



Tooele County Council Agenda Item Summary

Contract

Department Making Request:

Meeting Date:

Work Meeting of 01.04

CC 1-18 2nd Period

Item Title:

Amendment to Contract No. 2018-04-14 with Ensign Engineering & Land Surveying

Summary:

This is amending an old contract with Ensign Engineering and adjusting two things: expiration date and hourly pay. Previously there was no expiration date, and the hourly pay was \$100 per hour. This amendment makes the expiration date Dec. 31, 2023, and the hourly rate \$125, with all other terms and conditions remain the same.

**AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT CONTRACT
WITH ENSIGN ENGINEERING & LAND SURVEYING, INC.
(CONTRACT NO. 2018-04-14)**

AGREEMENT dated this 11th day of January, 2022, by and between Tooele County, a political subdivision of the State of Utah ("County") and Ensign Engineering & Land Surveying, Inc. ("Ensign").

WHEREAS, the parties entered into a Professional Service Agreement Contract dated March 29, 2018 ("Contract No. 2018-04-14"); and

WHEREAS, Contract No. 2018-04-14 has no expiration date; and

WHEREAS, Contract No. 2018-04-14 establishes an hourly rate of \$100 per hour for professional services provided by Ensign; and

WHEREAS, the parties desire to amend Contract No. 2018-04-14 to provide an expiration date and increase the hourly rate for professional services provided by Ensign;


NOW THEREFORE, the parties mutually agree as follows:


1. TERM. Contract No. 2018-04-14 shall expire on December 31, 2023.
2. HOURLY RATE. Effective January 1, 2022, through December 31, 2023, the hourly rate for professional services provided by Ensign shall be \$125.
3. OTHER TERMS AND CONDITIONS. All other terms and conditions contained in Contract No. 2018-04-14 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the date(s) indicated below:

TOOELE COUNTY:

ENSIGN ENGINEERING &
LAND SURVEYING, INC.:


By: ~~Tom Tripp~~ James A. Weld
Chair, Tooele County Council
Manager


By: Jacob Clegg, P.E.
Principal

APPROVED AS TO FORM:

ATTEST:

Colin Winchester 12/29/2021

Colin Winchester
Deputy County Attorney

Tracy Shaw

Tracy Shaw
Tooele County Clerk



Proposal for:
**Engineering Plan Review
and Inspection Services
for Tooele County**

Submitted by:

Ensign Engineering and Land Surveying

Key Contact:

Jacob Clegg, P.E., Principal in Charge

169 N Main Street, Unit 1
Tooele, UT 84074
435.843.3890 Office
801.599.5828 Mobile
jclegg@ensignutah.com

December 2021



Rachelle Custer, Director
Community Development – Tooele County
47 South Main
Tooele, UT 84074

RE: Civil Engineering Services for Development Review and Walk Through on Subdivisions

Dear Rachelle;

Per our conversation regarding Ensign's hourly rates, we have prepared this Statement of Qualifications to go along with it.

Following is our proposal describing our qualifications, project team, approach, references and hourly rates. We are confident we can offer the services Tooele County is seeking for an affordable price.

We look forward to working with you and providing the level of assistance you and the County desires. With Ensign's background and experience, I believe Ensign can assist you in a way which can help Tooele County to accomplish smooth and efficiently, daily tasks encountered in the engineering department. As issues arise, you may have someone to discuss them with, so you are able to make the best possible decision for Tooele.

Thank you for this opportunity to submit our proposal and please call me to discuss any matters in more detail. We look forward to continue our working relationship with Tooele County.

Sincerely,

Jacob Clegg, PE, Principal
jclegg@ensignutah.com
435-843-3590 office
801-599-5828 mobile



STATEMENT OF qualifications

FIRM INFORMATION

Ensign Engineering and Land Surveying (Ensign) is a full-service consulting engineering firm specializing in Civil and Structural Engineering, Municipal Services, and Land Surveying. Ensign began as a land surveying firm in 1987 (34 years). Our clients acknowledge our commitment to excellence by continuing to return to us with new projects.

