

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF PUBLIC WORKS TO ENTER INTO AN AGREEMENT WITH CH2M HILL ENGINEERS, INC. FOR PROFESSIONAL SERVICES RELATIVE TO CONTRACT NO. W-12-013-101, CMOM-EMERGENCY RESPONSE PLAN, FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00).

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, it is hereby authorizing the Administrator of the Department of Public Works to enter into an agreement with CH2M Hill Engineers, Inc. for professional services relative to Contract No. W-12-013-101, CMOM-Emergency Response Plan, for an amount not to exceed \$150,000.00.

ADOPTED: \_\_\_\_\_, 2013.

/mms

# City of Chattanooga



## Resolution/Ordinance Request Form

Date Prepared: 12/28/12

Preparer: **Dennis Malone**

Department: **Public Works**

Brief Description of Purpose for Resolution/Ordinance: \_\_\_\_\_

Res./Ord. # \_\_\_\_\_ Council District # 1

A Council Action is requested for the Administrator of the Department of Public Works to enter into an agreement with CH2M Hill, for professional services, relative to Contract No. W-12-013-101, CMOM - Emergency Response Plan, in an amount not to exceed \$150,000.00.

Name of Vendor/Contractor/Grant, etc.	<u>CH2M Hill</u>	New Contract/Project? (Yes or No)	<u>No</u>
Total project cost \$	<u>150,000.00</u>	Funds Budgeted? (YES or NO)	<u>Yes</u>
Total City of Chattanooga Portion \$	<u>150,000.00</u>	Provide Fund	<u>6011</u>
City Amount Funded \$	<u>150,000.00</u>	Provide Cost Center	<u>K37110</u>
New City Funding Required \$	<u>0</u>	Proposed Funding Source if not budgeted	<u>ISS - CD</u>
City's Match Percentage %	_____	Grant Period (if applicable)	_____

### List all other funding sources and amount for each contributor.

<u>Amount(s)</u>	<u>Grantor(s)</u>
\$ _____	_____
_____	_____
_____	_____

Agency Grant Number \_\_\_\_\_

CFDA Number if known \_\_\_\_\_

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by: \_\_\_\_\_

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09



**CITY OF CHATTANOOGA**  
**STANDARD AGREEMENT FOR ENGINEERING SERVICES**

SOP 2003-9 CD  
 Date of Issue 10-16-03  
 Rev. 11-14-12

**THIS AGREEMENT**, is between the City of Chattanooga, Tennessee, a municipal corporation in the state of Tennessee, hereinafter called Owner, and

CH2M HILL Engineers, Inc.,

hereinafter called Engineer.

The Owner wishes to employ the Engineer to perform professional engineering services for

Contract Number: W-12-013-101-Emergency Response Plan for Collection System Facilities for Waste Resources Division,

hereinafter called Project.

In consideration of the provisions contained in this Agreement, the Owner and Engineer agree to the following:

1. **EFFECTIVE DATE**  
 The effective date of this Agreement shall be \_\_\_\_\_, 20\_\_\_\_\_.
2. **GOVERNING LAW**  
 This Agreement shall be governed by the laws of the State of Tennessee and the codes of the City of Chattanooga.
3. **SERVICES TO BE PERFORMED BY ENGINEER**  
 Engineer shall perform the Services described in Attachment A, Scope of Services, in accordance with applicable sections of the City of Chattanooga Design and Construction Standards in effect on the date of this agreement.
4. **COMPENSATION**  
 Owner shall pay Engineer in accordance with the Attachment B, Compensation.
5. **OWNER'S RESPONSIBILITIES**  
 Owner shall be responsible for all matters described in Attachment C, Owner's Responsibilities.
6. **SUPPLEMENTAL AGREEMENTS**  
 The provisions set forth in Attachment D, Supplemental Agreements, shall be incorporated into this Agreement
7. **PROJECT SCHEDULE**  
 The provisions set forth in the Attachment E, Project Schedule, shall be incorporated into this Agreement.
8. **RATE SCHEDULE**  
 The Engineer shall provide a schedule of standard hourly rates for all employees to be used in the performance of all contracts with a cost-not-to-exceed basis. This schedule shall be incorporated into the agreement as Attachment F.
9. **INVOICING**  
 The Engineer will use the format established in Attachment G, Standard Invoice, for all invoices submitted for services on the Project.

*MM*



10. STANDARD OF CARE

Engineer shall exercise the same degree of care, skill, and diligence in the performance of Services as is ordinarily possessed and exercised by a professional engineer under similar circumstances in the same area of practice. Engineer makes no warranty or guarantee, either expressed or implied, as part of this agreement.

11. INDEMNIFICATION

Engineer hereby agrees to fully indemnify and hold harmless Owner and any of its departments, divisions, agencies, officers, employees and elected officials from all loss, damage, cost, or expenses specifically including attorneys' fees and other expenses of litigation incurred by or on behalf of the Owner and any of its officers, employees or elected officials arising out of Engineer's actual negligent performance of Services under this Agreement, including errors or omissions.

