


# AGENDA


**Casper City Council Pre-Meeting**  
**City Hall, Council Meeting Room**  
**Tuesday, April 17, 2018, 5:30 p.m.**



	<b>Presentation</b>	<b>Beginning Time</b>
1.	Distribution of April 10 Executive Session Minutes	5:30
2.	Andreen Hunt Change Order (Andrew Beamer)	
3.	Sole Source Purchases (Andrew Beamer)	
4.	Engineering Division Operations (Andrew Beamer)	
	Approximate Ending Time	5:55

April 10, 2018

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager  
Clint Conner, Water Distribution Manager

SUBJECT: Authorizing the sole source purchase of magnetic flow meters in the amount of \$45,098.00 from KROHNE Inc. to be installed in Pratt, North Park, Mountain Road and Southwest water booster stations.

Meeting Type & Date

Council Regular Session Pre-Meeting

April 17, 2018

Action type

Authorization

Recommendation:

That Council authorize the sole source purchase of magnetic flow meters in the amount of \$45,098.00 from KROHNE Inc. to be installed in Pratt, North Park, Mountain Road, and Southwest water booster stations.

Summary:

The Pratt, North Park, Mountain Road, and Southwest water pump stations were built in the early 1980's. These water pump stations are a vital part of the water distribution system that pumps domestic water up to the higher pressure zones for fire protection and drinking water. Flow metering in these pump stations is accomplished using old flow tube style meters that read differential pressure. The existing flow tube style meters are inaccurate, are constantly plugging off from corrosion, and are not acceptable for comparing actual pump performance to the designed pump curves.

Public Services is recommending that the outdated flow tube style meters be replaced with modern magnetic meters that offer improved accuracy, dependability, and decreased maintenance.

The Public Services Department is requesting that the pumps and appurtenances procurement be sole sourced through KROHNE Inc. The reasoning is as follows:

1. Casper Public Utilities and the Central Wyoming Regional Water System (CWRWS) have gone to all KROHNE magnetic flowmeters for meter replacements and new installations, standardizing on one manufacturer's meter. Standardizing allows equipment familiarity and more efficient diagnoses and repair by our Instrumentation Technicians. Additionally, parts inventory is limited as the same parts can be used across several meters.

2. The City and CWRWS have found the KROHNE meters to be of high quality, long lasting, accurate, and supported for a long period of time. The Instrumentation Technician has had outstanding results working with KROHNE customer service and has confidence in their equipment, and knows that parts and service are readily available.

The Public Services Department requests that the sole-source purchase be approved for the replacement of the meters at these booster stations, providing more efficient and cost effective operation of the booster stations.

Casper Water Distribution staff will install the meters.

#### Financial Considerations

Funding for the meters will come from Water Fund Reserves.

#### Oversight/Project Responsibility

Clint Conner, Water Distribution Manager

March 27, 2018

MEMO TO: J. Carter Napier, City Manager *jen*

FROM: Andrew Beamer, P.E., Public Services Director *AB*  
Bruce Martin, Public Utilities Manager  
Krista Johnston, P.E., Sanitary Sewer/Stormwater Manager

SUBJECT: Authorizing the sole source purchase of two Flygt Submersible Pumps and appurtenances from Water Technology Group in the amount of \$26,930 for use at the Begonia Lift Station.

Meeting Type & Date

Council Regular Session Pre-Meeting  
April 17, 2018

Action type

Authorization

Recommendation:

That Council authorize the sole source purchase of two Flygt Pumps and appurtenances from Water Technology Group in the amount of \$26,930 for use at the Begonia Lift Station.

Summary:

The Begonia sewage lift station, located at 1803 Begonia, collects and pumps sanitary sewage from approximately 50 homes to a gravity sewer on Lilac Street through a 1,000-foot force main.

The Begonia sewage lift station has been in service since the early 1980's. New pumps were installed in 2002 and a new electrical pump panel was installed in 2004. After sixteen years of operation, the pumps have exceeded the life expectancy for submersible wastewater pumps and need to be replaced. Corroded pump bases and worn pump impellers have contributed to inefficient and unreliable operation of this lift station and have resulted in numerous night and weekend emergency call outs. The components to be replaced include:

- 2) Submersible Pumps
- 2) Discharge Elbows (bases)
- Stainless Steel Guide Rails
- Guide Brackets
- Lifting Chain with Shackles

The Public Services Department is requesting that the pumps and appurtenances procurement be sole sourced through Water Technology Group. The reasoning is as follows:

1. The City and Regional Wastewater System have, over the years, successfully standardized the pumps, control panels, and appurtenances used in Casper wastewater lift stations to high

quality Flygt equipment, resulting not only in improved reliability, but also in the added benefits of better staff familiarity of equipment and the interchangeability of spare parts, pumps, and backup equipment.

2. A sole source request is necessary because Water Technology Group is the only distributor in Colorado and Southern Wyoming authorized to sell, service, and install Flygt products to local government agencies. Xylem Flygt has set this program in place to ensure municipalities have a stable working relationship with their respective distributor and to promote accuracy gained through historical product placement and service. For this reason, local distributors who sell industrial Flygt equipment will not provide quotes. Municipalities do benefit from a discounted materials cost compared to contractors and other direct industrial and commercial customers through this designated distributor program. Casper has had 30 plus years of very good experience with Water Technology Group.

