



Town Of Mammoth

**NOTICE OF PRESENTATION AND MEETING  
OF THE MAMMOTH TOWN COUNCIL MEETING AS  
THE MUNICIPAL PROPERTY CORPORATION  
MONDAY DECEMBER 21, 2020  
2:00 P.M.**

Pursuant to A.R.S. § 38-431.02(B), notice is hereby given to the members of the Town Council and to the general public that the Town Council will hold a Meeting of the Mammoth Municipal Property corporation which is CLOSED to the public on Monday the 21<sup>th</sup> day of December, 2020 at the Mammoth Community Center located at 115 E. 5th Street, Mammoth, Arizona. The Town Council may hold an Executive Session, A.R.S. § 38-431.03(A)(3) and (4) for legal advice, which will not be open to the public, to discuss any Agenda items set forth below.

**Meeting is not open to the public due to the COVID-19 situation.**

Representatives from the Department of Agriculture, Rural Development will be presenting a history and explanation synopsis of the \$7.5 Million grant/loan awarded to the Town of Mammoth for Water System Improvements. The slide presentation will include a question-and-answer session as it is their wish that all Council Members understand the scope and conditions of the project. The Design Engineer and the Project Manager will also be present.

**AFTER ALL QUESTIONS HAVE BEEN ADDRESSED, THE**

**MEETING OF TOWN OF MAMMOTH MUNICIPAL PROPERTY CORPORATION WILL BEGIN:**

- A. Call to Order
- B. Roll Call
- C. New Business
  - 1. Review, Discuss and Approve/Sign the Design Engineer Contract
- D. Adjourn

**Mammoth Municipal Property Corporation**

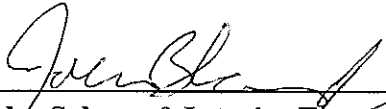
Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth at (520) 487-2331 (V/TDD)

Telephone  
(520) 487-2331 V/TDD

Mailing: P.O. Box 130, Mammoth, Arizona 85618  
Street: 125 N. Clark Street, Mammoth, Arizona 85618

FAX  
(520) 487-2152

**The undersigned hereby certifies that a copy of this notice was posted at the Mammoth Town Hall on December 17, 2020 by 4:30 p.m.**

  
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**John Schempf, Interim Town Clerk**

**Copies of the agenda are available for public inspection at the Mammoth Town Hall and the Mammoth Public Library. Persons with disabilities needing accommodations should contact the Mammoth Town Hall coordinator at (520) 487-2331. If possible, such requests should be made 72 hours in advance.**

## Town of Mammoth Water System Improvements

### Detailed Scope of Services

#### **1.00 Project Management:**

**1.01** Design Meetings & Communication – Throughout the design process BCG will meet with the Town in person and via video and/or phone conference to obtain information, review the design, and obtain feedback. BCG understands outside of meetings, the Town needs to be up to date on the design progress throughout the entire process. Following every meeting BCG will create meeting minutes which will be distributed to all in attendance. BCG will follow up on all tasks and communicate to the Town via email the results of each assigned task. BCG will send the Town bi-weekly design progress summaries during the entire design. The summary will be sent using a standard format agreed upon by the Town and BCG. It is assumed the summary format will be no more than 2 pages.

BCG anticipates the following meetings during the design process.

- Design Kick-off Meeting
- Data Collection Meeting
- Data Collection Meeting
- 30% Design Review Meeting
- ADOT Right-of-Way Meeting
- ADEQ Pre-Submittal Meeting
- 60% Design Review Meeting
- Design Progress Review Meeting
- Design Progress Review Meeting
- 100% Design Review Meeting

**1.02** Design site visits – As the design progresses BCG will make site visits to verify conditions, and resolve any conflicts in information. It is anticipated the majority of site visits will take place early on in the design. A total of 12 site visits are anticipated.

- 4 site visits - 30% design
- 5 site visits - 60% design
- 3 site visits - 100% design

#### **2.00 Design Reports:**

**2.01** Water Model Creation & Calibration – Based on the existing system map, and using KYPipe 2020, BCG will create a water system model of the existing water system. The original KYPipe Software was created over 45 years ago by the University of Kentucky as the original hydraulic modeling software. KYPipe is considered the most widely used and trusted hydraulic software in the World.