Owner hereby agrees to fully indemnify and hold harmless Engineer and any of its officers, employees, or designated agents from all loss, damage, cost, or expenses specifically including attorneys' fees and other expenses of litigation incurred by or on behalf of the Engineer and any of its officers, employees or designated agents arising out of Owner's negligence to the extent provided by the Tennessee Governmental Tort Liability Act, T.C.A. 29-20-201 et seq.

12. INSURANCE

Engineer shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure him against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverages as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c.
- d. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- e. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

Prior to issuance of the Notice to Proceed by Owner, Engineer shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement. Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this section shall survive.

Notwithstanding any other provision of the Agreement, Owner waives any claim against Engineer and, to the maximum extent permitted by law, agrees to defend, indemnify, and hold Engineer harmless from any claim, liability, and/or defense costs for injury or loss arising from Engineer's discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delay of the project and any cost associated with possible reduction of the property value.

13. LIMITATIONS OF RESPONSIBILITY

Engineer shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project, (2) the failure of



any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to the Owner or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to Engineer in Attachment A, Scope of Services.

**14. OPINIONS OF COST AND SCHEDULE**

Since Engineer has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet Project construction schedules, Engineer's opinion of probable construction costs and of construction schedules shall be made on the basis of experience and qualifications as a professional engineer. Engineer does not guarantee that costs will not vary from Engineer's cost estimates or that actual construction schedules will not vary from Engineer's projected schedules.

**15. REUSE OF DOCUMENTS**

All documents, including, but not limited to calculations, drawings, specifications, and computer software prepared by Engineer pursuant to the Agreement are instruments of service in respect to the Project. They are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project. Any reuse without prior written verification or adaptation by Engineer for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Engineer. Any verification or adaptation requested by Owner shall entitle Engineer to compensation at rates to be agreed upon by Owner and Engineer.

**16. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

Except as otherwise provided herein, engineering documents, calculations, drawings, specifications, and other documents prepared by Engineer as part of the Services shall become and be the sole property of Owner. However, both Owner and Engineer shall have the unrestricted right to their use. Engineer shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property protected under the copyright laws of the United States. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of Engineer.

**17. RECORDS RETENTION AND AUDIT PROVISION**

The term "Engineer" is used interchangeably to describe signatories to contracts, grants, and agreements with the City and applies to reflect the relationship with the City (Engineer, Contractor, Licensee, Supplier, Vendor, Consultant, Grant Recipient, etc.).

- a. All records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the Engineer or the Engineer's consultants, shall be made available for inspection and copying upon written request to the Owner. Additionally, said records shall be made available, upon request by the Owner, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design and its construction. Said records expressly include those documents reflecting the time expended by the Engineer and its personnel to perform the obligations of this Agreement and the records of expenses incurred by the Engineer in its performance under said Agreement. The Engineer shall maintain and protect these records for no less than seven (7) years after the completion of the Project, or for any longer period of time as may be required by applicable law, good engineering practice, and upon notice during the pendency of any claims or litigation arising from the Project.



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- b. The Owner or its assign may audit all financial and related records (including digital) associated with the terms of the contract or agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and equipment claimed by the Engineer. The Owner may further audit any of Engineer's records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement) or to identify conflicts of interest.
- c. The Engineer shall at all times during the term of the contract or agreement and for a period of seven years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Engineer. Documents shall be maintained by the Engineer, which are necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Engineer shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the Owner at all reasonable times and without prior notice.
- d. The obligations of this Section shall be explicitly included in any subcontracts or agreements formed between the Engineer and any subcontractors or suppliers of goods or services to the extent that those subcontracts or agreements relate to fulfillment of the Engineer's obligations to the Owner.
- e. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the Owner unless the audit identifies significant findings that would benefit the Owner. The Engineer shall reimburse the Owner for the total costs of an audit that identifies significant findings that would benefit the Owner.
- f. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the Owner may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

**18. TERMINATION**

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The nonperforming party shall have fifteen calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party. Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written notice to Engineer. If termination or suspension is for Owner's convenience, Owner shall pay Engineer for all Services performed prior to the date of the termination notice. Upon restart, an adjustment acceptable to Owner and Engineer shall be made to Engineer's compensation.

**19. DELAY IN PERFORMANCE**

Neither Owner nor Engineer shall be considered in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonconforming party. For purposes of this Agreement, such circumstances include abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, or other civil disturbances; sabotage; judicial restraint; discovery of unanticipated hazardous wastes; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Owner or Engineer under this Agreement. Should such circumstances occur, the nonconforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of the



Agreement. If the Engineer is delayed in the performance of the services for more than 365 calendar days, either by the Owner or circumstances beyond his control, an equitable adjustment to the contract amount can be made to compensate for additional costs incurred.

