
INTEROFFICE MEMORANDUM

To: Brad Macek, Utility Director

From: Daniel Segui, Deputy Director

Subject: Amendment to Installation of New Construction Grinders and Septic Conversions Contract #20180096- Accurate Septic Inc.

Date: March 24, 2021

The Utility Systems Department (USD) has been working seven (7) days a week during the duration of the Installation of New Construction Grinders and Septic Conversions Contract, to install the sewer service line up to the proposed tank location. Accurate Septic was awarded the contract in 2018 and their crews have been completing the tank installations. The contract scope of work listed one of the specific duties to be performed by USD was to tap the sewer main and run the sewer service line to the proposed location of the tank installation. The USD is currently falling behind in completing the sewer service installation ahead of the contractor.

It is the recommendation of the USD to amend the contract to allow Accurate Septic to perform the sewer main tap and install the sewer service line on Residential New Construction jobs. The USD will continue to inspect the work of Accurate Septic to ensure the work is completed per specification.

Accurate Septic has provided an estimate for the additional work (see attached). It is projected that for the remainder of FY2020-2021 (April 1-September 30) the additional cost to the USD would be \$239,100.00. Funding is available in 439-3515-534000. The USD will add an additional \$500,000.00 into the proposed FY2021-2022 Budget and then budget accordingly for subsequent years of the contract.

As of February 28, 2021, the sewer conversion backlog was 237, with a wait time of 20-24 weeks. The New Construction backlog was 1450.

At the start of the contract, the USD had a backlog of 265 conversions and an estimated wait time from date of application, of 40-48 weeks. The New Construction backlog was 468 applications, with a department policy to complete the installation within 20-25 days of when the builder passed the pre-inspection.

By August 18, 2018, the contractor assisted the USD with reducing the conversion backlog to 70 outstanding applications with a wait time of 4-8

weeks. As you can see the contractor was able to assist the USD to manage the sewer installation applications and reduce the conversion backlog wait time. Eventually the outstanding conversion backlog was 40 applications with a wait time of 4-6 weeks.

Accurate Septic has been able increase their tank installations to keep pace with the New Construction and Conversion demand, while maintaining efficiency and quality of work.

The USD will continue to perform the PUSH service installations (Push of service under the road) on New Construction and Conversion jobs. The USD will also continue to perform the TAP and TIE-INS on all Conversion jobs.

The USD will monitor Accurate Septic's performance and track costs to determine whether it would make good business sense for them to perform all aspects of the residential sewer installations.

Should you have any questions or require additional information as it relates to the proposed contract amendment, please do not hesitate in contacting me at your earliest convenience.

/ds

c: Jesus Merejo, Chief Assistant City Manager
Jeff Snyder, Chief Financial Officer
Matthew Shiver, Procurement Division Director
Robyn Holder, Procurement Manager
Kevin Matyjaszek, Assistant Director
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