

  
\_\_\_\_\_  
Beth Garber

Cc: Deb Houghtaling  
Mark Wayne  
Scott Bovick  
Brian Hanson

# transmittal



Attention Mark Wayne	Date 05/18/2012 Job No. TBD
To Sarpy County Administration	
1210 Golden Gate Drive, Suite 1126	
Papillion, NE 68046-2845	
Regarding HDR Agreement for Southeast Sarpy County Preliminary Sanitary Sewer Plan	

We are sending you:  Attached  Under separate cover via \_\_\_\_\_ the following items

Shop drawings     Prints     Plans     Samples     Specifications  
 Copy of letter     Change Order     Other Agreement

Copies	Date	No.	Description
2	05/18/2012		HDR Signed Task Order for Planning Assistance

**These are transmitted as checked below:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted            | <input type="checkbox"/> Resubmit _____ copies for approval   |
| <input type="checkbox"/> For your use            | <input type="checkbox"/> Approved as noted                | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested            | <input type="checkbox"/> Returned for corrections         | <input type="checkbox"/> Return _____ corrected prints        |
| <input type="checkbox"/> For review/comment      | <input type="checkbox"/> Other _____                      |   |
| <input type="checkbox"/> For bids due _____      | <input type="checkbox"/> Prints returned after loan to us |   |

Remarks **Mark: Here are two copies of a task order under the new Multiple Project Agreement for your execution. Please return one (1) executed copy for our files. After we're ready to go, let's spend a little time on the phone for any follow-up strategies that may be needed. Thanks – it was good talking to you last Tuesday!!**

Copy to **Central File**  
If enclosures are not as noted, please notify us at once

Signed Lyle R. Christensen, P.E.

## TASK ORDER

This Task Order pertains to a Multiple Project Agreement for Professional Services by and between Sarpy County, Nebraska, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated April 3, 2012, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

**PROJECT NAME: Southeast Sarpy County Preliminary Sanitary Sewer Service Plan**

### **PART 1.0 PROJECT DESCRIPTION:**

The purpose of this Task Order is to provide the OWNER with preliminary concepts and an opinion of capital cost for providing sanitary sewer service in the extreme southeast portion of the County; generally for parcels that lie east of Highway 75 and south of Platteview Road extended (that will connect eastward to the new Missouri River bridge crossing). This area includes the existing parcels occupied by Coreslab Structures, Inc. and PCS Nitrogen, Inc.; the latter being a “brown fields” site with on-going remediation for groundwater contamination. The OWNER has indicated that there is potential commercial/light industrial development interest for portions of the study area, particularly for industrial warehousing. The primary assumption will be that the City of Omaha, through an inter-local agreement, will allow Sarpy County to connect to the City of Omaha’s main interceptor sewer that enters the Papio Wastewater Treatment Plant.

### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER**

It shall be understood that the budget for this Task Order is intended to be flexible. The OWNER, at his discretion may delete or add to the services herein commensurate with desired budget control.

The scope of work is segmented into three (3) task series:

- Task Series 100 – Project Management
- Task Series 200 – Data Collection and Analysis
- Task Series 300 – Letter Report

### **TASK SERIES 100 - PROJECT MANAGEMENT**

**Task Objective:** Confirm that Project elements are being completed.

**HDR Activities:** **Task 110 Project Management.** Includes Project scheduling, administration, quality control reviews, and overall coordination of activities for the Project. Internal HDR Project Team meetings will be conducted as necessary to discuss tasks, provide Project updates, review deliverables, and prepare invoice(s) and progress report(s).

**Subtask 110.1 General Project Management.** Includes all internal HDR project management activities, except for quality control reviews.

**Subtask 110.2 Quality Control Reviews.** Internal HDR quality control reviews for technical and financial analyses.

**Task 120 Coordination with OWNER.** Includes basic correspondence to manage the project elements.

**Task Deliverables:** Monthly invoices accompanied by progress memoranda.

**Key Understandings:** It is assumed that no meetings will be required for this preliminary study work. All correspondence will be by telephone, regular mail, and/or email. The estimated fee provided with this Task Order assumes a limited amount of labor hours in order to meet the OWNER's desired budget. HDR will provide project budget updates and/or adjustments necessary according to needs that may be identified by the OWNER during the course of the project.

## **TASK SERIES 200 - DATA COLLECTION AND ANALYSIS**

**Task Objective:** To collect pertinent Project background information necessary for the technical and financial analyses.