The Public Services Department requests that the sole-source purchase be approved for the replacement of the pumps and appurtenances, providing more efficient and cost effective reliability of service at this lift station. City staff will install the pumps; the appurtenances will be installed by a contractor as part of a lift station valve vault installation project later in FY18.


#### Financial Considerations


Funding for the pumps and appurtenances for the Begonia lift station will come from Sewer Fund Reserves.

#### Oversight/Project Responsibility

Krista Johnston, P.E., Sanitary Sewer/Stormwater Manager

March 26, 2018

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director   
Bruce Martin, Public Utilities Manager  
Megan Lockwood, WWTP Manager

SUBJECT: Authorizing the sole source purchase of one Grit Removal Mechanism from Veolia Water Technologies Canada Inc. in the amount of \$47,492 for use at the Wastewater Treatment Plant.

Meeting Type & Date

Council Regular Session Pre-Meeting  
April 17, 2018

Action type

Authorization

Recommendation:

That Council authorize the sole source purchase of one Grit Removal Mechanism from Veolia Water Technologies Canada Inc. in the amount of \$47,492 for use at the Wastewater Treatment Plant.

Summary:

During the 1982-84 Wastewater Treatment Plant upgrade, two John Meunier grit removal mechanisms were installed as part of the preliminary treatment process. The mechanisms are designed to remove inorganic debris such as grit, sand, eggshells, etc. from the wastewater stream. Grit removal is a critical step in the treatment process as it protects downstream equipment from the damaging effects of grit and aids in keeping grit from being deposited in downstream tanks and basins. Grit removal mechanism No. 1 has failed after 30 plus years of operation and requires replacement. Unit No. 2 was replaced in 2014.

The Public Services Department requests that the grit removal mechanism replacement be sole sourced and purchased through negotiations with Veolia Water Technologies Canada Inc. Veolia is the authorized distributor for John Meunier equipment. The new mechanism would be identical to the one being replaced. The reasoning for the sole source procurement is as follows:

The existing grit removal mechanism at the WWTP is mounted on/in a concrete tank designed specifically for this John Meunier style and model of mechanism. The new John Meunier grit removal mechanism would be of identical design and would fit in and attach to the existing concrete tank with no modifications required. Use of any other vendor's mechanism would require modifications to the concrete structure; electrical conduit, control panels, and air scour supply line.

John Meunier has specialized in supplying wastewater preliminary treatment equipment such as grit removal mechanisms for more than 60 years. The WWTP has confidence in their equipment and know that parts and service are readily available.

The installation of the grit removal mechanism will be accomplished by City wastewater staff.



Financial Considerations

Funding for the project will come from the Wastewater Treatment Plant Fund

Oversight/Project Responsibility

Megan Lockwood, Wastewater Treatment Plant Manager

April 12, 2018

MEMO TO: J. Carter Napier, City Manager   
FROM: Andrew Beamer, P.E., Public Services Director   
SUBJECT: Engineering Division Operations

Meeting Type & Date  
Council Meeting Pre-Session  
April 17, 2018

Action Type  
Information only.

Summary

The Engineering Division consists of both professional engineers and technical staff. Responsible for overseeing the capital projects of the City, the Engineering Division performs a number of designs in-house, while also managing contracts with consultants and developers. The Division also reviews all subdivisions, site plan proposals, and plats for compliance with City ordinance, and provides project management throughout construction. All traffic control and street cut permits are also issued through the Engineering Division, with follow-up warranty inspections. The integration of record drawings into the City's GIS system is also processed through Engineering.

The number of full time employees in Engineering has dropped from fourteen in fiscal year 2014 to nine proposed for fiscal year 2019. The role of City Surveyor has been contracted out since 2012, and the role of City Engineer has been vacant since June 2016 and has not been re-budgeted due to fiscal constraints.

The list of active construction projects can be found on the City's Engineering Division website under Public Services. The list highlights the status of each project and whether the project was designed in-house or by a consultant. The vast majority of capital projects are designed in-house. Projects are out-sourced to consultants for a number of reasons, but they are generally projects that require specialized engineering services or are too large to manage in-house.

A construction administration contract is being presented to Council April 17<sup>th</sup>, 2018, with WWC Engineering in the amount of \$207,200 for the Midwest Avenue Reconstruction Project – David Street to Elm Street. The construction cost for this project is estimated at close to \$2.5 million. This project was outsourced due to the size of the project and the specialized services needed to complete the project.

The project is intended to enhance the appearance of downtown, make it more pedestrian and bicycle friendly, improve traffic flow, and spur redevelopment along the corridor. The project includes underground utility work, conversion of overhead power to underground, decorative lighting, landscaping, and irrigation.



Construction administration services include construction observation and inspection by a resident engineer and a technician. These duties include material testing, field surveying, reviewing and preparing construction pay estimates, preparing record drawings showing actual as-constructed conditions of the project, meetings with the Owner and contractor, and review and approval of shop and material product data. The services include the specialized services of an electrical engineer and landscape architect.

Financial Considerations

None

Oversight/Project Responsibility

Andrew Beamer, P.E., Public Services Director

Attachments

None