



CITY OF LAS VEGAS
 1700 North Grand Avenue
 Las Vegas, New Mexico 87701
 Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 231783

Date: 06/02/2023

Request #: 302482

Vendor #: 06940

ISSUED TO: BOHANNAN HUSTON INC.
 7500 JEFFERSON ST.NE
 ALBUQUERQUE, NM 87109-

SHIP TO: City of Las Vegas
 Attn:Water Treatment Plant
 385 NM 65
 Las Vegas, NM 87701

Vendor Fax #: (505) 798-7988

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	0	PROJECT MANAGEMENT \$3000.00 PERFORMANCE SPECIFICATION PACKAGE \$8,000.00 BIDDING PHASE SERVICES \$8,000.00 ENGINEERING SUPPORT SWSERVICES \$10,500.00 NMGR- \$2,439.89 13-1-127	0.00		646-0000-650-8787	13,245.27

DEPARTMENT ORDER

Approved By:

Date:

6/5/23

SUBTOTAL:	13,245.27
TAX:	0.00
SHIPPING:	0.00
TOTAL	13,245.27

- Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
- Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
- C.O.D. shipment will not be accepted.
- Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 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.
- All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 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 buyer.
- The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 302482

REQUIREMENTS CHECK APPROPRIATE BOX DATE: 6/2/2023

PURCHASES INDER RESOLUTION #14-18 STATE PROCUREMENT CODE: **Dept. Order**

- \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

- BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____ EXPIRES: ____/____/____
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

- SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____
- EXEMPT PURCHASE; Provide Section No.: _____
- GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____
- PROFESSIONAL SERVICES; _____
- SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.
- OTHER CITY CONTRACT: NO: _____ EXPIRES: ____/____/____
- EMERGENCY; _____ SECTIONS 13-1-127 STATE PRODUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Pumps and Motors

* IN COMPLIANCE WITH THE PROCUREMENT CODE # 14-18 THE FOLLOWING QUOTES WERE OBTAINED*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1	ea	Project Management	\$3,000.00	
2	1	ea	Performance Specification Package	\$8,000.00	
3	1	ea	Bidding Phase Services	\$8,000.00	
4	1	ea	Engineering Support Services	\$10,500.00	
5	1	ea	NMGRT	\$2,439.89	

VENDOR: Bohannan Huston **TOTAL: \$** \$13,245.27

ADDRESS: 7500 Jefferson St NE Albuquerque, NM 87109

NM CRS NO.: _____ **FEDERAL TAX NO.:** _____

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET	\$ <u>312,000.00</u>
EXPENDED TO DATE	\$ <u>222,094.04</u>
CURRENT EXPENSE	\$ <u>13,245.27</u>
BALANCE	\$ <u>76,660.69</u>

SIGNATURE OF PERSON REQUESTING
646-0000-650-8787

APPROVED BY: [Signature] FUND _____ DEPARTMENT _____ ACTIVITY _____

BUDGET AVAILABLE YES: NO:

May 11, 2022

Marvin Cordova
Project Manager
City of Las Vegas
1700 N. Grand Avenue
Las Vegas, NM 87701

Agreement / Contract
No. 3813-21
City of Las Vegas
Date

Re: City of Las Vegas Water Treatment Plant Construction Engineering Services Proposal
- Clearwell Effluent Pumps and Motors - REVISED

Dear Mr. Cordova:

In accordance with discussions between staff with the City of Las Vegas and personnel from Bohannon Huston, Inc. (BHI), we are providing the attached revised proposal to provide necessary construction administration services in support of the findings from the Effluent Pumps Evaluation Technical Memorandum.

A description of the scope of services and the associated fees are provided in Attachment A.