**HDR Activities:** **Task 210 Data Collection.** Items to be furnished by the Owner and subsequently compiled by HDR include:

**Subtask 210.1 Mapping.** Provide electronic format, GIS-based aerial map(s), or if preferred, PDF aerial maps that are suitably marked up in advance to define the probable net developable area(s) within the overall study area. The key items in this regard include:

- The overall intended study area boundaries.
- The estimated, necessary development set back lines from the various flood levees and probable Corps of Engineers and/or Papio-Missouri River NRD restricted areas that would not be suitable for development. This would include the setbacks that are also intended to conform to the Papio Watershed Master Plan within 100-year floodplain areas.
- Lot lines for existing occupied parcels.
- Existing road ROW widths.
- The OWNER's preliminary concept for the ROW for a spur railroad track to serve the intended industrial development area(s).
- To the extent available, any known existing sanitary sewers and other major utilities that may affect conceptual lift station placement or new pipe routing, such as public or private water mains, natural gas pipelines, fiber optics, and major storm sewers. The sanitary sewer GIS layer should include the 9' x 9' box interceptor sewer that feeds the City of Omaha's Papio Wastewater Treatment Plant, including the approximate locations of existing manholes. The latter may require mapping data coordination with the City of Omaha and the Douglas County GIS system.

- Locations of “brownfields” remediation wells, discharge lines, and other related infrastructure associated with the PCS Nitrogen property that may affect conceptual new pipe routing.
- Overlay of 2-foot interval topographic contours.

**Subtask 210.2 Other Data.** To the extent practical, the OWNER should provide a copy of known water usage records or otherwise provide a rough estimate of probable water usage from existing developed parcels within the study area that may be a part of the sanitary sewer service to be provided.

**Task 220 Data Analysis.** HDR will compile and review the data collected and perform the following analyses:

- Based on the intended land use and the approximate net developable areas, assign a preliminary wastewater peak design flow that can be used for preliminary sizing of lift station pumps and force main. Wastewater flow allocations by intended land use will be as per those assigned in the City of Omaha’s most recent Sewer Master Plan, unless otherwise directed by the OWNER.
- Develop conceptual location/routing for a wastewater lift station and force main to a point of connection with the City of Omaha’s interceptor sewer referenced above.
- Develop an opinion of capital cost in current dollars for the conceptual wastewater service elements.

**Task Deliverables:** Electronic map (PDF file) showing a sketch of candidate lift station location(s) and force main routing for discussion with the OWNER prior to beginning the preparation of the opinion of capital cost.

**Key Understandings:** It is understood that the OWNER may not be able to conveniently assimilate all of the suggested Task 210 information outlined above. HDR will make supplemental assumptions as necessary to complete the analysis work, with the basic understanding that the analysis outcome may be somewhat compromised accordingly.

**TASK SERIES 300 – LETTER REPORT**

**Task Objective:** Prepare a brief, non-bound letter type report that includes the basic mapping elements, tabular data, and other supporting information to explain the preliminary sanitary sewer service concepts, the basis for the assumed design peak flow, basic considerations for adaptability to the longer term Sarpy County Sewer Master Plan’s future infrastructure options previously prepared by HDR, and an opinion of probable cost. The letter report will be submitted to the OWNER via email, along with a follow-up unbound hard copy report.

**HDR Activities:** **Task 310 Report Preparation.** Prepare draft and final report as follows:

**Subtask 310.1 Draft Report.** Submit an initial draft electronic report via email to OWNER for review and comment.

**Subtask 310.2 Final Report.** Incorporate interim review comments and submit a follow-up electronic and unbound hardcopy report to the OWNER for internal copying and distribution.

**Task Deliverables:** As indicated above.

**Key Understandings:** It is assumed that no formal presentations of the report findings will be needed under basic services.

#### **TASK SERIES 400 – ADDITIONAL SERVICES**

If the OWNER desires to pursue more detailed analysis work, have on-site coordination meetings, etc., HDR would be pleased to assist in that regard by providing scoping as necessary for such work additional services as an amendment to this task order or under a new task order.

#### **PART 3.0 OWNER'S RESPONSIBILITIES:**

Furnish the appropriate data and related information described in Task Series 300 above in electronic format to the extent possible in sufficient advance of meeting or deliverable needs. As stated above, the OWNER will be responsible for printing and distributing all final meeting hand-out materials as a cost-saving measure.

#### **PART 4.0 PERIODS OF SERVICE:**

It is assumed that all work under this Task Order will be completed within approximately one (1) month from the time of that this Task Order is executed.

#### **PART 5.0 PAYMENTS TO ENGINEER:**

Compensation for ENGINEER'S services under this Task Order No. 1 shall be on the basis of per diem.

Per Diem shall mean an hourly rate equal to Direct Labor Cost times a multiplier of 3.15 to be paid as total compensation for each hour an employee works on the project, plus Reimbursable Expense for an estimated amount of five thousand dollars (\$5,000).

ENGINEER'S estimate of the amount that will become payable for specified services is only an estimate for planning purposes, is not binding on the parties, and is not the minimum or maximum amount payable to the ENGINEER under this Task Order.

