CITY OF LAS VEGAS





PO Number: 231786

Date:

05/30/2023

Request #:

302412

Vendor #:

06096

ISSUED TO: HDR ENGINEERING, INC.

8404 INDIAN HILLS DRIVE OMAHA, NE 68114SHIP TO:

City of Las Vegas

Attn:Water Treatment Plant

385 NM 65

Las Vegas, NM 87701

TOTAL

96,310.04

Vendor Fax #: (505) 830-5454

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUME	BER	AMOUNT
1	1	PM, ADMIN COORDINATION COMPREHENSIVE PERFO EVALUATION	2,848.00		646-0000-610-	7409	2,848.00
2	1	OTHER SPECIAL STUDIES	7,375.00		646-0000-610-	7409	7,375.00
3	1	SPECIAL STUDY 1- FILTER EVALUATION	7,375.00		646-0000-610-		7,375.00
4	1	EVALUATION OF MAJOR UNIT PROCESSES	20,814.00		646-0000-610-	1	20,814.00
5	1	CPE REPORT	13,398.00		646-0000-610-	7409	13,398.00
6	1	TAX 13-1-127	7,357.04		646-0000-610-	7409	7,357.04
7	1	ID/PRIORITIZE PERFORMANCE LIMIT FACTORS	11,663.00		646-0000-610-	7409	11,663.00
8	1	ASSESSMENT OF PLANT PERFORMANCE	25,480.00		646-0000-610-	7409	25,480.00
		DEPARTMENT ORDER				a.	
			1, /		SUBTOTAL:		96,310.04
Approve	d By:	Date:	6/6/23		TAX:		0.00
			1/		SHIPPING:		0.00
		\sim					3.00

- 1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
- 2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- 3. C.O.D. shipment will not be accepted.
- 4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- 5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- 7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- 8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buver.
- 10. The City is exempt from all federal excise and state tax ID# 85-6000149

STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- 1. the functioning of government;
- 2. the preservation or protection of property; or
- 3. the health or safety of any person.
- 1. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401

II. Name of Contractor: HDR

Address of Contractor:

2155 Louisiana Blvd NE Suite 3000 Albuquerque NM 87110-5483

Amount of prospective contract: \$96,309.04 €

Term of prospective contract: Until contract from the RFP is in place

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:
 - Comprehensive Performance Evaluation. See attached task order
- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The Comprehensive Performance Evaluation is mandated by NMED and was in progress when current contract that was procured under RFP was determined to be invalid. Need to continue with the scope of work in progress without delay due to the health and safety nature of the evaluation and the violations that will be received if not completed promptly.

Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

We are awaiting the RFP procurement process for future scope of work.

Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Contracts are reviewed regularly and tracked to approve addendums well before contract expiration.

Certified by:

Date: 6/1/2

Approved by:

curement Officer

Approved:

	C	TYOF	LAS VEGAS REC	QUISÍTION	FOR P	URCH	ASE		
			PURCHASE	ORDER NO.: _	302	412			
REQUII	REMENTS		CHECK APPROPR			DATE:	5.26.	a3	
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May 25, 2023

Maria Gilvarry Utilities Director City of Las Vegas 905 12th Street Las Vegas, NM 87701

Subject:

Proposal to Provide Professional Engineering Services for a

Comprehensive Performance Evaluation for the Water Treatment Plant

Dear Ms. Gilvarry:

HDR Engineering, Inc. (HDR) has prepared the attached proposal to provide professional engineering services to the City of Las Vegas (City) to conduct a Comprehensive Performance Evaluation (CPE) for the Montezuma Water Treatment Plant (WTP). HDR has prepared this proposal based on previous discussions and meetings with City staff and the New Mexico Environment Department (NMED) as well as a review of guidance documents provided to the City by NMED.

PROJECT BACKGROUND AND PURPOSE

The City of Las Vegas, NM (City) meets customer water demands using two sources: surface water from the Gallinas River and groundwater from the Taylor Well Field. Historically 100% of the potable water supplied to the City comes from surface water treated to drinking water standards at the City's existing water treatment plant (WTP) in Montezuma, NM. The WTP is a conventional surface water filtration treatment facility and currently treats a flow of approximately 1.75 million gallons per day (MGD).

The City has had difficulty treating the Gallinas River water and elevated turbidity has been observed in the finished water leaving the WTP. Monthly operating reports submitted for the January and February 2023 compliance periods document that Filter #3 exceeded 2.0 NTU in at least two consecutive 15-minute turbidity measurements on 13 and 31 January 2023, and on 5, 10, 11, 13, 15, 17, 22, and 23 February 2023. According to 20.7.10.100 NMAC incorporating 40 CFR 141.175(b)(4), when such conditions occur, a CPE is triggered.