**2.02** System Analysis – BCG will analyze the system water model to determine the root cause of system problems, and the best solutions.

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improvements. Once completed the plans will be submitted to the Town for review and comment. The 60% Construction Plans will include the following design parameters.

- Pressure zone boundaries
- Pressure reducing valve locations
- Piping replacement/upgrade locations
- Replacement valve locations
- Hydrant locations
- VFD booster pumps selection & design to replace hydropneumatic tank near Storage Tank 1

**3.05** Final Construction Plans – BCG will incorporate revisions based on the Town's 60% Construction Plan review comments, and complete Final Construction Plans. The Final Construction Plans will be sealed by an Arizona registered professional engineer, and will be included in the USDA 60% review package.

#### **4.00 Construction Cost Estimates:**

**4.01** Construction Cost Estimates – BCG will create construction cost estimates to accompany the 60% and Final Construction Plans.

#### **5.00 Construction Contracting Assistance:**

**5.01** Bidding Documents – BCG will produce 60% bidding documents for the project which will include technical specifications. The 60% bidding documents will be submitted to the Town for review. Following the Town's review BCG will incorporate any comments on the 60% bid documents and finalize the bid documents for submittal to the USDA for review and approval.

**5.02** Bidding Administration – BCG will administer and oversee the bidding process for the project. As part of this task BCG will provide the following services:

- Issue electronic bid documents
- Keep record of all plan holders
- Conduct a Pre-bid meeting
- Issue addenda
- Attend the bid opening
- Review bids for compliance
- Create a bid tabulation
- Make an award recommendation to the Town

#### **6.00 Construction Phase Services:**

**6.01** Construction Meetings – During construction BCG will schedule, create agendas, and conduct all meetings. Following every meetings BCG will create and distribute meeting minutes. The following meetings are anticipated during construction.

- Pre-construction meeting
- Weekly construction meetings
- Pre-final inspection
- Final inspection
- Warranty inspection

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## **8.00 Additional Services:**

- 8.01** Survey – Topographic and feature survey is vital to a quality analysis of the existing system, and a proper design of the improvements. Given the area of the Mammoth water system BCG proposes to use both aerial survey and ground GPS survey to collect the necessary topographic and feature data.
  
- 8.01a** Aerial Survey – BCG will subcontract with Cooper Aerial to fly the Town of Mammoth to obtain topographic and feature information as well as aerial imagery.
  
- 8.01b** Ground GPS Survey – While a large majority of the necessary topographic and feature information will be obtained by the aerial survey, additional information will need to be collected using ground GPS survey. Items in particular which will need ground GPS survey are water valves, sewer inverts, potholed utility information, well site piping information, and so on. In addition, areas which are obstructed to the aerial survey will require ground GPS survey. Aerial obstructions can include, trees, parked vehicles, equipment, and any other structure/object that interferes with the aerial line of sight.
  
- 8.02** Geotechnical – Geotechnical services include potholing and utility locating. BCG will subcontract with Safe Site Utility Services to conduct both Ground Penetrating Radar (GPR) utility location, as well as utility potholing. Five days of GPR scanning are anticipated, and a total of 26 potholes are budgeted which includes 6 potholes in ADOT ROW and 20 outside of ADOT ROW.

## Construction Services

Task	Description	Subtotal by line item:
6.00	Construction Phase Services	
6.01	Construction Meetings	43,520
6.02	Engineer of Record	98,040
6.03	Resident Inspector	303,600
6.04	As-Built Construction Plans	28,250
6.05	ADEQ Approval of Construction Application	9,400
	Task 6.00 Subtotal	482,810
7.00	Start-up Phase Services	
7.01	System Documents	6,790
7.02	System Training	20,400
	Task 7.00 Subtotal	27,190
Construction Services Total		510,000

## Additional Services

Task	Description	Subtotal by line item:
8.00	Additional Services	
8.01	Survey	
8.01a	Aerial Survey	24,950
8.01b	Ground GPS Survey	25,050
	Survey Subtotal	50,000
8.02	Geotechnical	Geotechnical Subtotal
		40,000
Additional Services Total		90,000