If it subsequently becomes apparent to ENGINEER that the compensation amount thus estimated will be exceeded, ENGINEER shall give the OWNER notice thereof. Promptly thereafter OWNER and ENGINEER shall review the matter of services remaining to be performed and compensation for such services. OWNER shall either agree to such compensation exceeding

said estimated amount or OWNER and ENGINEER shall agree to a reduction in the remaining services to be rendered by ENGINEER, so that total compensation for such services will not exceed said estimated amount when such services are completed. If ENGINEER exceeds the estimated amount before OWNER and ENGINEER have agreed to an increase in the compensation due ENGINEER or a reduction in the remaining services, the ENGINEER shall be paid for all services rendered hereunder.

Direct Labor Cost shall mean salaries and wages, (basic and overtime) paid to all personnel engaged directly on the Project.

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for travel, subconsultants (none anticipated), subcontractors (none anticipated), computer usage, telephone, faxes, shipping and hard copy mailings, and other incurred expense. ENGINEER will add ten percent (10%) to the direct cost of expenses, except for computer expenses, to cover supervision, administrative, and insurance expenses as may be applicable. Computer usage expense shall be calculated as Direct Labor Hours times a rate of \$3.70 per Direct Labor Hour worked.

The following fee estimate has been prepared to cover the services under this Task Order.

Southeast Sarpy County Preliminary Sanitary Sewer Service Plan													
FEE ESTIMATE													
TASKS	Project Manager	Sr. Engr./Tech	Mid-Level Engr./Tech	Tech Support	Clerical	Total Hours	Total Labor Cost	Tech. Fee	Printing	Travel	Misc.	Total Expenses [1]	Est. Total Cost
<b>TASK Series 100 - PROJECT MANAGEMENT</b>													
Subtask 110	Internal Project Management												
	4				2	6	\$936	\$22	\$10			\$33	\$969
		1				1	\$131	\$4	\$10			\$15	\$146
Subtask 120	Project Coordination with OWNER												
	2					2	\$382	\$7				\$7	\$389
	Estimated Task Hours Subtotal												
	6	1	0	0	2	9							
	Estimated Task Cost Subtotal												
							\$1,449					\$55	\$1,505
<b>TASK Series 200 - DATA COLLECTION AND ANALYSIS</b>													
Subtask 210	Data Collection												
	1			4		5	\$502	\$19	\$10			\$30	\$531
	1					1	\$191	\$4	\$10			\$15	\$206
Subtask 220	Data Analysis												
	6					6	\$1,146	\$22				\$22	\$1,168
	Estimated Task Hours Subtotal												
	8	0	0	4	0	12							
	Estimated Task Cost Subtotal												
							\$1,839					\$66	\$1,905
<b>TASK SERIES 300 - LETTER REPORT</b>													
Subtask 310	Draft Report												
	6					6	\$1,146	\$22				\$22	\$1,168
	2					2	\$382	\$7				\$7	\$389
	Estimated Task Hours Subtotal												
	8	0	0	0	0	8							
	Estimated Task Cost Subtotal												
							\$1,528					\$30	\$1,558
<b>ESTIMATED TOTAL HOURS (Task Series 100-300)</b>													
	22	1	0	4	2	29							
<b>ESTIMATED TOTAL COST (ROUNDED)</b>													
							\$4,817					\$151	\$4,968
												Rounded	\$5,000

[1] Administrative fee for reimbursable expenses, except tech fee =

10%

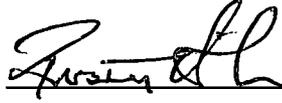
**PART 6.0 OTHER: Not Used**

This Task Order is executed this 5<sup>th</sup> day of June, 2012.

SARPY COUNTY, NEBRASKA

“OWNER”

BY:



NAME:

Rusty Hike

TITLE:

Chairman

ADDRESS:

1210 Golden Gate

Papillion NE 68046

HDR ENGINEERING, INC.

“ENGINEER”

BY:



NAME:

Ronald J. Sova

TITLE:

Vice President

ADDRESS:

8404 Indian Hills Drive

Omaha, NE 68114

# Deb Houghtaling

Fred Uhe  
Chief Deputy

# Sarpy County Clerk

Renee Lansman  
Assistant Chief Deputy

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1210 Golden Gate Drive • Papillion, Nebraska 68046-2895  
Phone: 402-593-2105 • Fax: 402-593-4471 • Website [www.Sarpy.com](http://www.Sarpy.com) • Email: [Clerk@sarpy.com](mailto:Clerk@sarpy.com)

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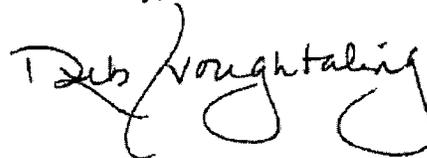
June 6, 2012

Ronald J. Sova  
HDR Engineering Inc.  
8404 Indian Hills Drive  
Omaha, NE 68114

Re: Southeast Sarpy County Preliminary Sanitary Sewer Service Plan

Enclosed is an original agreement which has been approved by the Sarpy County Board and signed by the Chairman on June 5, 2012.

Sincerely,



Deb Houghtaling  
Sarpy County Clerk

Enclosure  
DJH/sm