The purpose of this project is to complete a CPE as requested by NMED, prepare a report documenting the CPE, and complete submittal of the CPE report to NMED on behalf of the City. In addition, following the completion of the CPE, HDR will work with the City to develop an implementation plan that will assist the City with keeping the WTP in compliance over the next 3 to 5 years until such time when the Montezuma WTP is replaced.

HDR has developed the following scope of services based on our understanding of the project elements and needs of the City.

SCOPE OF SERVICES

Task 1 - Project Management, Administration and Coordination

HDR will perform project management and coordination throughout the project, which includes the following:

- 1. Coordination with City and WTP Operations staff
- 2. Monitoring of the project scope of services, budget, and schedule
- 3. Management and coordination of HDR team members
- Implementation of HDR's QA/QC program consisting of quality control reviews of technical deliverables by senior technical staff

hdrinc.com

City of Las Vegas, NM CPE for the Water Treatment Plant May 24, 2023 Page 2 of 5

- 5. Preparation of monthly invoices.
- 6. Organize and lead one Kick-off/Data Request Meeting with the City. The meeting will be virtual.

Task 2 - Comprehensive Performance Evaluation

HDR will complete a Comprehensive Performance Evaluation (CPE) of the City's WTP in accordance with the Environmental Protection Agency (EPA) handbook Optimizing Water Treatment Plant Performance Using the Composite Correction Program (1998 Edition).

The activities described in the following paragraphs will be conducted in completing the CPE.

Subtask 2.1 - Assessment of Plant Performance

HDR will complete an assessment of the City's WTP performance using historical operating data provided by the City and other supplemental data to be collected by HDR during the completion of the CPE. The performance assessment will be used determine the ability of the City's WTP to achieve the optimized performance goals and identify potential causes for less-than-optimized performance.

This task will consist of completing the following activities:

- 1. Review and analysis of historical WTP performance data provided to HDR by the City's WTP Operations staff.
- Conduct interviews with the City's WTP Operations staff regarding performance issues during the dates noted by NMED.
- 3. Request and analyze additional WTP performance data, if required, to complete the CPE.

The City will provide record drawings, O&M manuals and standard operating procedures or other documentation of operating guidelines followed by WTP Operations staff. The City will also provide historical operating records and data for sedimentation basin performance, filter media, and filter performance during routine operation and critical "worst-case" time periods (e.g. peak flow conditions and directly after backwash) for the most recent 12 months of operation.

HDR will review the data and develop charts and graphs showing the raw, clarified, and finished water turbidity measured in NTU over time as necessary to demonstrate the WTP's performance over the last 12 months of operation including the time period when the turbidity violations occurred.

Subtask 2.2 - Evaluation of Major Unit Processes

HDR will complete an evaluation of all major unit processes (i.e. flocculation, sedimentation, filtration and disinfection) at the City's WTP to determine if the existing treatment processes are adequately sized to treat current peak instantaneous operating flows and meet the optimized performance levels. Each major unit process will be assigned a Type 1 (Adequate), Type 2 (Marginal) or Type 3 (Inadequate) rating.

The City will provide historical operating records and flow data for the most recent 12 months of operation for use in the evaluation. The City will also provide data on historical chlorine dosing rates and chlorine residuals at the WTP and in the distribution system.

Subtask 2.3 - Identification and Prioritization of Performance Limiting Factors

HDR will identify performance limiting factors that impact the performance of the City's WTP including:

- Administrative Factors (i.e. City policies, budget, staffing, and chemicals or maintenance procurement)
- Design Factors (i.e. size/capacity of the plant's unit processes and how well unit processes are designed to work together)
- Operational Factors (i.e. plant operating flows, filter operation/hydraulic loading, age and backwash practices, operator manpower, skill and understanding to operate the WTP)

City of Las Vegas, NM CPE for the Water Treatment Plant May 24, 2023 Page 3 of 5

> Maintenance Factors (i.e. out of service and/or poorly operating equipment and preventative maintenance practices).

This task will consist of completing the following activities:

- 1. Conduct a tour of the existing WTP to identify potential causes for less than optimal performance.
- Conduct interviews with City Administrative and WTP Operations staff regarding performance issues during the dates noted by NMED.
- 3. Request and analyze additional WTP performance data, if required, to complete the CPE.

Once the performance limiting factors have been identified, they will be prioritized in order of their adverse impact on plant performance to assist with identifying future follow up activities that may be needed to improve the performance of the facility.

Based on the performance limiting factors identified, HDR will complete an assessment to determine if the City can achieve improved performance at the WTP through implementation of follow-up Comprehensive Technical Assistance (CTA).