For delays in performance by Engineer, as set forth in Attachment E, Project Schedule, caused by circumstances which are within its control, such delays shall be documented on the Engineer's Project Performance Evaluation form. Said form shall be completed at the conclusion of Project and acknowledged by both Owner and Engineer. Completed form shall be retained by Owner for a period of seven years and reviewed prior to consultant selection for City projects. In the event Engineer is delayed in the performance of Services because of delays caused by Owner, Engineer shall have no claim against Owner for damages or contract adjustment other than an extension of time.

**20. HAZARDOUS MATERIALS**

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. The Owner and Engineer agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Owner and Engineer also agree that the discovery of unanticipated hazardous materials may make it necessary for the Engineer to take immediate measures to protect health and safety. Owner agrees to compensate Engineer for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials.

Engineer agrees to notify Owner when unanticipated hazardous materials or suspected hazardous materials are encountered. Owner agrees to make any disclosures required by law to the appropriate governing agencies, and agrees to hold Engineer harmless for any and all consequences of disclosures made by Engineer which are required by governing law. In the event the project site is not owned by Owner, the Owner agrees to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.

**21. COMMUNICATIONS**

Any communication required by this Agreement shall be made in writing to the address specified below:

**Engineer:** John Perry, P.E.  
2095 Lakeside Centre Way  
Suite 200  
Knoxville, TN 37922  
Phone: 865-769-3200  
Fax: 865-560-2802  
Email: john.perry7@ch2m.com

**Owner:** City of Chattanooga  
Department of Public Works  
Engineering Division  
Suite 2100, Development Resource Center  
1250 Market Street  
Chattanooga, TN37402  
(423) 643- 6033

Nothing contained in the Article shall be construed to restrict the transmission of routine communications between representatives of Engineer and Owner.



22. **WAIVER**

A waiver by either Owner or Engineer of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

23. **DISPUTE RESOLUTION**

Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation in Chattanooga, Tennessee, in accordance with the following provisions:

- a. The mediation shall be conducted by a mediator mutually acceptable to both parties.
- b. The parties agree to share equally in the expenses of mediations.
- c. Such mediation may include the Engineer or any other person or entity who may be affected by the subject matter of the dispute.
- d. Unless the parties agree otherwise, mediation shall be a condition precedent to the exercise of any legal remedy other than a proceeding seeking an immediate injunction or restraining order to protect the rights of a party pending litigation. Notwithstanding the issuance of an injunction or restraining order or the refusal of a court to issue such an order, the dispute shall continue to be subject to mediation.

24. **SEVERABILITY**

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

25. **INTEGRATION**

This Agreement represents the entire and integrated agreement between Owner and Engineer. All prior and contemporaneous communications, representations, and agreements by Engineer, whether oral or written, relating to the subject matter of this Agreement, as set forth in Attachment D, Supplemental Agreements, are hereby incorporated into and shall become a part of this Agreement

26. **SUCCESSORS AND ASSIGNS**

Owner and Engineer each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

27. **ASSIGNMENT**

Neither Owner nor Engineer shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Engineer from employing independent consultants, associates, and subcontractors to assist in the performance of the Services; however,



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other agreements to the contrary notwithstanding, in the event Engineer employs independent consultants, associates, and subcontractors to assist in performance of the Services, Engineer shall be solely responsible for the negligent performance of the independent consultants, associates, and subcontractors so employed.

28. **THIRD PARTY RIGHTS**

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Owner and Engineer.

29. **RELATIONSHIP OF PARTIES**

Nothing contained herein shall be construed to hold or to make the Owner a partner, joint venturer, or associate of Engineer, nor shall either party be deemed the agent of the other, it being expressly understood and agreed that the relationship between the parties is and shall at all times remain contractual as provided by the terms and conditions of this Agreement.

30. **NON-DISCLOSURE**

Engineer agrees not to disclose or to permit disclosure of any information designated by the Owner as confidential, except to the engineer's employees and subcontractors who require such information to perform the services specified in this agreement.

31. **NON-DISCRIMINATION**

Engineer agrees to comply with all federal, state, and local non-discrimination laws and regulations. Engineer agrees not to discriminate against any participant in this Agreement on the basis of race, color, religion, sex, age or national origin. Engineer further agrees to comply with all federal, state and local laws regarding treatment and accommodations for individuals with disabilities.

32. **DRUG FREE WORKFORCE**

Engineer certifies that it will provide a drug-free workplace and agrees to comply with the applicable requirements of the Drug-Free Workplace Act of 1988.

33. **FEDERAL OR STATE FUNDING**

In the event that the Project is funded in whole or in part by Federal or State grants, Engineer agrees to abide by all applicable Federal and State laws, regulations, grant conditions and procedures.

