

TASK ORDER NO. 2023-002
STORMWATER MASTER PLAN UPDATE
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.

A. SCOPE OF SERVICES – The City of New Port Richey (CITY) hereby authorizes the firm of Environmental Consulting & Technology, Inc. (ENGINEER) to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 2023-002, SCOPE OF SERVICES AND FEE PROPOSAL.

B. TIME OF COMPLETION – Work under this Authorization will begin upon Notice to Proceed from the CITY and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 2023-002, SCOPE OF SERVICES AND FEE PROPOSAL.

C. KEY PERSONNEL – The ENGINEER has appointed Project Manager Mr. Robert E. Johnson, P.E. as the single point of contact to coordinate with the CITY for this task order. Mr. Johnson has the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by the ENGINEER shall not be removed from the project without the prior written approval of the CITY.

D. COMPENSATION – Engineering Services fees for this authorization will be lump sum in accordance with the GENERAL UTILITY ENGINEER, WATER REOURCES AND ENVIRONMENTAL CONTINUING SERVICES AGREEMENT (Contract 23-021) with the CITY, dated October 5, 2023.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 2023-002 and authorize the CONSULTANT to proceed at the direction of the CITY's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

Witness:

Dot Miner

ENVIRONMENTAL CONSULTING
& TECHNOLOGY, INC.

Gary P. Uebelhoer

Gary P. Uebelhoer, MBA, Sr. Vice President

11/17/2023

Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

City Manager

Date

TASK ORDER 2023-002
SCOPE OF SERVICES AND FEE PROPOSAL
CITY OF NEW PORT RICHEY
STORMWATER MASTER PLAN UPDATE
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC

The goal of the City of New Port Richey Stormwater Master Plan (SWMP) is to collect, and compile updated technical hydrologic and hydraulic information, develop drainage Capital Improvement Projects (CIPs) and compile a prioritized list of stormwater projects including previously developed CIPs, enhance the City's stormwater maintenance program, and evaluate the City's drainage criteria/policies. The SWMP will provide strategic direction to the City regarding management of its stormwater and drainage infrastructure.

Environmental Consulting & Technology, Inc. (ECT) shall provide the City of New Port Richey with an update to the City's existing SWMP, previously updated in 2013. The proposed engineering services include the review and conceptual design necessary to complete an updated SWMP report, including an assessment of current regulations, review of recent technologies, evaluation of the existing stormwater system and areas of flooding and developing prioritized stormwater projects to be implemented over the next 10 years. Specific tasks and associated deliverables are discussed in the following scope of services.

TASK 1 - PROJECT MANAGEMENT

- 1A. Kick-off meeting: ECT will attend a kick-off meeting with the City to discuss the project goals and schedule. Project meeting minutes will be prepared by ECT and submitted to the City within a week of the meeting.
- 1B. Management of project : Includes project management, project coordination, project meetings, and quality assurance/quality control for the proposed tasks. ECT will prepare project progress reports accompanying each month's invoice.
- 1C. Coordination with the Southwest Florida Water Management District (SWFWMD) : ECT will conduct one meeting with SWFWMD to discuss study results and potential stormwater projects permitting requirements.
- 1D. Public outreach meetings : ECT will attend up to two (2) public meetings. These meetings could be used to obtain input from the public regarding drainage issues and potential projects, or to present study results to the City Council. The City will provide the meeting locations and coordinate the meeting schedules.

TASK 2 - STORMWATER REGULATORY CONSTRAINTS, TECHNOLOGICAL ADVANCES AND MAINTENANCE PRACTICES

- 2A. Update Regulatory Constraints: ECT will review and update the current regulatory constraints, programs, and regulations section of the stormwater master plan.
- 2B. Update Technological Advances: ECT will review and update the stormwater master plan with the latest best management practices (BMPs) that could benefit City projects and future development.
- 2C. Update Stormwater Maintenance Practices: ECT will review and assess the current City stormwater maintenance practices and recommend any enhancements. ECT will also meet with City staff to understand any stormwater maintenance issues.

