

RESOLUTION 21-30

**A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN A PROPOSAL WITH
THOMAS AND HUTTON ENGINEERING TO DEVELOP A REQUEST FOR
PROPOSALS AND ADVISORY SERVICES FOR UPGRADES TO THE CITY'S SCADA
SYSTEM**

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen approved a Professional Services Agreement with Thomas and Hutton Engineering for a variety of professional engineering, design and municipal support services; and

WHEREAS, the City's Supervisory Control and Data Acquisitions ("SCADA") system utilized in day-to-day operations for the water treatment plant, wastewater treatment plant, sewer collections and water distribution is in need of upgrades; and

WHEREAS, Thomas and Hutton Engineering has prepared a proposal to develop a Request for Proposals ("RFP") to advertise for cost proposals and assist with the review and recommendation of award for a not-to-exceed cost of \$4,200.00; and

WHEREAS, the proposal also includes Construction Administration Services ("CAS") task to include assistance during the upgrade installation and final inspection of all installed equipment for a not-to-exceed cost of \$10,400.0; and

WHEREAS, staff recommends approval of the proposal for upgrades to the SCADA system for a total not-to-exceed costs of \$14,600.00; and

WHEREAS, funding for the construction will be expensed from departmental budgeted funds for the water treatment plant, wastewater treatment plant, sewer collections and water distribution.

NOW, THEREFORE BE IT RESOLVED, the City of Spring Hill Board of Mayor and Aldermen:

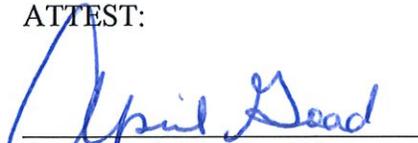
1. Approves the proposal from Thomas and Hutton Engineering to develop an RFP and provide Construction Administration Services for upgrades to the City's SCADA system for a total not-to-exceed cost of \$14,600.00.
2. Authorize the Mayor to sign the proposal including with this resolution.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16th day of February, 2021.



Rick Graham Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 21-30*

SUBMITTED BY: Jeremy Vanderford, Water Treatment Plant Superintendent

DATE: February 3, 2021

RE: To authorize the Mayor to sign a proposal with Thomas and Hutton Engineering to develop a RFP and provide Construction Advisory Services for the upgrades to the City's SCADA system

PURPOSE:

The purpose of this resolution is to approve the proposal from Thomas and Hutton Engineering for assistance with the upgrades to the City's SCADA system and authorize the Mayor to execute the proposal.

BACKGROUND:

The City of Spring Hill's current SCADA system is outdated and replacement/repair parts are no longer available from vendors; therefore, the system needs to be upgraded. The SCADA system is used to monitor and control activity for the water treatment plant, wastewater treatment plant, sewer collections and water distribution. Thomas and Hutton Engineering has prepared a proposal to assist with the upgrades for a **total not-to-exceed cost of \$14,600.00**. They will prepare a Request for Proposals, assist with the bid process, review bids received and make a recommendation for award at a not-to-exceed cost of \$4,200.00. Additional Construction Administration Services are included in the proposal for a not-to-exceed cost of \$10,400.00. These services will include administration of initial award, notice to proceeds, review of all submittals and construction documents, review of pay submittals, site visits and assistance with final inspection of the upgrades.

FINANCIAL IMPACT:

The upgrade cost would be expensed from FY 20/21 budgeted funds from the water treatment plant, wastewater treatment plant, sewer collections department and water distribution department.

STAFF RECOMMENDATION:



Staff recommends approval of Resolution 21-30 to approve the proposal with Thomas and Hutton Engineering and to authorize the Mayor to sign the proposal for assistance with upgrades to the City's SCADA system for a total not-to-exceed cost of \$14,600.00.



DEMPSEY, DILLING & ASSOCIATES

an affiliate of

 THOMAS & HUTTON

ENGINEERING | SURVEYING | LANDSCAPE ARCHITECTURE | GIS | CONSULTING



January 28, 2021

File No. 00007.0300

Mr. Jeremy Vanderford
Water Treatment Plant Manager
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

**RE: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES
TO DEVELOP A REQUEST FOR PROPOSALS (RFP) FOR UPGRADES TO THE
SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM**

Dear Mr. Vanderford:

Dempsey, Dilling & Associates (DDA), an Affiliate of Thomas and Hutton (T&H) appreciates the opportunity to develop a proposal to provide engineering services for the above referenced project under our existing contract with the City. Specifically, the City of Spring Hill requests services to develop a written RFP for the SCADA System Upgrades to include the following systems:

- Raw Water Intake
- Water Treatment Plant
- Water Distribution System
- Wastewater Treatment Plant
- Sewer Collection System

The following tasks are proposed to be performed in development of the RFP:

- Develop an RFP to include Spring Hill's standard frontend documents along with the SCADA System Upgrades scope and technical specifications.
- Assist in answering SCADA Integrators questions and developing an RFP addendum, as necessary.
- Assist in staff review of proposals and recommendation of award.

Construction Administration Services (CAS) tasks:

- Develop Notice of Award Letter.
- Conduct a Preinstallation Meeting with agenda.
- Develop and issue a Notice-To-Proceed Letter.
- Review equipment shop drawings and specification sheets.
- Review Pay Request submittals and make recommendations of payment.
- Conduct Progress Meetings and make site visits.
- Transmit SCADA Equipment electronic file to include specifications and equipment submittals.
- Assist staff in performing final inspection of vendor installed equipment, hardware, and software upgrades.

RFP DEVELOPMENT FEE PROPOSAL

DDA-T&H proposes to perform the development of the RFP on an hourly basis not to exceed \$4,200.00.

CAS FEE PROPOSAL

DDA-T&H proposes to perform the CAS on an hourly basis not to exceed \$10,400.00.

The fee does not include printing, mileage, or any associated additional services fees. These additional fees will be invoiced in accordance with the Terms and Conditions of our professional engineering contract.

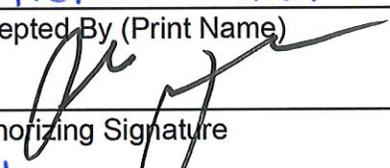
Our billing will be invoiced monthly based on hours worked. If you agree with this proposal, we ask for a copy to be signed and returned to as authorization to proceed. A signed copy should be retained in your project records.

Again, DDA appreciates the opportunity to provide a proposal to you for this project. Should you have any questions or comments please give me a call.

Sincerely,
DEMPSEY, DILLING & ASSOCIATES
an Affiliate of Thomas and Hutton



Jerome D. Dempsey, P.E.,
Principal/Regional Director
CC: File

Rick Graham
Accepted By (Print Name)

Authorizing Signature
Mayer
Authorizing Representative's Title
February 16, 2021
Date