IN WITNESS WHEREOF, Owner and Engineer have executed this Agreement.

	<u>1/2/13</u>	_____	_____
Robert Cook, Area Manager	Date	Administrator of Public Works	Date

	<u>1/2/13</u>	_____	_____
John Perry, Senior Project Manager	Date	Director of Purchasing	Date

Reviewed by City Attorney Office \_\_\_\_\_  
Initial Date



**ATTACHMENT A**

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.

Project Number & Name: W-12-013-101  
Emergency Response Plan (ERP) for Collection System Facilities  
for Waste Resources Division

**SCOPE OF SERVICES**

**1. BASIC SERVICES**

The project is specifically defined as:

The City of Chattanooga is a municipal corporation that owns, operates, and maintains the Interceptor Sewer System (ISS) of the WRD. The ISS serves as a regional wastewater transportation and treatment system. The ISS operates and maintains the 140 million gallons per day (MGD) Moccasin Bend Wastewater Treatment Plant (MBWWTP), 72 wastewater pump stations ranging from 25 gallons per minute (gpm) to 130 MGD, 8 CSOTFs, 1,263 miles of sewer, including 70 miles of combined sewers, and 30,000 manholes. The system area covers the majority of Hamilton County in Tennessee, Catoosa County, Dade County, and approximately half of Walker County in Georgia. Satellite customers include Hamilton County Water and Wastewater Authority (Red Bank, East Ridge, Signal Mountain, Lookout Mountain, and Ridgeside, Tennessee), Collegedale Tennessee, Ringgold, Fort Oglethorpe, Rossville, Lookout Mountain, and parts of Walker and Dade Counties in Georgia.

The project scope was developed based on the *Scope and Fee Negotiations for Professional Services for the Emergency Response Plan for the Waste Resources Division, City of Chattanooga, Tennessee, dated November 2012*. The ERP will provide plan operations for ISS Collection System Facilities during emergency situations that comply with the United States Environmental Protection Agency (USEPA) and Consent Decree (CD) Capacity, Management, Operations, and Maintenance (CMOM) guidance and specific requirements in the CD related to the ERP. The CD is a multi-year program with the goal of significantly minimizing or eliminating sanitary sewer overflows (SSOs) and improving the operation of the sewer system.

Development of the City of Chattanooga (City), Waste Resources Division (WRD) Emergency Response Plan (ERP) for the ISS Collection System Facilities. ISS Collection System Facilities include the gravity and forcemain collection system, wastewater pump stations, and Combined Sewer Overflow Treatment Facilities (CSOTFs). Development of ERP documents is not included in this Scope of Services for MBWWTP or the satellite customer systems.

The ERP will be included in the City’s CMOM program and will address emergencies that include situations such as flood, tornados, earthquakes, and other natural events, serious chemical spill, and widespread electrical failure. The ERP will address areas of vulnerability and determine the effect of failures to operations, equipment, and public safety and health based upon such factors as topography, weather, sewer system size, and other site specific factors. The ERP will address emergency actions and activities for the ISS. The ERP will also establish protocols for notifying the public and regulatory authorities of emergency situations. Also training of City staff in the ERP implementation will be conducted.

The ERP will be written in compliance with the National Incident Management System (NIMS) and Incident Command System (ICS) standards. The ICS command and management structure



will provide the framework for WRD incident management response. Our Team brings expertise to the project in NIMS /ICS and other guidelines including the National Preparedness Guidelines (NPG), Nation Response Framework (NRF), and the National Infrastructure Protection Plan (NIPP). The ERP will also be written in consideration of the Water Environment Research Foundation (WERF) *Emergency Response Plan Guidance for Wastewater Systems* (2011). In addition, the Team will assist the City in providing training in the ERP and NIMS/ICS concepts and provides a step-wise framework for exercises to be undertaken based on Homeland Security Exercise and Evaluation (HSEEP) methodology.

The Engineer agrees to provide the following services:

### **Task 1 - Data Gathering and Project Management**

The CH2M HILL Project Manager will conduct project management activities throughout the project duration, which, for the purposes of this Scope of Services and fee proposal, is estimated at not longer than 12 months from the date of the Notice to Proceed (NTP). Project management activities include preparation of a Project Team Work Plan, Health and Safety Plan, and a Project Quality Management Plan, and detailed project schedule that complies with program guidelines. A Safety Management Plan will also be prepared. In addition, the Project Manager will prepare monthly invoices and progress reports; conduct internal planning meeting, and ensure senior technical review of project deliverables.

The CH2M HILL Project Manager will communicate regularly, as required by the project, with City staff and City Program Manager to discuss progress and schedule and will provide necessary information and data as requested. The Project Manager will attend on-site project management meetings, estimated at not more than four (4), in addition to on-site task activities to coordinate with City Staff and City Program Manager. All communications, including data requests with WRD will be conducted through the CH2M HILL Project Manager. In addition, the CH2M HILL Project Manager and Team will assist the City in the preparation of reports that are associated with this scope of services to satisfy CD Requirements.