This proposal is subject to renegotiation if not accepted within thirty (30) days. If any portion of this scope extends in duration for more than one year from the date of acceptance, the contract is subject to renegotiation. The fee is based on the hourly rates contained within our standard fee schedule or utilizes estimated direct labor cost times a negotiated multiplier. Additional staff with labor classifications that are included in the standard fee schedule that may not be included in this detailed fee proposal or estimate may be called upon to work on the project. Project costs and progress effort will accrue in the project at the direct labor and/or standard fee schedule (or standard or negotiated multiplier) rates in effect at the time and by the staff performing the work. New Mexico gross receipts tax will be added to all invoices.

If the proposed scope of services, associated fees, terms, and conditions are acceptable, please sign in the space provided on page 3 of Attachment A and email the signed document to our office.

Sincerely,



Todd Burt, PE
Senior Vice President
Water Systems

TB/ab
Enclosure

cc: Donzil Worthington, BHI (w/encl.)

Engineering ▲

Spatial Data ▲

Advanced Technologies ▲

**ATTACHMENT A
CITY OF LAS VEGAS
WATER TREATMENT PLANT CONSTRUCTION ENGINEERING – EFFLUENT PUMPS
REVISED SCOPE OF SERVICES AND ASSOCIATED FEES
MAY 11, 2022
PAGE 1 OF 3**

PROJECT DESCRIPTION

The City of Las Vegas (City) is requesting construction administration services to implement the installation of new water treatment plant equipment. Bohannon Huston, Inc. (BHI) will coordinate with the OWNER, Funding Agency, and NMED Project Manager by providing engineering support services to meet the various requirements for the installation of the new Clearwell High Speed Effluent Pumps. The pumps will be replaced in like kind with the same pump and motor assembly currently installed at the facility. The City has identified the manufacturer and model number to be used for this project and has selected the equipment. BHI will put together a performance specification package for the equipment and prepare bidding documents meeting the requirements of the DWSRF. The detailed Tasks and associated fees are as follows:

TASK 1: PROJECT MANAGEMENT

ENGINEER will perform project management activities includes project kick-off meeting, schedule management, monthly progress reports, and bi-weekly communications with the OWNER.

TASK 2: PERFORMANCE SPECIFICATION PACKAGE

ENGINEER will put together the performance specification package for the City of Las Vegas; this includes the following services:

- Develop Performance Specification
- Supplemental Technical Specifications (Pump and Motor Replacement only; no instrumentation and/or electrical upgrades)
- EJCDC Contract Documents & General Conditions
- Opinion of Probable Cost/Bid Proposal
- QAQC
- Final Submittal for acceptance by City of Las Vegas
- Incorporate Final Review Comments
- Stamped Plans for Submittal to City of Las Vegas for Advertisement

TASK 3: BIDDING SERVICES – EQUIPMENT SELECTION AND PROCUREMENT (EFFLUENT PUMPS)

ENGINEER will provide bidding services for the City of Las Vegas; this includes the following services:

- Assist the City in advertising for and obtaining bids;
- Maintain Bidder's List;
- Attend Pre-bid Conference and Bid Opening;
- Issue addenda, as required, to clarify, correct, or change bid documents;
- Host a Virtual Bid Opening, prepare Bid Tabulation sheets, and assist the City in evaluating bid award; and
- Contractor Award Notice and Conformed Documents.

ATTACHMENT A
CITY OF LAS VEGAS
WATER TREATMENT PLANT CONSTRUCTION ENGINEERING – EFFLUENT PUMPS
SCOPE OF SERVICES AND ASSOCIATED FEES
May 11, 2022
PAGE 2 OF 3

TASK 4: ENGINEERING SUPPORT SERVICES DURING CONSTRUCTION

ENGINEER will provide construction administration services from contract award to final payment to the contractor, document compliance with the contract documents, specifications, and plans as the work progresses, and provide effective communication and coordination between the OWNER and contractor during construction. ENGINEER will provide the following services:

- Administration of the construction contract as requested by the OWNER to comply with Funding Agency and NMED requirements.
- Represent the OWNER during the construction phase and advise and consult OWNER accordingly. ENGINEER shall have authority to act on behalf of the OWNER only to the extent authorized by the OWNER.
- Render interpretations of the documents necessary for the proper execution or progress of the Work with reasonable promptness on written request of either the OWNER or the contractor.
- Review the contractor's submittals, such as shop drawings, product data, and samples, for the conformance with the information given in the Contract Documents.
- Determine, certify, and make recommendations to the OWNER for payment of the amounts owed to the contractor(s) subject to the OWNER'S approval, based on observations at the site and on evaluations of the contractor's Applications for Payment
- Provide periodic construction observation. ENGINEER will observe and document start up and operation of the new pumps during the Final Walk Thru. No other site visits will be conducted.
- ENGINEER will verify all written warranties and related documents as required by the contract documents for final project closeout.
- ENGINEER will prepare record drawings of the completed project for final submittal to the OWNER. Record drawings will represent field conditions of the pipeline as documented by the contractor(s) and be submitted electronically (PDF file) and will include one full size (24"x36") paper copy (if applicable).

Assumptions:

1. The Bidding Phase will include preparation of bidding documents, one (1) review period with the City of Las Vegas to capture NMED and OWNER comments; bidding phase is estimated to be one (1) month from advertisement to bid opening.
2. Pre-Bid Conference and Bid Opening will be held virtually
3. The Construction Phase will commence with the execution of the Contract for Construction and end with the final payment to the contractor.
4. The extent of the duties, responsibilities, and limitations of authority of the ENGINEER as the OWNER'S representative during construction shall not be modified or extended without written consent of the OWNER and the ENGINEER.

**ATTACHMENT A
CITY OF LAS VEGAS
WATER TREATMENT PLANT CONSTRUCTION ENGINEERING – EFFLUENT PUMPS
SCOPE OF SERVICES AND ASSOCIATED FEES
May 11, 2022
PAGE 3 OF 3**

5. The ENGINEER shall have authority to reject any work which does not meet the OWNER's approval. Where rejected work is not promptly corrected, the ENGINEER shall recommend to the OWNER that all project work shall stop. Whenever, in the ENGINEER'S professional opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, the ENGINEER will have authority to require special inspection or testing of all project work in accordance with the provisions of the Contract Documents.

FEES

Compensation for services of ENGINEER (including direct costs, markups, and cost of subcontracted services) will be as outlined below. Invoicing will be based on percent complete of task or cumulative completion of subtasks associated with the work under the task. Lump Sum (LS) amounts shown include all direct costs, markups, and cost of subcontracted services associated with the task. Time and materials (T&M) phases will be completed in accordance with the standard fee schedule in effect at the time the work is performed. All amounts shown are exclusive of New Mexico gross receipts tax. Changes to this amount will only be accomplished by written amendment to this scope.


Task 1 – Project Management (LS).....	\$3,000.00
Task 2 – Performance Specification Package (LS).....	\$8,000.00
Task 3 – Bidding Phase – Equipment Procurement (LS)	\$8,000.00
Task 4 – Engineering Support Services During Construction (LS).....	\$10,500.00
TOTAL (excluding NMGR).....	\$29,500.00

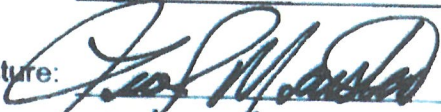
New Mexico gross receipts tax at the prevailing rate for Albuquerque, New Mexico, will be added to all invoiced amounts at the time of billing.

PROJECT SCHEDULE

On-Site construction activities are anticipated to take approximately 30 calendar days following Notice to Proceed and is dependent on material availability and work sequencing by the Contractor.

AUTHORIZATION

Engineer: Bohannon Huston, Inc.
 Signature: 
 Title: Senior Vice President
 Date: May 11, 2022

Owner: City of Las Vegas
 Signature: 
 Title: City Manager
 Date: 9/27/22