

TASK ORDER NO. 24-001
SCOPE OF SERVICES AND FEE PROPOSAL

SUE Designation, Location, and Survey of Water, Wastewater and Reclaimed systems in Order to
Fortify and Supplement the Data in the Current GIS
CITY OF NEW PORT RICHEY, FLORIDA CITY
PROJECT

This Task Order will focus on the Water Distribution Lines and
Sanitary Sewer Mains

City Project No. _____ between Colliers Engineering & Design., hereinafter referred to as
CONSULTANT, and the City of New Port Richey hereinafter referred to as CITY.

The City of New Port Richey owns and maintains a robust Geographic Information System (GIS) that acts as a point of access and repository for a great deal of data pertaining to CITY facilities as well as important reference data created and maintained by other sources. Particularly pertinent to the proposed work contained herein is the potable water distribution and transmission system. The CITY has compiled a great deal of data related to both water system surface features such as hydrants and valves as well as subsurface data related to pipes. The quality of this data varies greatly. Portions of the data have been located in the field, surveyed, and updated in the GIS to a high level of accuracy that includes the location, depth, size, and type of pipes. However, most of the lines in the GIS have been sketched based on record drawings obtained from a variety of sources with varying levels of detail and reliability. As the CITY has responded to Sunshine811 requests and has performed maintenance on their water system they have learned that there are many areas of weakness in the GIS line work and accompanying data. The CITY has begun investigating these areas of concern but do not have the manpower to undertake a comprehensive update to the system. The staff that has done this work to date has primary responsibilities to respond to Sunshine811 requests and maintain the physical assets in the field. The CITY has made a significant investment in their GIS system and recognizes the value of creating a more accurate and robust potable water GIS data set. Due to this need and the lack of available resources they have elected to work with a consultant to expedite the data collection process.

The CONSULTANT shall, with the cooperation and assistance of the CITY, designate (SUE Level B) a portion the existing water pipes using standard electromagnetic locaters and ground penetrating radar (GPR), perform vacuum excavation (SUE Level A) on these pipes at agreed locations, and survey the designated and located water pipes and associated surface features. The consultant will collect pipe inverts and determine connectivity of the city owned gravity sewer mains and survey the manhole locations. The CONSULTANT shall deliver the data to the CITY in a CITY specified data format for incorporation by the CITY into their GIS.

LEVELS OF SUE SERVICE

Level-D consists of an inventory of existing facilities, typically requested by the Federal Highway Administration as a preliminary analysis in its study phase before rebuilding a highway. Information such as “Are there any known existing utilities?” and “Are there existing utility maps?” is gathered.

Level-C is a survey and plot of 2-D visible objects and above-ground utility features that correlates the survey with as-built records and adjusts the line work produced from Level-D research to coincide with the above ground appurtenances.

Level-B involves trained SUE technicians locating utilities using electromagnetic, magnetic, sonar and other non-invasive methods, and a survey plot of the designated utilities and all information obtained during Level-C/D investigations. This level is the most common request, often provided to design engineers to identify possible conflicts. Horizontal conflicts with the proposed design are identified and avoided by using SUE Level-B information.

Level-A exposes and provides visual confirmation of subsurface utilities at selected positions to identify their precise locations and depths and obtain 3-D information. These locations are based on a detailed analysis and are specific to a potential vertical conflict. The result is a highly accurate survey and plot on composite drawing that effectively manages the risk associated with underground utilities.

SCOPE OF WORK

The CONSULTANT will provide SUE, Survey, and Data Processing services to investigate the CITY water and sewer system within the limits shown in Exhibit-1. The CONSULTANT will collect the findings of the investigations and provide this collected data to the CITY, in formats as listed under Deliverables. The purpose of this first phase of SUE work is the develop standards, systems, and expected production rates to be used for additional SUE services related to the GIS in the future. As this is a pilot project the total linear footage of water pipes investigated and surveyed, as well as the number of surface features surveyed, will be controlled strictly by the project budget and will not be detailed at this time. The anticipated work plan follows but may be revised as the CONSULTANT and CITY work to refine their processes.

Task 1. Subsurface Utility Engineering Services

1. The CONSULTANT will work with CITY to establish access to the GIS system and the associated data.
2. The CONSULTANT will systematically designate underground water pipes within the chosen geographic area. This is Level-B SUE work which includes the use of both electromagnetic locators and GPR.
3. The CONSULTANT will collect inverts and identify connectivity of the gravity sanitary sewer system.
4. CONSULTANT will determine locations needed to verify the location of the unlocatable buried water lines using vacuum excavation equipment as appropriate and in accordance with criteria established by the City. CONSULTANT shall provide 24-hour notification of its intent to use vacuum excavation to assist with locating the water lines. These findings will be documented on test hole data sheets. The CONSULTANT will initiate a Florida One-Call Ticket (811) for the proposed work areas in a timely manner and in accordance with the State of Florida Regulations.
5. The CONSULTANT will use GPS to survey the designated underground water pipes, the vacuum excavation locations, water system surface features and sanitary sewer manholes associated with the underground pipes. This data will be compiled, checked, and formatted for digital delivery to the CITY.
6. Buried lines located under asphalt or concrete shall be marked with a pink paint stripe. The CONSULTANT shall not perform subsurface verification activities but shall install a permanent marker to identify the location of the buried line by installing a PK nail with a 5/8-inch galvanized washer. These permanent markers shall be used by the CITY to locate buried lines in the future.
7. The Consultant will meet with the CITY to review and discuss the CONSULTANTS project report. The CONSULTANT will modify reports as necessary and deliver to the CITY.

