



AGENDA ITEM SUMMARY

District Impacted

- ☐ 1 = Anzollitto
- ☐ 2 = Woolard
- ☐ 3 = Boyd
- ☐ 4 = Cisneros
- ☐ 5 = Colvin
- ☒ All

DESCRIPTION	CONSIDER RESOLUTION NO. 2017-R19; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BOERNE AND HDR ENGINEERING, INC. FOR AN ELECTRONIC VERSION OPERATIONS MANUAL FOR THE WASTEWATER TREATMENT AND RECYCLING CENTER. <i>(Computer Based Comprehensive Operations and Maintenance Manual)</i>
STAFF'S RECOMMENDED ACTION (be specific)	Approve Resolution No. 2017-R19; A Resolution Authorizing the City Manager to Enter Into and Manage a Professional Services Agreement Between the City of Boerne and HDR Engineering, Inc. for an Electronic Version Operations Manual for the Wastewater Treatment and Recycling Center. <i>(Computer Based Comprehensive Operations and Maintenance Manual)</i>
CONTACT PERSON	Michael Mann – Public Works Director
SUMMARY	<p>The current fiscal year budget includes funding preparation of a comprehensive operations and maintenance manual for the Wastewater Treatment and Recycling Center (WWTRC). Operations of the plant are fairly simple due to its “automated” features. However, routine maintenance and replacement of parts has revealed that more detail is needed for the scope of work that is involved in operating the plant over the long term.</p> <p>In addition to routine use as needs arise, it will be extremely beneficial for use in training of new personnel or in emergency situations.</p> <p>Sufficient funding was included in the professional fees line item of the fiscal year budget to cover the cost of preparing this plan/manual. The budget request was for a total cost of \$60,000.</p> <p>Staff has negotiated a scope of work with HDR Engineering, Inc. (the designers of the plant) to complete the project for a total lump sum cost of \$58,342.00. HDR was chosen on the basis of their qualifications to complete the work and because they already possess much of the written and electronic documentation needed in the final “assembly”.</p> <p>Staff recommends that Council approve this expenditure of funds.</p>

COST	\$58,342.00
SOURCE OF FUNDS	Wastewater Operating Budget
ADDITIONAL INFORMATION	

This summary is not meant to be all inclusive. Supporting documentation is attached.

Form Revised 6/1/16