

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** January 20, 2021

**SUBJECT:** **Amendment to KCI Engineering Agreement  
Edneyville Elementary Sewer Project**

**PRESENTER:** Marcus Jones, PE

**ATTACHMENTS:** Yes  
1. Proposed Amendment #1 to KCI's Agreement

#### **SUMMARY OF REQUEST:**

On August 19, 2020, the Board of Commissioners approved an engineering agreement with KCI (previously Hulsey McCormick & Wallace) to study the sewer options for the new Edneyville Elementary school. The agreement was for \$50,000.

During the study, the Board has added additional options for consideration and meetings to review those options. The attached amendment from KCI captures the additional costs associated with the additional tasks. The amendment proposes an additional \$22,000 to the original \$50,000 agreement.

#### **BOARD ACTION REQUESTED:**

Approve Amendment #1 to KCI's agreement to study the sewer options for Edneyville Elementary school and authorize the County Engineer to execute the amendment.

#### **Suggested Motion:**

I move the Board approve Amendment #1 to KCI's agreement to study the sewer options for Edneyville Elementary school and authorize the County Engineer to execute the amendment.

## Amendment #1 – Edneyville Sewer PER

To: Marcus Jones, County Engineer  
From: Wes Hulse, KCI  
CC: Matt Broderick, KCI; David DePratter, KCI  
Date: January 11, 2021  
Re: Additional Services for the Edneyville Sewer PER

KCI Associates of NC (KCI) was tasked by Henderson County (HC) to provide activities necessary to provide a Preliminary Engineering Report (PER) evaluating options to provide sewer service to the new Edneyville Elementary School, the WNC Justice Academy, and additional areas surrounding these facilities. These services for the “Edneyville Sewer Preliminary Engineering Report” project as described in the “Professional Services Agreement Letter” dated August 11, 2020.

The original scope included the following Tasks:

- Task 1 – Project Goal Definition
- Task 2 – Data Collection and Review
- Task 3 – Alternative Solutions Development
- Task 4 – Evaluation and Selection of Recommended Alternative
- Task 5 – Prepare Preliminary Engineering Report
- Task 6 – Funding Options

The project was kicked off on October 20<sup>th</sup> with an on-site meeting. A draft of the PER was submitted to HC for review on December 1<sup>st</sup>. To date, Tasks 1 through 5 have been completed and all budget has been expended. During initial project setup, KCI submitted a proposed a budget of \$56,300. At the request of HC, we revised the budget to \$50,000. Task 6 has not yet been performed. KCI requests that Task 6 be deferred to the future rate study (separate project) and fee negotiated once the preferred alternative is selected.

### ADDITIONAL SCOPE OF SERVICES

Through the development of the PER, HC staff requested several additional services that were outside of the original scope. The following provides a summary of the requested additional services:

- AS-1. *Additional Kickoff Meeting:* The original scope included a kickoff meeting with HC staff and stakeholders. This meeting was held at the HC offices on 10/20/20. Prior to that meeting,

KCI was requested to meet with each HC Commissioner to discuss their goals and objectives for the study. This additional meeting required additional effort outside of what was planned for the official kickoff meeting.

- AS-2. **Additional Sub-Alternatives:** The original scope included evaluation of up to four (4) alternatives. HC requested additional sub-alternatives be evaluated in addition to the original four (4) base alternatives. Three (3) sub-alternatives were included in the draft PER submitted in December. At the subsequent review meetings, two (2) more alternatives were requested by the Commissioners, which totals an additional five (5) sub-alternatives.
- AS-3. **Meetings with Commissioners:** The original Task 3 scope included a workshop with HC staff to review the alternatives. This meeting was held on December 3<sup>rd</sup>. Additional individual meetings were requested with four (4) of the Commissioners to review and discuss the PER.
- AS-4. **Public Meeting:** During discussions with the Commissioners, it was determined that a presentation to the Edneyville community would be beneficial to determine next steps forward. This meeting will tentatively be held in early spring 2021 once COVID-19 meeting restrictions are lifted and a public meeting can be safely conducted. KCI will prepare a power point presentation suitable for public presentation and attend an in-person meeting at Edneyville elementary school or another local site as designated by HC.

#### **FEE AND SCHEDULE FOR COMPLETING SCOPE OF SERVICES**

The **Lump Sum** cost for completing the work is as follows:

<b>Task</b>	<b>Fee</b>
AS-1 Additional Kickoff Meeting (completed)	\$1,500.00
AS-2 Additional Sub-Alternatives (3 of 5 completed, remaining 2 in progress)	\$12,500.00
AS-3 Meetings with Commissioners (completed)	\$3,000.00
AS-4 Public Meeting (schedule TBD)	\$5,000.00
Total Additional Services	\$22,000.00

Upon approval of this Amendment #1, KCI will complete the above additional services. Per discussions with HC, a rate study may be requested to be performed once a preferred alternative is identified. This is not included in this amendment and will be negotiated at a later date.

Submitted by KCI:



Date: 1/11/21

Accepted by Henderson County: \_\_\_\_\_

Date: \_\_\_\_\_