We are a Utah based professional engineering firm currently with over 131 employees and office locations in Tooele, Richfield, Sandy, Layton, and Cedar City, Utah. Ensign is large enough and has the resources to work on any size of project, yet small enough to be flexible and responsive to our clients' needs. Excellent client relationships and delivering a quality product will continue to be the foundation upon which we build our future on.

No matter the task, service comes first: For every client, we listen to their needs and expectations, understanding their timetables and budgets. Further, we have experience working with the complete range of selected committees; stakeholders; local communities; elected officials, boards of directors, trustees, advisory committees, county agencies, department heads and technical staff.

QUALIFICATIONS

Ensign views this project providing consultant services as a great opportunity to share our experiences with Tooele County. The process of reviewing plans is something Ensign is very experienced in doing.

As a professional engineering firm, Ensign understands the need for quality reviews and obtaining the correct agency approvals. We have the knowledge to walk an Owner/Developer through a seamless process in getting agency approvals which means when they submit their plans for review it will be an effortless process.

Ensign Principal Place of Business & Office Locations:

- 45 West 10000 South, Ste #500, Sandy, UT (Principal place of Business)
- Layton, UT
- Tooele, UT
- Richfield, UT
- Cedar City, UT

About Ensign:

- 34 years in business
- Five Yr Average Employees is 93
- Currently over 131 professionals

STATEMENT OF **qualifications**

PROJECT TEAM

The engineering plan reviews will be taken care of by Clarke McFarland, P.E., with support by Jacob Clegg, P.E.

Clarke is a former city engineer with years of experience in this line of work. Prior to being a city engineer, he was the Development Review Coordinator directly responsible for all development reviews and development related issues. He coordinated and worked closely with the development community, the city engineer, the planning staff, the city council, the planning commission as well as State and Federal agencies.

This experience has laid the foundation for Clarke to know and understand what Tooele County is now faced with and how he can assist to lessen the burden for the County.

Meeting with Tooele County staff has helped Ensign to understand and learn what needs and concerns the county has. With Clarke's background, he can not only lighten the load from a development review and approval process but he can also be a resource and a sounding block for issues.



YOUR committed team



Jacob Clegg, PE, Principal

Plan Reviews

Jacob has worked on a wide range of both civil and structural engineering projects. His civil design experience includes storm drain design, open channel flow modeling, subdivision layout, roadway design, grading and drainage plans, detention and retention basin design. His structural design experience includes wood, masonry, steel, and concrete structures for both residential and commercial projects.



Clarke McFarlane, PE

Plan Reviews

Clarke has experience in municipal, institutional, and commercial projects of all sizes. He currently reviews a majority of Ensign's outgoing plans to determine compliance with individual county requirements and to review for QA/QC. He has a strong engineering understanding of roadway pavements, roadway and utility design, bidding, specifications and project construction methods and observation. Clarke has experience completing engineering reviews for residential and commercial development projects with Millcreek City and Tooele County.

ENSIGN'S approach

UNDERSTANDING

Ensign's roll will be to coordinate, track and review (development review) each and every development project submitted to the County – from the initial submittal through the review and approval process, through construction and to completion of the project with the final bond release. This can be a lengthy and sometimes a cumbersome process with many challenges along the way. Ensign will work closely with the Owner/Developer early in the process to assist them in understanding the overall review and approval process so they know what is expected and when. This will allow the process to run smoothly and efficiently. **Ensign will provide thorough and timely reviews in an effort to minimize the number of plan reviews needed for the Owner/Developer to obtain approval.**

We know that **communication** is always a concern. During **all stages** of the review process, **Ensign will openly coordinate and communicate**, via in person, e-mail, or telephone or by any other means Tooele may prefer, in an effort to jointly determine the appropriate course of action for challenging situations and issues.