TASK 3 - EXISTING CONDITIONS EVALUATION

- 3A. Data Collection: ECT will obtain readily available GIS databases including drainage infrastructure, aerial imagery, terrain data, drainage complaints, historical flooding extents and damages, evacuation routes, parcel data, land use and soils data. ECT will conduct a site visit to observe existing stormwater infrastructure conditions.
- 3B. Existing Model Review: ECT will review the existing SWFWMD watershed management plan (WMP) models that include the City area limits. Applicable WMP's include the Pithlachascotee-Bear Creek WMP, Port Richey WMP and Coastal Watersheds WMP. Sub-basin areas, peak flow rates and peak stages for the various design storm events will be documented for areas within the City. Existing watershed model 100-year floodplains and elevations will be delineated for areas within the City.
- 3C. Identify drainage issues/hot spots: ECT will compare the existing watershed model floodplains and results to documented flood complaints, FEMA floodplain maps and City local knowledge to identify potential drainage issue locations. ECT will meet with the City to confirm the drainage hot spots.
- 3D. Capital Improvement Plan (CIP) and SWMP review: ECT will meet with the City to review existing CIP's and SWMP and identify any previously proposed stormwater projects that were not completed in their original timeline that the City may want to carry forward.
- 3E. Update Level of Service (LOS) – ECT will review the current LOS criteria and update the LOS summary section of the SWMP based on the results of the existing WMP models and ordinance reviews.
- 3F. Sea Level Rise Coordination: ECT will coordinate with the City's consultant conducting the City's Sea Level Rise (SLR) Vulnerability Assessment regarding the impact of Sea Level Rise on the City's stormwater infrastructure and outfalls. A section of the SWMP will include a discussion of potential SLR impacts and mitigation opportunities.

TASK 4 - STORMWATER MANAGEMENT MASTER PLAN PROJECTS

- 4A. Project Development and Evaluation: ECT will develop up to 10 conceptual stormwater projects falling within the categories of resiliency, flood mitigation, maintenance, and water quality. The projects may address both localized and regional type drainage issues. Some of the projects may include previously developed CIP's that were not implemented. Limited localized modeling to assist with the conceptual design may be performed for the projects. Associated cost estimates for the conceptual projects will be developed with consideration for future cost escalation. ECT will also provide one page project sheets summarizing the goals, description, benefits, costs for each conceptual project.
- 4B. Project Implementation Prioritization: ECT will develop project prioritization rankings based on metrics developed with City input. ECT will prioritize the projects and develop an implementation schedule for the next decade.
- 4C. Funding Options: ECT will identify potential funding sources for the identified projects which may include federal/state grants, cooperative funding, loans, bonds, and utility fees.

TASK 5 - DOCUMENTATION

- 5A. Draft Report – ECT will prepare a draft technical SWMP report documenting the results of the above tasks for submittal to the City for review and comment. ECT will meet with the City to discuss any City comments.

5B. Final Report- ECT will address the City comments and prepare a final SWMP report and associated GIS and mapping files.

DELIVERABLES

This Scope of Services is to include the following deliverables:

- Draft Stormwater Master Plan Report
- Final Stormwater Master Plan Report
- GIS files and geodatabase

ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- This scope does not include topographic survey, geotechnical, wetland jurisdictional survey, final design or permitting.
- The City will provide all available GIS and other existing stormwater and utility information for all City utilities within the project area (water, sanitary, stormwater, reclaimed water).
- The stormwater master plan report, mapping and any modeling will be provided in electronic format.

ENGINEER'S COMPENSATION

For Task 1 through 5 described above, the City will compensate the Engineer on a lump-sum basis. Compensation to the Engineer for the services included in the above tasks shall not exceed the following:

1.	Project Management	\$18,400.00
2.	Stormwater Regulatory Constraints, Technological Advances and Maintenance Practices	\$8,910.00
3.	Existing Condition Evaluation	\$29,265.00
4.	Stormwater Management Master Plan Projects	\$30,595.00
5.	Documentation	\$12,170.00
	Expenses	\$660.00
	Total Lump Sum Authorization	\$100,000.00

ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

If required by the Engineer and authorized by the City, additional services related to this Task Order shall be provided by the Engineer for additional professional fees negotiated with and agreed to by the City.

COMPLETION SCHEDULE

The estimated completion schedule for the major tasks is shown below. A detailed schedule will be developed following receipt of the notice to proceed (NTP).

Task Description	Schedule from NTP
Stormwater Regulatory Constraints, Technological Advances and Maintenance Practices	3 months
Existing Condition Evaluation	5 months
Stormwater Management Master Plan Projects	7 months
Documentation (Draft Report)	8 months
Documentation (Final Report)	9 months
Project Management	9 months