Assumptions: CH2M HILL's standard formats for Project Quality Management Plans and Health and Safety Plans are acceptable.

Deliverables: Detailed Project Schedule, Progress Reports, and Invoices.

The CH2M HILL Team (Team) will hold a project kickoff meeting via teleconference within two weeks of the NTP. At the kickoff meeting, the Team will discuss on-site interview staffing needs and data needs. The Team will review the organizational structure with the City to determine who will attend the site visit overview meeting, who will be interviewed during the site visit, which system assets we will visit, and data needs prior to and during the site visit. The Team will review City documents including related record drawings and maps, the MBWWTP ERP (for format and presentation consistency), existing Standard Operating Procedures (SOPs) and/or protocols, and other relevant data and documents provided by City staff.

The CH2M HILL Project Manager and Team will conduct an initial half day Overview Meeting on the morning of Day 1 of the site visit with key staff to discuss goals and objectives of the ERP. The Team will then conduct additional interviews and on-site evaluations of facilities to collect relevant information. This process will provide the Team with relevant data to update or develop procedures required for the ERP.

The Team consisting of three staff will visit the facilities and collect data over four consecutive days. One team member will be on site for two days and two team members will be on site for the entire four day period. The team will visit three of the seven critical pump stations and one



medium and one small representative pump station (five pump stations total) and four CSOTF facilities. In addition, the Team will interview collection system staff. The CH2M HILL Team members will conduct a close out meeting to present a summary of site visit activities and data findings.

Assumptions: The City will provide the information requested by CH2M HILL within two weeks of receipt of the data needs list. The stated number of pump station and CSOTF site visits will be adequate to develop ERP documents and procedures based on the assumption that similarities exist among the facilities. Additional interviews not covered during the Site Visit will be conducted via teleconference, as needed.

Deliverables: Kick-off Meeting Agenda, Meeting Minutes, data needs list, and Microsoft Power Point Overview presentation.

### **Task 2 - Prepare Draft ERP**

The Team will develop an ERP for the ISS Collection System Facilities related to emergency operations and will provide emergency actions for City WRD staff. The ERP will refer to the Pump Station Operations Plan and other existing process operations manuals and/or guidance documents developed by the City for existing facilities, as necessary.

The Plan will be developed in three volumes, one for collection systems (sanitary sewer system), one for pump stations, and one for CSOTF facilities. The Team will use the existing MBWWTP ERP format as a general basis for continuity and will utilize applicable information (such as contact information, etc) to assist in development of the ERP volumes.

The ERP will provide a section entitled *Emergency Public Notification Plan* with protocols. These protocols will be developed in consultation with the City Public Health authorities (and include County Public Health authorities as required). The *Emergency Public Notification Plan* will be included as a section to the ERP and establish criteria that will be used as the basis for immediately notifying the public health authorities and other impacted entities. It will provide three notification lists including 1) City staff responsible for notifying the public; 2) Public contacts including media outlets that are required to be contacted during an emergency; and 3) City staff authorized to make public statements during an emergency. The Plan will also include pre-scripted news releases for emergencies identified in the interview process (up to five news releases).

The ERP will provide a section entitled *Notification of Regulatory Authorities*. This section of the plan will be developed in coordination with public health authorities. This section will establish criteria that will be used as the basis for immediately notifying regulatory authorities, Tennessee Department of Environment and Conservation (TDEC), and public health authorities in an emergency event caused by SSOs, prohibited bypasses, or effluent limit violations. The Plan will provide two notification lists including 1) City staff responsible for notifying regulatory authorities, and 2) officials that must be contacted.

Assumptions: City of Chattanooga has previously developed process operations SOPs and has process operations personnel with expertise to operate each ISS Collection System Facility in accordance with applicable permits. These SOPs and personnel will be available to CH2M HILL during the Project for the purpose of integrating applicable processes and procedures into the ERP which is focused on emergency response activities related to situations such as flood, tornados, earthquakes, and other natural events, serious chemical spill, and widespread electrical failure. CH2M HILL will not be developing process operations guidance documents or new SOPs.

Deliverables: Two hard copies of each Draft ERP volume will be submitted to the City for



review [and also submitted in electronic format on compact disks (CDs) and/or via email depending on preference].

### **Task 3 - Prepare Final Draft ERP**

After the Team prepares and submits the Draft ERP to the City, a 6 hour on-site workshop will be held with key WRD staff to review and discuss the Draft ERP. The Project Manager and two (2) Team members will participate in the workshop. Two hours for review of each ERP volume is estimated. Comments from the workshop will be incorporated into the Final Draft ERP. The Final Draft ERP will be submitted, no later than 270 days from the date of the NTP, to the City and designated representatives.

