Saint Paul Regional Water Services

STAFF REPORT

August 11, 2026

SUBJECT

BOARD RESOLUTION NO. 26-1288

Pertaining to Professional Services Agreement with Short Elliott Hendrickson (SEH) to perform engineering services for the Hillcrest and West Side Reservoir Overflow Reconfiguration Project.

2026 STRATEGIC PLAN GOALS: Infrastructure Strategy & Performance

See attached Report and Scope of Work

RECOMMENDATION

Staff recommend that the Board authorize SEH to perform engineering design, regulatory coordination, bidding support, construction administration, and construction observation services for the Hillcrest and West Side Reservoir Overflow Reconfiguration Project.

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STRATEGIC PLAN GOAL

Infrastructure Strategy and Performance

BACKGROUND

Saint Paul Regional Water Services (SPRWS) owns and operates two large concrete ground storage reservoirs—the 10-million-gallon Hillcrest Reservoir (constructed 1958) and the 6-million-gallon West Side Reservoir (constructed 1961). Both facilities contain internal overflow piping that discharges directly to storm sewers without an air break or screens, a configuration that does not meet current EPA or State guidelines.

The deficiency was formally identified during a September 2022 U.S. Environmental Protection Agency inspection, which noted that the reservoirs' internal overflows are directly connected to storm sewers. The Recommended Standards for Water Works (2022 Edition) require that:

"All water storage structures shall be provided with an overflow that extends down to an elevation between 12 and 24 inches above the ground surface, and discharges over a drainage inlet structure or a splash plate. No overflow may be connected directly to any drain, sanitary sewer or storm sewer. All overflow pipes shall be located so that any discharge is visible."

To comply with EPA requirements and 10 States Standards, SPRWS must modify the existing overflow systems at both reservoirs.

On May 14, 2024, the Board of Water Commissioners approved Master Contract No. 4736 with Short Elliott Hendrickson (SEH) to provide professional engineering services.

PURPOSE OF ENGINEERING SERVICES

SPRWS seeks to retain Short Elliott Hendrickson Inc. (SEH) to design and support construction of new external overflow structures at both reservoirs. SEH's proposal, dated June 2, 2026, outlines a comprehensive engineering, regulatory, bidding, and construction administration effort to bring both reservoirs into compliance.

The proposed improvements include:

- Construction of new overflow structures
- Saw-cutting or coring new openings in reservoir walls
- Installation of new overflow piping with proper air breaks
- Capping or plugging existing overflow piping
- Sealing and repairing new penetrations

SEH notes that both reservoir sites have sufficient grade to accommodate properly designed external overflow structures.

These efforts will be provided under Master Contract No. 4736.

SCOPE OF WORK

SEH proposes a full project delivery approach consisting of six major tasks:

1. Preliminary Design
    - Kickoff meeting
    - Topographic and boundary survey of both reservoir sites
    - Development of 30% civil, structural, and process plan sheets
    - 30% opinion of probable cost
    - SEH internal QC review
    - Submittal of 30% design to SPRWS
    - Progress meeting with SPRWS

2. Final Design
    - Incorporation of SPRWS comments
    - Preparation of 90% plans, specifications, and OPC
    - 90% QC review and progress meeting
    - Final plans, specifications, and OPC
    - Final QC review
    - Delivery of final design and request to proceed to bidding

3. Minnesota Department of Health (MDH) Approval
    - MDH meeting at 30% design
    - MDH meeting at 90% design
    - Submittal of final bid documents to MDH
    - Revisions to address MDH comments

4. Bidding
    - Preparation of bid forms and advertisement
    - Uploading documents to Quest CDN
    - Pre-bid conference
    - Responses to bidder questions and addenda
    - Bid opening and analysis
    - Bid tabulation and summary letter

5. Construction Administration
    - Notice of award and notice to proceed

- Conformed plans and specifications
- Monthly progress meetings
- Schedule reviews
- Submittal and RFI review
- Pay application review
- Change order processing
- Punch lists and closeout documentation
- Record drawings

6. Periodic Construction Observation
    - On-site observation and field records
    - Special inspections
    - Coordination of concrete testing
    - Observation of watertightness testing and disinfection
    - Closeout support including liquidated damages review

The proposal, including detailed tasks, assumptions, deliverables, and schedules, is attached and dated June 2, 2026. The total cost not to exceed for this scope of work is $114,680.

COST AND FUNDING

Services under this scope of work will be billed on an hourly basis in accordance with the rates established in Master Contract No. 4736.

Funding for these services is available within the approved SPRWS capital budget.