

CITY OF BISBEE

CONTRACT FOR SERVICES

The City of Bisbee is accepting sealed bids for vendors to provide Wastewater and Solid Waste Cost of Service and Rate Analysis

THIS CONTRACT is made this 4th day of February, 2025 by and between the City of Bisbee (hereinafter “the City”) and Willdan Financial Services, (hereinafter “the Contractor”).

WHEREAS the City is in need of certain services, as more particularly specified in the Notice of Solicitation designated as auditing services, as more particularly specified in the attached Scope of Work; and as incorporated herein by reference; and

WHEREAS the Contractor has offered to perform the proposed work in accordance with the terms of this Contract.

NOW, THEREFORE, in consideration of the promises and covenants stated herein, **IT IS HEREBY AGREED THAT:**

1. The Contractor promises and agrees to perform the work and to provide the services as described in the “Notice of Solicitation” and the “Specifications, Scope of Work or Requirements”, each of which is incorporated herein by reference. This work shall be provided in a good and competent manner, and to the satisfaction of the City, or its designees. This work shall also be performed in a manner that is consistent with the “Standard Terms and Conditions, City of Bisbee Contract,” which are incorporated into this Contract by reference, and any special terms and conditions which may be attached to this Contract.
2. The Contractor further agrees to provide all of the services required by this Contract in a complete and acceptable form, as such work is customarily provided according to professional standards applicable to completion of this type of service work.
3. This Contract shall remain in effect for a period of February 5, 2025 through June 30, 2025, or for such period as may be otherwise specified in the Contract Documents.
4. The City will compensate the Contractor for its performance, and the Contractor agrees to accept as complete payment for such full performance, a sum not to exceed \$39,260.00.
5. The City shall have the right to reject all, or any work or work product submitted under this agreement which does not meet the required specifications. In the event of any such rejection, the Contractor agrees to promptly remedy any and all deficiencies. No compensation shall be due for any rejected work until such deficiencies have been corrected and corrected at the Contractor’s sole cost.

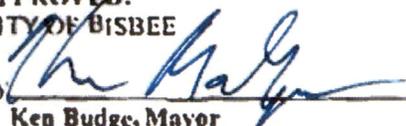
6. Payment shall be made by the City to the Contractor on the basis of invoices detailing the work included within each billing period. The Contractor's billing period shall be on a bi-weekly basis.
7. All notices, invoices and payment shall be made in writing and may be given by personal delivery or by mail. The names and addresses of the designated recipients for such notices, invoices and payments are as follows:

TO CONTRACTOR: Willdan Financial Services
5500 Democracy Dr., Ste. 130
Plano, TX 75024

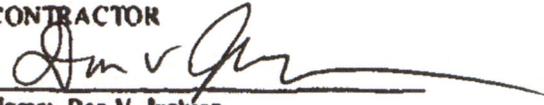
TO CITY: City of Bisbee
76 Eric Street
Bisbee, Arizona 85603

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this Contractor as indicated below:

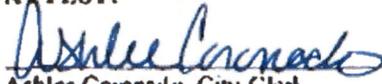
APPROVED:
CITY OF BISBEE

By: 
Ken Budge, Mayor

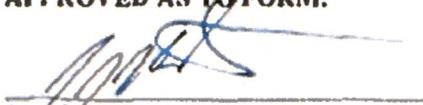
APPROVED:
CONTRACTOR


Name: Dan V. Jackson
Title: Vice President
Address: 5500 Democracy Dr., Suite 130
Plano, TX 75024

ATTEST:


Ashlee Coronado, City Clerk

APPROVED AS TO FORM:


Joseph D. Estes, City Attorney
Pierce Coleman

SPECIFICATIONS, SCOPE OF WORK OR REQUIREMENTS See the following page.

TECHNICAL SPECIFICATIONS

1.01 INTRODUCTION

All equipment and facilities shall be provided, installed, and constructed by the Contractor to provide the Owner with complete, ready to use facilities. Contractor shall provide Owner with all written equipment warranties. All necessary materials and work required to accomplish this are the responsibility of the Contractor alone, whether or not specifically indicated on the drawings or stated in the specifications.

1.02 LOCATION

The work to be constructed is to be located as identified on the vicinity map (Exhibit No. 1).

1.03 UTILITY OBSTRUCTIONS

- A. The Contractor, as required by law, shall call blue stake (1-80-782-5348) for the locations of all underground utilities two days before the start of work. The Contractor shall verify whether known utility companies providing service in the area participate in blue stake, and shall directly contact non-participating utility companies to complete his/her utility investigation. The contractor is responsible for determining in advance of his construction operations the location of all overhead and underground utilities (gas, telephone, electrical, water, sewer, etc.), that may interfere with the Contractor's construction operations. The Contractor is responsible for coordinating with the approximate utility company to remove or relocate utility obstructions. Any utility relocations or adjustments necessary for completion of the work shall be relocated or adjusted by the Contractor, or the Contractor shall be responsible for arrangement and/or relocation of conflicting utilities by other agencies. Such work is considered incidental to the contract, and no additional compensation will be provided.
- B. Additional pavement removal and replacement required to relocate utility lines will be incidental to all other contract items and no reimbursement shall be made to the Contractor for this work, if required.