Subtask 2.4 - Special Study 1 - Filter Evaluation

The completion of Special Studies will be required as a part of the project to further evaluate and optimize unit processes, modify plant process controls, or to justify administrative or design changes necessary to improve performance of the City's WTP. A Special Study will be completed by HDR to evaluate the filter media for one of the City's filters to determine the media depth and overall condition of the media. Measurements of the filter media will be taken and the media will be excavated to evaluate the condition. The filter to be included in the evaluation will be determined during the completion of the CPE process and will be chosen based on observations made during the evaluation of the WTP.

Subtask 2.5 - Other Special Studies

It's anticipated HDR may complete other Special Studies to evaluate design changes, optimize unit processes and/or modify plant process controls to assist with improving performance of the City's WTP. Other Special Studies may include the following:

- Evaluation of Raw Water Supply
- Chemical Dosing Optimization
- Pre-Sedimentation Basin Residuals Handling Equipment Verification
- Evaluation of Disinfection
- Distribution System and Chlorine Residual Evaluation

The final list of additional Special Studies to be completed will be identified during the completion of the CPE activities. This proposal includes an allowance of \$7,375 (30 labor hours) for completing Other Special Studies. The final scope of work and associated fee for Special Studies will be determined following additional coordination discussions with the City and NMED. This task will only be completed upon receiving approval and a written notice to proceed from the City

Subtask 2.6 - CPE Report

Following the completion of the CPE, HDR will prepare a brief report summarizing the results of the evaluation. The CPE Report will be 10 to 15 pages in length and formatted similar to the previous CPE report Results of the Comprehensive Performance Evaluation for The City of Las Vegas Water Treatment Plant, PWS ID NM3518025, Las Vegas, New Mexico, August 12 – 15, 2014 completed for the City's WTP. If completed, the results of Special Studies will also be included in the CPE Report.

The CPE Report will include a brief summary of the factors identified as limiting performance and potential corrective measures that may be considered for implementation by the City. Any recommendations will focus on maximizing the use of existing facilities rather than constructing new infrastructure.

City of Las Vegas, NM CPE for the Water Treatment Plant May 24, 2023 Page 4 of 5

This task will consist of completing the following activities:

- 1. Preparation of the Draft CPE Report.
- Organize and lead one in-person Exit Meeting at the WTP to review and discuss the findings of the Draft CPE Report with City and NMED staff.
- 3. Preparation of the Final CPE Report that addresses the City's comments on the Draft CPE Report.
- 4. Submit the Final CPE Report to NMED on behalf of the City.

SUBCONSULTANT SERVICES

No subconsultants will be required for the completion of this project.

ASSUMPTIONS

The following assumptions/clarifications to our proposal are provided.

- HDR's scope of services does not include physical reproduction of reports / data from the City or completing entry
 of data from paper records. All requested data from the City will be provided in Excel files.
- 2. All agendas, meeting notes and draft reports, will be prepared and submitted in Microsoft Word format.
- 3. All final reports and notes will be submitted in electronic format as Adobe Acrobat PDF files. HDR's scope of services does not include physical reproduction of report deliverables.
- 4. All meetings will be no longer than two hours in duration, with additional time required to prepare agenda ahead of time and the meetings notes afterwards.
- Any additional studies or analyses requested by NMED will be discussed with City for scope, schedule, and fee impacts before starting.

ESTIMATED FEE

HDR will provide the scope of services listed above for a total fixed price fee of \$88,952 exclusive of New Mexico Gross Receipts Tax, as summarized below.

Task	Description	Estimated Fee
1	Project Management, Admin and Coordination	\$2,848
2	Comprehensive Performance Evaluation	
2.1	Assessment of Plant Performance	\$25,480
2.2	Evaluation of Major Unit Processes	\$20,814
2.3	Identification / Prioritization of Performance Limiting Factors	\$11,663
2.4	Special Study 1 – Filter Evaluation	\$7,375
2.5	Other Special Studies	\$7,375
2.6	CPE Report	\$13,398
Total	\$88,952	

PROJECT SCHEDULE

HDR will execute this scope according to the schedule below:

- Kick-off/Data Request Meeting: Within 1 week of the Notice to Proceed.
- Receipt of Requested WTP Data: Within 1 week of the Kick-Off/Data Request Meeting.
- Site Visit for CPE: Within 3 weeks following the Kick-Off/Data Request Meeting.
- Submission of Draft CPE Report: Within 45 days of the Notice to Proceed.
- Review Meeting to Discuss Draft CPE Report: 1 week after submission of Draft CPE Report.
- Submit Final CPE Report to NMED: Within 60 days of the Notice to Proceed.