The City will provide for a public review and comment period on the Final Draft ERP, estimated at 30 days, during which public comments may be received. CH2M HILL will incorporate these public comments, as appropriate, and submit an updated Final Draft ERP to the City that will then be submitted to EPA.

EPA may provide comments to the City based upon their review of the Final Draft ERP. If necessary, by amendment to this Agreement, the City will authorize CH2M HILL to address these comments and prepare a specified number of copies of the Final ERP to the City.

Assumptions: The Public Review and Comment period will begin within 14 days of the submittal to the City of the Final Draft ERP.

Deliverables: Five paper copies of each Final Draft ERP volume will be submitted to the City [and also submitted in electronic format on compact disks (CDs) and/or via email depending on preference].

### **Task 4 - Training**

CH2M HILL will provide not more than two (2) project Team members to conduct seminar setting training on the Draft ERP contents and response activities for two groups of City staff, consisting of approximately fifty personnel total. The first group includes the pump station and CSO facility personnel. The second group includes the collection system personnel. Training will be conducted over a 6-hour period for each group on two consecutive days. Training will include a NIMS and ICS overview. NIMS and ICS training resources and guidance will be provided to City staff for future enhancement of emergency response training by the City in Task 5. Comments from operations personnel will be incorporated in the Final Draft ERP, as appropriate.

Assumptions: Training will be based on the Draft ERP which will allow for incorporation of staff comments in the Final Draft ERP. Training seminars will be scheduled to coincide with the Task 4 review workshop.

Deliverables: Training presentation handouts and delivery of training for fifty staff. The Team will provide electronic copies.

## **2. SUPPLEMENTAL SERVICES**

Any work requested by the Owner that is not included in the Basic Services will be classified as Supplemental Services. Supplemental Services shall include, but are not limited to the following:  
**None**

## **3. REIMBURSABLE EXPENSES:**



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Project specific reimbursable expenses and charges shall include the following:  
**None**



**ATTACHMENT B**

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.

Project Number & Name: W-12-013-101  
Emergency Response Plan for Collection System Facilities  
for Waste Resources Division

**COMPENSATION**

For the services covered by this Agreement, the Owner agrees to pay the Engineer as follows:

- For the Basic Services described in Attachment A, for a cost not to exceed \$150,000.00 billed in accordance with hourly rates shown in Attachment F. Payments shall be made monthly in amounts which are consistent with the amount of engineering services provided, as determined by the Engineer.

Task 1 - Data Gathering and Project Management	\$44,355.00
Task 2 - Prepare Draft ERP	\$62,475.00
Task 3 - Prepare Final Draft ERP	\$22,820.00
Task 4 - Training	\$20,350.00
Subtotal	<u>\$150,000.00</u>

- Compensation for Supplemental Services shall be made as defined below, when authorized in writing by the Owner. The maximum limit for each item of additional service shall be established individually and specifically agreed to by the Owner as stated below, unless the service is included in a subsequent agreement.

None

Subtotal \$00.00

Grand Total \$150,000.00

- Hourly rates for each classification as defined by the Engineer's rate schedule, see Attachment F. Overtime, when authorized by the Owner, will be billed at 1.5 times the rates listed (non-engineer time only).
- Reimbursable charges will be considered the amount of actual costs of project related expenses or charges times a markup of 10%. Charges for use of computer equipment or software, local travel, local telephone, project photographs, miscellaneous supplies, and reproduction are not considered reimbursable charges. Allowable project-specific reimbursable expenses shall be outlined in Attachment A.
- The entire amount of each statement shall be due and payable 30 days after receipt by the Owner.
- The Engineer shall keep records on the basis of generally accepted accounting practice of costs and expenses which records shall be available for inspection at all reasonable times.
- Invoices shall be submitted using the Standard Invoice form, Attachment G.



## ATTACHMENT C

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.  
Project Number & Name: W-12-013-101  
Emergency Response Plan for Collection System Facilities  
for Waste Resources Division

### OWNER'S RESPONSIBILITIES

The Owner will furnish, as required by the work and not at the expense of the Engineer, the following:

1. The Owner will provide the Engineer copies of all current and necessary permits and approvals from all federal, state and local regulatory agencies. These include air quality, water quality, storm water quality, solid waste, special wastes, and other regulatory permits that may be required.
2. The Owner will provide Engineer access to all of available NPDES reports as required.
3. The Owner will coordinate and facilitate meetings or the exchange of information between any other interested parties that may also prospectively participate in the project as required.
4. The Owner will coordinate for the Engineer the acquisition of future population and employment figures from regional planning institutions as required for the project as required.
5. The Owner will provide the Engineer copies of all available sewer reports related to sewer facility planning as required.
6. The Owner will provide access to the system wide hydraulic model outputs as required.
7. The Owner will provide the Engineer the most up-to-date GIS data available for all sewer system components as required.
8. The Owner will provide the Engineer access to all its pump station and CSOTF sites as required.
9. The Owner will provide Engineer access to all available plans and specifications for the facilities as required.
10. The Owner will provide the Engineer with documentation of existing O&M procedures related to the operation of the treatment works that may be relative to the project as required.
11. The Owner will provide the Engineer with documentation of existing standards and procedures related to the sewer system development and expansion as required.
12. The Owner will provide the Engineer with documentation of existing standards and procedures related to the treatment works as required.
13. The Owner will arrange for facilities for the Engineer and attend public information meetings



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as required. The Owner will prepare and mail invitations for public information meetings as required. The Owner and the Engineer will conduct monthly project progress meetings as required.

14. The Owner will designate a project representative to be the liaison between the Engineer and the Owner on the project.
15. Owner will make a reasonable effort to evaluate if hazardous materials are on or near the project site, and will inform Engineer of findings relative to the possible presence of such materials.



## ATTACHMENT D

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.  
Project Number & Name: W-12-013-101  
Emergency Response Plan for Collection System Facilities  
for Waste Resources Division

## SUPPLEMENTAL AGREEMENTS

### A. Engineers Responsibilities:

1. During Contract negotiation, the Engineer shall describe in detail its overall approach that will be used by its Engineer's Project Team to perform the scope of work described herein for the development of the project for the Owner.
2. The Engineer shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with development of the project.
3. The Engineer shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to development of the project as required. Furnish copies of all required permits and approvals to the Owner.
4. The Engineer shall provide and submit reports and certifications as required by all applicable EPA and/or State regulations of development of the project as required. Furnish a copy of all required reports to the Owner in a timely manner.
5. The Engineer shall coordinate its work with the operating schedule of the Owner as required.
6. The Engineer shall conduct the work for the development of the project in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
7. The Engineer shall provide adequate supervision and technical and managerial oversight of the Engineer's employees, subcontractors, and agents
8. The Engineer shall support and utilize the Owner's Standard Operating Procedures developed for the Consent Decree (CD) Program. Specifically, the design of each project shall comply with CADD standards, standardized specifications, or approved design guidelines, cost estimating guidelines, and materials and functional layout and operation of equipment and systems as required.
9. The Engineer shall administer the project to comply with the scheduling goals established by the Program Manager (PM) to ensure that the CD milestones are being met. The Engineer shall timely report project information as prescribed by the PM.
10. The Engineer shall prepare an initial and minimum monthly update to its project schedule; updates can be more frequent or as significant activities change.



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11. The Engineer shall prepare, implement and execute a project quality management plan which complies with quality program guidelines and requirements and goals to be established by the PM, and the Engineer's own internal quality procedures/program requirements. The Engineer shall be fully responsible for the quality of their work products and associated quality assurance and quality control activities.
12. The Engineer shall prepare, implement and execute a written project safety management plan which following the Engineer's own internal safety procedures/program requirements and which will also reflect the goals of the safety program to be established by the PM for the CD program project.
13. The Engineer shall provide all documents in a timely manner and format prescribed by the PM to support a document management/imaging repository. All documents shall be maintained in this manner for general and financial record keeping, contract compliance, claims and litigation, warranty issues, and related purposes.
14. The Engineer may assist the PM in reviewing the preliminary project budget and provide recommendations relative to project updates for design, construction contract administration and inspection, contracting costs, and industry appropriate level of contingency as required. The Engineer shall assist the PM in coordinating the program budget with the plan schedule in order to ensure compliance with the CD needs and constraints regarding the overall budget as required. Engineer shall maintain and input pertinent information to account for all costs of the project in a form and manner prescribed by the PM as required.
15. The Engineer shall assist the PM with the preparation of project progress reports as required. Reports shall include, but not be limited to, all reports required to satisfy requirements of the CD.
16. The Engineer may be asked to provide technical support to the CD Public Relations Plan.
17. The Engineer shall utilize the Owner's standardized Division 00 and 01 specifications as in developing project specific specifications- In addition the PM will provide to the Engineer certain technical specifications, details and minimum design guidelines intended to provide consistency across the design deliverables from various Engineers on similar types of work as required.
18. The Engineer shall submit all Requests for Information (RFIs) and change order for their professional services agreement to the PM first for approval.
19. The Engineer shall submit all pay requests/invoices to PM first for approval.
20. Engineer shall identify any and all permits during the first month of project activity from Notice to Proceed (NTP). Likely easements and permanent real estate acquisitions shall be identified with special purpose survey exhibits depicting areas needed based on a schedule to be developed by the Engineer within the first month of project activity from NTP.
21. The PM may conduct monthly progress meetings, value engineering (VE) reviews and constructability review as required and include Owner and PM staff as needed.