APPROACH

Pre-application and Development Review Committee (DRC) Meeting

Ensign will be prepared to discuss proposed projects in some detail as well as outline the overall steps in the approval process.

Subdivision Plat Review

Ensign will review all aspects of the plat per Tooele County Standards. This will include road widths, cul-de-sac diameter and length, minimum lot size both frontage widths and depth, buildable areas, overall boundary closure, stub street location to neighboring properties, public utility easements and others.

Engineering Technical Review

Ensign has the technical knowledge and background to adequately, efficiently and in a timely manner review each development and provide redline comments to Owner/Developer.

- **Overlot Grading and Drainage Plan** – Grading and drainage plans for the entire development as well as the individual lots will be reviewed in detail. This will include proposed site finished grades, collection system, detention facilities, water quality units, location of overflow drainage path and downstream protection.
- **Urban Hydrology** – Per County Standards/Requirements, a review of the storm drain calculations, including the appropriate storm intensity for the project, will be provided by Ensign.

ENSIGN'S approach

- **Transportation** – Ensign will evaluate the overall impact the new development will have on the existing transportation system to determine what amount of detail will be needed. If necessary, we will coordinate with Tooele to determine if any further information or documentation is needed and, if so, a Transportation Impact Study (TIS) will be required.
- **Geotechnical and Geological Hazards Study** – Based on County Requirements and Standards, Ensign will first decide if a geotechnical report and geological hazards study is needed. Once submitted, Ensign will review the report to determine what the report recommends and will coordinate with the Owner/Developer to properly manage the recommendations.

Storm Water Management Program (SWMP)

The County Standards will establish the basis for the SWMP. Ensign will help with the implementation of the program.

- **SWMP Permit Application** – Ensign will provide the Owner/Developer the Application and any direction necessary for them to be able to execute the Agreement and return it to the County.
- **SWPPP Permit Review Fees** – Owner/Developer is to pay fees dictated by County Ordinance for the program. Ensign will coordinate between the County and the Owner in an effort to manage the program efficiently.
- **Erosion Control (ECP) Permit Reviews** – Ensign will review the ECP as part of this Program and will provide comments as needed.
- **Annual Report** – Ensign will provide an Annual Report for the Program.

Observations

As mentioned above, it is our understanding the County may add a Public Works Inspector to their staff in the near future. Ensign, will provide inspection services using Clarke McFarlane or other design engineer personnel until this inspector can be hired.

- Public Infrastructure for new development project inspections.
- MS4 Program Compliance Inspections
- Road Cut Permit Inspections

ENSIGN'S approach

Experience, Knowledge and Background

Ensign has on staff engineers with years of experience, knowledge and background in the following listed items:

- Municipal Standards and Ordinances – Ensign will study and review the Tooele County Standards and Ordinances.
- Salt Lake County Flood Control Permitting
- UDOT Encroachment Permitting
- UPDES - Storm Water Discharge Permitting
- FEMA - CLOMR/LOMR
- EPA/DEQ - RCRA and CERCLA

Based on conversations with Tooele County staff, we have generated the following list of possible tasks which we could also be of assistance with.

- Attend Weekly Staff Meetings
- Represent the County at Internal and External Meetings and Events
- Represent the County as Issues Come Up



ADDITIONAL information

INSURANCE REQUIREMENTS

Ensign does carry the insurance amounts Tooele County requires.

COST

NAME	RATE PER HOUR
Jacob Clegg, PE, Principal	\$125.00*
Clarke McFarlane, PE, Project Manager	\$125.00*

*Hourly rate includes overhead and markup. Mileage will be charged at a rate of \$0.57 per mile. **Contract will expire December 31, 2023.**

REFERENCES

Keith Ludwig, City Engineer, Midvale City
801-567-7200

Fredrick Lutze, Assistant City Engineer, Millcreek City
801-214-2720

John Miller, City Engineer, Millcreek City
801.214.2719

Paul Monroe, Central Iron County Water Conservancy District
435-865-9901