

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Eastside Wastewater Treatment Plant (WWTP) Supervisory Control and Data Acquisition (SCADA) Upgrade- Professional Engineering Services Sturgill Engineering P.A.	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: April 1, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY:
ATTACHMENTS: Scope of Services	

PURPOSE: To approve a Task Order for Master Agreement for Professional Services with Sturgill Engineering for the upgrade of the SCADA system at the Eastside WWTP. The City has a master professional services agreement with Sturgill Engineering.

BACKGROUND: As part of the SCADA upgrade project at the Eastside WWTP, Sturgill Engineering will perform general engineering support during construction and on-site construction observation. The following services will be included as part of the project:

- Conduct the pre-construction meeting and prepare meeting minutes.
- Review shop drawings and submittals from the Contractor.
- Review and respond to Requests for Information from the Contractor.
- Review Change Order requests.
- Review pay requests and forward to the City for approval.
- Conduct monthly progress meetings and prepare meeting minutes.
- Provide on-site support for coordination with City Staff (over an estimated 80-week period).
- Record drawings will be prepared from the Contractor's plan mark-ups, as well as information gathered from as-built surveys. Hard copies as well as digital formats of record drawings will be provided.

BUDGET IMPACT: Funds for this project are available in the 2023-2024 Budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends Council approve this Task Order for Master Agreement for Professional Services with Sturgill Engineering P.A. in the amount of \$280,000 and to authorize appropriate city staff to execute all necessary documents.



March 20, 2024

Mr. Derrick Boone
Assistant Public Works Director
211 S Hamilton, Room 206
High Point, NC 27260

Derrick,

Per our discussion, we offer the following proposal for engineering services for the Eastside WWTP SCADA construction administration. In general, the project includes the following:

SCOPE

Construction phase services will include general engineering support during construction and on-site construction observation. The following services are included:

1. Conduct the pre-construction meeting and prepare meeting minutes.
2. Review shop drawings and submittals from the Contractor.
3. Review and respond to Requests for Information (RFI's) from the Contractor.
4. Review Change Order (CO) requests.
5. Review pay requests and forward to the City for approval.
6. Conduct monthly progress meetings and prepare meeting minutes.
7. Provide on-site support for coordination with City Staff (over an estimated 80 week period)
8. Record drawings will be prepared from the Contractor's plan mark-ups, as well as information gathered from as-built surveys. Hard copies as well as digital formats of record drawings will be provided.

PROJECT COMPENSATION

We propose to execute this project on a cost reimbursable fee for service basis for a limit not to exceed of **\$280,000.00.**

Items will be billed per our on-call agreement. Any changes or additions to the scope items will be executed upon approval of a change order.

Thank you for the opportunity. Please contact me with questions and comments.

Sincerely,



Randall W. Sturgill, PE