1.04 CONTRACTOR'S USE OF PREMISES

104.1 Available Sites

- A. The Contractor shall not utilize any land not indicated as being available without the written approval of the land owner.

- B. The Contractor shall obtain all necessary City of Bisbee right-of-way use permits, and shall follow all requirements and provide traffic control during construction activity within the public right-of-way, as per the permit issued by the entity of Jurisdiction.
- C. The Contractor is obligated through this contract to conduct his work so as to not unnecessarily impede any work being done by others on or adjacent to the site.

104.2 ACCESS TO CONSTRUCTION SITES

The Contractor shall investigate access to the job site(s). The Engineer suggest a field visit to the job site to verify access for equipment and the need to maintain public access at all times including vehicular and pedestrian.

104.3 PROTECTION AND RESTORATION

- A. All existing features and improvements shall be restored by the Contractor equivalent to the condition existing prior to construction, at no additional cost to the Owner.
- B. Trees within construction areas shall be preserved to the maximum extent practical, unless specifically indicated on the plans or directed by the Engineer or Owner to be removed or altered.
- C. Contractors shall reinstall all fences and restore private property removed during construction back to its original condition. It will be the Contractor's responsibility to keep all livestock in boundaries of removed fence during period of construction.
- D. The Contractor shall be responsible for all damage done to persons or property directly or indirectly caused by his operations.

104.4 SPECIAL CONSTRUCTION METHODS

If special and had construction methods are required to remain within the available, easements such methods shall be used by the Contractor at no additional cost to the Owner.

1.05 PUBLIC RELATIONS

105.1 COMMUNICATIONS

The Contractor shall communicate any complaints about dust or noise, etc. to the Owner on the day the complaint is received. Additionally, the Contractor shall make every effort to work with citizens and utility companies to minimize inconvenience to the public.

105.2 NOISE

The Contractor shall make every reasonable effort to keep construction noise to a minimum.

105.3 DUST CONTROL

The Contractor shall prevent any dust nuisance due to his construction operations. Payment for dust control will not be made. Dust control is considered to be incidental and no additional compensation will be permitted.

It is recommended that the following preventative and mitigating measures be taken to minimize the possible particulate pollution problem:

- I. Site Preparation
 - When brooming surface and patching prior to resurfacing.
 - Minimize land disturbance.
 - Use watering trucks to minimize dust.
 - Use windbreaks to prevent any accidental dust pollution.
 - Limit vehicular paths and stabilize any temporary road.

- II. Construction Phase
 - Cover trucks when transferring hot asphalt.
 - Use dust suppressants on traveled paths which are not paved.
 - Minimize unnecessary vehicular and machinery activities; and
 - Minimize dirt track-out by washing or cleaning trucks before leaving the construction site.

- III. Completion Phase
 - Revegetate any disturbed land.
 - Remove unused materials.
 - Remove dirt reinstall any signs.
 - Revegetate all vehicular paths created during construction to Avoid future off-road vehicular activities.

1.06 SUPERVISION

The Contractor will initiate, supervise and direct all work. The Contractor will be solely responsible for the means, methods, techniques and procedures of construction. The Contractor shall have an English speaking super intendent on the job at all hours, when construction is in progress.

1.07 WORKING HOURS

Normal working hours shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday, unless requirements for a specific operation dictate otherwise.

1.08 CLEAN-UP

The Contractor shall execute daily clean-up to keep the project site and adjacent properties free from accumulations of waste materials, rubbish, and windblown debris resulting from construction operations, as well as provided on-site containers for the collection of waste materials, debris, and rubbish. Waste materials, debris and rubbish shall be removed and disposed of at an approved disposal area.

Upon completion and before making application for acceptance of the work, the Contractor is required to completely clean the site as directed by the Owner and no additional compensation will be permitted. Final acceptance of the work will not be made until the Contractor has complied to the satisfaction of the Owner with this provision.

Payment for clean-up will not be made. Clean-up is considered to be incidental and no additional compensation shall be permitted.

1.09 MAINTENANCE AND PROTECTION OF TRAFFIC

The Contractor shall provide all signing and personnel necessary for the maintenance and protection of the traveling public and shall be responsible for all traffic control for the duration of this project, in accordance with the requirements of the Owner and/or MAG Specifications, as applicable.

The Contractor shall be responsible for compliance with the Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition and the Arizona Supplement to the MUTCD, 2009 Edition, in accordance with the requirements or conditions of the A.D.O.T. Right-of-Way Use Permit(s) issued for any/all construction programs under this contract. Further, as/if required by said permit, the Contractor is responsible for developing a traffic control plan for each site indicated on the permit, and must submit to and receive written approval of the traffic control plan from the A.D.O.T. area Permits Supervisor prior to any construction activities at the site.

The Contractor shall provide, operate, and maintain equipment and personnel as required to expedite public vehicular traffic flow and access in areas affected by construction operations.

