

2017 - 001

SARPY COUNTY AND SARPY CITIES WASTEWATER AGENCY

RESOLUTION APPROVING SCOPE OF SERVICES WITH
STEVE JENSEN CONSULTING

WHEREAS, Sarpy County and the Sarpy Cities formed a Wastewater Agency ("Agency") pursuant to the Sarpy County and Sarpy Cities Wastewater Agency Agreement ("Agreement");

WHEREAS, pursuant to the Agreement, the Agency has the authority to engage consultants for Agency projects and services;

WHEREAS, the Agency desires to approve a Scope of Services with Steve Jensen Consulting for the purpose of serving as an advisor to the new Sarpy County Regional Wastewater Agency; and

WHEREAS, the Scope of Services is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Agency hereby approves the Scope of Services attached hereto, and further authorizes the Chairman to sign a formal agreement with Steve Jensen at the appropriate time.

The above Resolution was approved by a vote of the Sarpy County and Sarpy Cities Wastewater Agency at a public meeting duly held in accordance with the applicable law on the 14th day of November, 2017.



Agency Chairman

DRAFT

STEVEN JENSEN CONSULTING

October 18, 2017

Sarpy County Regional Wastewater Agency
c/o Dan Hoins, Sarpy County Administrator
1210 Golden Gate Drive
Papillion NE 68046-2845

Dear Sarpy County Regional Wastewater Agency,

Attached please find a proposed scope of work and fee estimate for serving as an advisor to the new Sarpy County Regional Wastewater Agency. I have discussed the project with HDR and have tried to develop a task list that complements the various tasks outlined in their proposed scope.

As you will see, I have anticipated that my primary responsibility would be in the role of an advisor/facilitator to help the Agency work with the County, cities, and developers to reach agreement on the creation of a phased sanitary sewer system for the South Sarpy watersheds. I also anticipate working closely with HDR and the Municipal Advisor on the technical and financial aspects of the project. I have proposed that this work would be carried out on an "hourly, not to exceed" basis.

I have listed an optional on-going task related to helping the Agency coordinate with each jurisdiction on development within the watershed. The purpose would be to ensure that new development matches the anticipated land use pattern and revenue projections needed to build and maintain the sanitary sewer system. I have proposed that this work would be done on an hourly basis much like my on-going contract with Sarpy County.

Hopefully this meets with your approval. I would be happy to answer any questions you may have and to alter the proposed scope accordingly. I look forward to helping the Agency take this critical step in the development of southern Sarpy County.

Sincerely,



Steve Jensen, Principal
Steven Jensen Consulting

Sarpy County Regional Wastewater Agency – Scope of Work

Plan Development Tasks

- Task Series 100 – Project Management and Coordination: (8 hrs.)
 - Task 120 – Kick-off Meeting:
 - Provide an overview of the initial and on-going issues and actions that the Agency, County, cities and developers must address to ensure a successful system
 - Help develop a set of guiding principles for the Agency to follow in the creation and future development of the system
- Task Series 200 – Refine Regional System Phasing Plan (40 hrs.)
 - Work with HDR to develop a refined regional system phasing plan
 - Meetings:
 - Coordinate sewer system development with other City, County and State infrastructure plans and needs
 - Meet with the Cities, County, Developers and Chamber to reach agreement on the phasing plan
 - Meet with Agency before and after other meetings
- Task Series 300 – Analyze Potential Funding Sources (9 hrs.)
 - Assist HDR with development of proposed funding sources
 - Meetings:
 - Assist with presentations to Developers, Chamber
 - Meet with Agency before and after other meetings
- Task Series 400 – Refine Implementation Plan (8 hrs.)
 - Assist HDR with development of the refined implementation plan
 - Meetings:
 - Assist with presentations to Developers, Chamber
 - Meet with Agency before and after other meetings
- Task Series 500 – Refine Funding Scenarios (8 hrs.)
 - Assist HDR with development of the refined funding scenarios
 - Meetings:
 - Assist with presentations to Developers, Chamber
 - Meet with Agency before and after other meetings
- Task Series 600 – Work with a Municipal Advisor and Law Firm to Develop a Financial Plan (8 hrs.)
 - Assist HDR with development of the financial plan
 - Meetings:
 - Assist with presentations to Developers, Chamber
 - Meet with Agency before and after other meetings
- Task Series 700 – Ongoing Support for Regional System (12 hrs.)
 - Assist HDR with development of the project brochure and presentation
 - Meetings:
 - Assist with presentations to Developers, Chamber, State Representatives
 - Meet with Agency before and after other meetings
- Task Series 800 – Executive Summary (3 hrs.)

- Assist HDR with development of the Executive Summary

Total hours: 96hrs. x \$140.00/hour = \$13,440

On-Going Advisory Tasks

- Assist the Agency Board with the following tasks:
 - Attendance at Agency Board meetings, as requested
 - Meet with Agency staff, as requested
 - Assist the Agency in the review of proposed developments within the watershed to ensure they are in conformance with the system phasing plan as well as land use and revenue requirements
 - Assist the Board in preparing for periodic updates of the phasing plan and fee structure

Total hours (est.): 20hrs. x \$140.00/hour = \$2,800 yr. (est.)