**ATTACHMENT E**

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.

Project Number & Name: W-12-013-101  
Emergency Response Plan for Collection System Facilities  
for Waste Resources Division

**PROJECT SCHEDULE**

Owner and Engineer recognize that time is of the essence of the Agreement and that Owner may suffer financial loss if the work is not completed within the times stipulated herein, plus any extensions thereof. Accordingly, Engineer will develop for this Agreement a preliminary schedule based on the schedule requirements specified in the Specific Scope of Work for this project and either provide it below or as Attachment E1.

A detailed schedule (project schedule) will be required as one of the Project Management deliverables as specified in the Specific Scope of Work for this project once the Agreement is executed. The Engineer will produce the project schedule using industry accepted scheduling software approved by the Owner.

It is understood and agreed that the Engineer shall start the performance of Services within 10 days of receipt of a written Notice to Proceed and shall complete the work in accordance with the contract times set forth herein.

**Preliminary project schedule:**

<b>Task</b>	<b>Approximate Day(s) from Notice to Proceed</b>
<b>Task 1 – Data Gathering and Project Management</b>	<b>Day 1 to Day 365</b>
Project Management	Day 1 until end of project
Project Kick-Off Teleconference	Day 14
Meeting Minutes and Data Needs List	Day 21
City provides requested data and information	Day 35
Site Visit	Day 50 – Day 54
<b>Task 2 – Prepare Draft ERP</b>	<b>Day 55 to Day 190</b>
Complete	Day 190
<b>Task 3 – Prepare Final Draft ERP</b>	<b>Day 191 to 345</b>
Workshop	Day 200
Final Draft ERP – first submittal	Day 270
Public Review and Comment Period	Day 280 to 310
Final Draft ERP – final submittal	Day 315 to 345
<b>Task 4- Training</b>	<b>Start Day 201</b>
Conduct Training	Day 201 – Day 203



**ATTACHMENT F**

Owner: City of Chattanooga, Tennessee

Engineer: CH2M HILL Engineers, Inc.

Project Number & Name: W-12-013-101  
 Emergency Response Plan for Collection System Facilities  
 for Waste Resources Division

**RATE SCHEDULE**

<b>Functional Labor Category</b>	<b>Rate (per hour)</b>
Principal Technologist	\$210
Sr. Project Manager/Sr. Technologist	\$185
Project Manager/Technologist	\$175
Sr. Project Engineer/Sr. Scientist	\$160
Project Engineer	\$145
Associate Engineer	\$125
Staff Engineer/Scientist	\$105
Technician I	\$125
Technician II	\$110
Technician III	\$95
Administrative	\$85



**ATTACHMENT G**

**STANDARD INVOICE**

Indicates MANDATORY Item

**CONSULTANT LETTERHEAD**

\*\*\*\*\*  
INVOICE  
\*\*\*\*\*

ATTN: City Project Manager  
REF:  Project Name  
CODE: Consultant Project Number  
PO:  City Project Number **in format S-02-001-101**

**Provided by City**

TERMS: Net 25 days  
DUE: 08/01/03

**Must be Sequential Number**

City Project Manager  
 City Project Manager Title  
 City of Chattanooga  
Engineering Division/DRC  
1250 Market Street, Suite 2100  
Chattanooga TN 37402

Invoice Number 5  
 Dated 07/07/03

**Invoice Must show Billing Period.**

For Professional Services from May 31 to June 27, 2003

**This Breakdown must list each item of the Contract.**

Consultant Project No.	Description	Fee	Percent Work to Date	Amount Billed	Previous Billed	This Invoice Billed
C03009-01	01 - Design	\$51,500.00	LS 55%	\$28,325.00	\$18,540.00	\$9,785.00
	02 - Survey	\$15,700.00	LS 0%	\$0.00	\$0.00	\$0.00
C03009-02	Barton Avenue and Brown Acres Golf Course Design	\$20,000.00	CP 12%	\$2,391.02	\$2,033.00	\$358.02
C03009-03	Permitting/Easement Assistance	\$5,000.00	CP 6%	\$291.08	\$0.00	\$291.08
C03009-04	Bidding/Construction Assistance	\$10,000.00	CP 0%	\$0.00	\$0.00	\$0.00
C03009-05	Misc. As-Requested Services	\$5,000.00	CP 7%	\$363.85	\$0.00	\$363.85
Total Contract Amount		<b>\$107,200.00</b>		\$31,370.95	\$20,573.00	
<b>TOTAL THIS INVOICE</b>						<b>\$10,797.95</b>

**Must Match Contract Amount**

Prior Invoices	\$20,573.00
This Invoice	\$10,797.95
Payments	-\$20,573.00
Balance on Account	\$10,797.95

**NOTE:**

- There shall be only one invoice per contract per billing period.
- Any necessary details should be attached as backup.