The Contractor shall control construction personnel's private vehicular parking to preclude interference with public and private traffic or parking.

1.10 REGULATORY REQUIREMENTS

1.10.1 Codes and Laws

Where required, the work shall conform to all applicable building, plumbing, mechanical, and electrical codes. All equipment and facilities provided shall meet OSHA requirements whether or not such requirements are specifically indicated or described in the contract documents.

The Contractor's attention is directed to OSHA C.F.R. Part 1926 Subpart P for excavations. OSHA requires that all trenches over 5 feet deep in either hard and compact or soft and unstable soil shall be sloped, sheeted, braced or otherwise supported. The Contractor shall submit the method to be employed in these situations. A "competent person" as defined by OSHA shall be designated to the Engineer if any trenches are in excess of 5 feet in depth, and this person must be present during all trenching operations. Such "competent person" is required by this contract to inspect the work site at the end of each day for dangers to the public and to children tempted to play at unsecured work sites.

1.11 SANITATION

The Contractor shall provide suitable sanitation facilities for the use of employees at the construction site or make appropriate arrangements. Payment for sanitation will not be made. Sanitation is considered to be incidental and no additional compensation shall be permitted.

1.12 GUARANTEE

The Contractor shall guarantee all work against defects of material and workmanship for the period of time as designed in the contract, or if not designated, one year from the date of substantial completion.

1.13 MOBILIZATION

Quantities listed on the bid form and on the approved plans are estimates given solely for the purpose of indicating the scope of work and comparing bids for unit price contracts. The estimated quantities may not accurately reflect the proper measure of materials for the Contractor to purchase. The Contractor shall make his/her estimate

from the construction plans to minimize shortages or excesses of materials. No payment will be made for excess materials.

After the contract is awarded, the quantities of work listed by any pay items, may be increased or decreased a reasonable amount at the discretion of the Owner, without in any way invalidating the unit bid price. The unit prices in the bid are binding on the Contractor unless there is a gross error in the estimated quantities or scope of work. The total cost of project improvements is to be paid for by the unit price listed in the bid schedule. Sundry items which have a basis for measurement and payment herein and which are incidental to or required in the construction of the work but are not included as items in the bid schedule shall be considered an integral part of the contract, and all labor, materials, etc. required for such items shall be furnished by Contractor and the cost of same included in the unit price bid. Unit price items, complete, in place, and ready for use, shall be paid for at the unit price bid for the quantity actually installed unless these Technical Specifications provide otherwise.

Payment for materials are available for inspection at the Contractor's job site yard, and for which invoices are present to the Engineer.

Any equipment and materials to be paid by the Owner must be stored at a site which is fenced and secured.

Above, on, or below ground obstructions, utilities, features, or improvements which interfere with the work or which must be moved, removed, and/or restored to accomplish the job are considered as incidental work for which separate payment will not be made if separate bid items are not specifically given for such in the Contract Documents.

Lump sum items include all labor and materials required to provide a complete and ready to use installation and will be paid for at the lump sum price bid (provided the item is awarded and completed).

The Owner reserves the right to delete items of work where reasonable and no claims shall be made by the Contractor for any loss of anticipated profits.

SCOPE OF WORK

In accordance with the terms and conditions listed below, the Contractor shall:

Provide:

- **A comparison of the City’s current wastewater utility rates and solid waste rates to those of surrounding providers.**
- **A determination of the revenues required for the city to meet its operating and capital obligations in the current year and future years.**
- **Development of a comprehensive ten-year utility cost of service rate model for the City’s wastewater and solid waste utilities using your approved FY2024 budget, historical volume, current debt service, and capital improvement plan (“CIP”) data as provided by the city. The model will adhere to each respective utility’s industry ratemaking standards to ensure that the cost of service for each customer class is just, reasonable, and accurate.**
- **Prepare up to four (4) alternative proposed wastewater rate plans and up to four (4) alternative solid waste rate plans for the City to review and consider. Each alternative will enable the City to recover sufficient revenues to fund operating and capital costs and to meet key financial objectives.**
- **You will analyze and incorporate the impact of the City’s proposed CIP into the forecast. This will include alternative capital financing scenarios (operating cash vs. debt) and operating cost impacts of the proposed CIP.**
- **You will summarize its initial findings and recommendations into a summary presentation for review with senior City financial and operations staff.**
- **After review and approval by City staff, you will need to present results and recommendations to the City Council at the direction of the City’s project team.**
- **After consideration and approval by the City Council, you will provide a final written report reflecting the approved rate plan, all outcomes of the study, a detailed discussion of the methodology, and summary reports from the rate model.**

STANDARD SPECIFICATIONS STANDARD DETAILS AND SPECIFICATIONS

INTRODUCTION

All construction methods and materials shall conform to the Maricopa Association of Governments (M.A.G.) Uniform Standard Specifications and Details for Public Works Construction (current edition); and the Standard Specifications for Road and Bridge Construction by the Arizona Department of Transportation, where applicable; and are to be considered as part of these Technical Specifications.