City of Las Vegas, NM CPE for the Water Treatment Plant May 24, 2023 Page 5 of 5

HDR understands the urgency in getting the project underway and we are ready to begin work immediately in order to expedite this project on behalf of the City. We look forward to receiving your favorable response to our proposal. Please do not hesitate to contact our office at (505) 830-5400 should you have questions or need additional information.

Sincerely,

HDR Engineering, Inc.

Aaron Meilleur, PE

Sr. Vice President

Chris Rodriguez, Pl

Project Mapager

Maria Gilvarry, Utilities Director

Date

Leo J. Maestas, City Manager

Øate



May 25, 2023

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City of Las Vegas, NM
CPE for the Water Treatment Plant
May 24, 2023
Page 2 of 5

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City of Las Vegas, NM
CPE for the Water Treatment Plant
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Subtask 2.6 - CPE Report

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City of Las Vegas, NM
CPE for the Water Treatment Plant
May 24, 2023
Page 4 of 5

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SUBCONSULTANT SERVICES

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ASSUMPTIONS

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2	Comprehensive Performance Evaluation	
2.1	Assessment of Plant Performance	\$25,480
2.2	Evaluation of Major Unit Processes	\$20,814
2.3	Identification / Prioritization of Performance Limiting Factors	\$11,663
2.4	Special Study 1 – Filter Evaluation	\$7,375
2.5	Other Special Studies	\$7,375
2.6	CPE Report	\$13,398
Total	\$88,952	

PROJECT SCHEDULE

HDR will execute this scope according to the schedule below:

- Kick-off/Data Request Meeting: Within 1 week of the Notice to Proceed.
- Receipt of Requested WTP Data: Within 1 week of the Kick-Off/Data Request Meeting.
- Site Visit for CPE: Within 3 weeks following the Kick-Off/Data Request Meeting.
- Submission of Draft CPE Report: Within 45 days of the Notice to Proceed.
- Review Meeting to Discuss Draft CPE Report: 1 week after submission of Draft CPE Report.
- Submit Final CPE Report to NMED: Within 60 days of the Notice to Proceed.

City of Las Vegas, NM $$^{\circ}$$, CPE for the Water Treatment Plant May 24, 2023 Page 5 of 5

HDR understands the urgency in getting the project underway and we are ready to begin work immediately in order to expedite this project on behalf of the City. We look forward to receiving your favorable response to our proposal. Please do not hesitate to contact our office at (505) 830-5400 should you have questions or need additional information.

Sincerely,

HDR Engineering, Inc.

Aaron Meilleur, PE

Sr. Vice President

Chris Rodriguez, PE Project Manager

Maria Gilvarry, Utilities Director

Leo J. Maestas, City Manager



ADDENDUM #1

AGREEMENT/CONTRACT #3850-22

RFP# 2022-12

AWARDED ON: 10/13/2021

HDR ENGINEERING, INC

This Addendum entered into this 13TH Day of October, 2022 by and between the City of Las Vegas, a municipal corporation, hereinafter termed "City" And HDR ENGINEERING, INC, hereinafter termed "Contractor"

WITNESSETH:

WHEREAS, under date of 10/13/2021 the City and HDR ENGINEERING, INC entered into an Agreement/Contract pursuant to a call for RFP in which HDR ENGINEERING, INC agreed to provide:

WTP FACILITY PLANNING DESIGN, CONSTRUCTION

WHEREAS, the City and HDR ENGINEERING, INC now desire to extend the original Agreement/Contract for an additional year from 10/13/2022 thru: 10/13/2023.

WHEREAS, City and Contractor have agreed upon original terms/scope of agreement #3850-22.

WHEREAS, City and Contractor agree to the following method of payment: the total amount of compensation WTP FACILITY PLANNING DESIGN, CONSTRUCTION, as described into the appropriate EXHIBIT, shall not exceed the amount in the original contract EXHIBIT, excluding gross receipts tax reimbursable.

NOW THEREFORE, the parties agree as follows:

- 1. This Agreement and the prior agreement dated 10/13/2021 and its Exhibits constitute the entire agreement between the parties thereof; any prior agreement, whether written or oral, antecedent to this agreement shall have any force of effect whatsoever, unless the same is mutually agreed to by the parties hereof and reduced in writing. No changes or amendments to this agreement shall be effective except those on written approval by both parties.
- 2. That all of the provisions of the 10/13/2021 Agreement not inconsistent herewith remain in full force and effect.

CITY OF LAS VEGAS

REVIEWED AND APPROVED:

Date

HDR ENGINEERING, INC

bocasignea by.

Senior Vice President November 19, 2022 | 5:58

Title Date

ATTEST:

Casandra Fresquez

City Clerk