STANDARD OF CARE

1. The standard of care applicable to the CONSULTANT's services will be the degree of skill and diligence normally employed by similar personnel engaged in the same or similar services at the time said services are performed. The CONSULTANT warrants that it will perform its services in accordance with and comply with applicable Federal, State, and local laws, City ordinances, standard operating procedures, and regulations, as amended at the time said services are performed. The CONSULTANT will re-perform any services not meeting this standard without additional compensation.
2. The CONSULTANT shall notify the CITY prior to working in their Right-of-Way.
3. The CITY shall notify residents and owners of commercial property about facility survey sites located on private property and in easements. Notification shall be made by submitting a flyer to the affected locations that describes the proposed work and duration.

DELIVERABLES

1. Electronic digital data file (.DWG)
2. PDF test hole data reports created by CONSULTANT at each vacuum excavation site.
3. Shapefiles
4. KMZ (Google Earth File)

COORDINATION

Work performed as part of this Work Order will be coordinated through the designated CITY REPRESENTATIVE. Correspondence to the CONSULTANT will be directed to Nicholas Fewell.

CITY'S RESPONSIBILITIES

The CITY will provide the CONSULTANT with online access to the GIS and all associated data sets as well as any CITY developed software systems required to access the data.

The CITY will work with the CONSULTANT to determine the work areas to be included in this Task Order.

The CITY will ensure that the CONSULTANT has access to the planned work locations.

The CITY will provide advanced warning to residents within the scope of work notifying residents that the CONSULTANT will be performing work in the area and may need to access the easements adjacent to their properties.

The CITY will provide the CONSULTANT with a letter authorizing the work to be performed to be presented to any residents questioning CONSULTANTS intent.

For the above-described Scope of Work in the Task Order No. 1, the CITY will compensate the CONSULTANT at the rates shown below. Compensation to the CONSULTANT for rendering of the above identified services and products shall not exceed the following: \$40,000.00.

Technical Staff Rates 2023	
Billing Titles	Hourly Rates
Executive Principal	305.00
Senior Principal	260.00
Principal	235.00
Senior Technical Director	220.00
Senior Project Manager	215.00
Technical Director	195.00
Project Manager	185.00
Senior Project Specialist	175.00
Project Specialist	165.00
Technical Professional	155.00
Technical Specialist	145.00
Specialist	135.00
Senior Data Technician	125.00
Senior Technical Assistant	115.00
Technical Assistant	105.00
Field Technician	95.00
Data Technician	90.00
Survey Crew – 2 Person w/Robotic Equipment	190.00
Additional Survey Crew Member	50.00
SUE Crew (designating) – 2 Person	195.00
Additional (designating) Member	75.00
SUE Crew (locating) – 2 Person	195.00
Additional (locating) Member	75.00
Reimbursable Expenses	
General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost + 15%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.25 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.00 / Each
Document Binding	4.00 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	85.00 / Each
Initial Digital Signature	300.00
Additional Digital Signatures	75.00 / Each
Vacuum Excavation Truck Operational Costs (Vactor)	85.00 / Hour
Vacuum Excavation Truck Operational Costs (Tellus)	65.00 / Hour
Ground Penetrating Radar	75.00 / Day
Specialty Equipment (Rodder, Sonde, PCM)	65.00 / Day
Consumable Supplies (Paint, flags, lath)	50.00 / Day/Crew
Mileage Reimbursement*	0.655 / Per Mile
	Field Vehicle 0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.



New Port Richey Task 001

LABOR COST DETAIL		Designates	Locates	SUE Survey	CAD Drafting	QA/QC	Total Hours	Labor Cost	Estimate Rates	EM with Tampa Staff	Percent Profit
TITLE	Standard Rates										
Principal	\$ 235.00	1.0					1.0	\$ 235.00	\$ 235.00	3.00	10.00%
Senior Technical Director	\$ 220.00	6.0					6.0	\$ 1,320.00	\$ 220.00	3.33	8.16%
Technical Director	\$ 195.00							\$ -	\$ 195.00	3.59	28.00%
Project Specialist	\$ 165.00							\$ -	\$ 165.00	3.47	21.74%
Technical Professional	\$ 155.00	25.0					25.0	\$ 3,875.00	\$ 155.00	3.52	35.71%
Specialist	\$ 135.00							\$ -	\$ 135.00	4.52	40.27%
Sr. Data Technician	\$ 125.00							\$ -	\$ 125.00	3.52	33.17%
Technical Assistant	\$ 105.00							\$ -	\$ 105.00	3.41	36.47%
Data Technician	\$ 90.00	23.0					23.0	\$ 2,070.00	\$ 90.00	3.41	48.57%
Survey Crew - 3 Man	\$ 240.00							\$ -	\$ 240.00	3.28	27.81%
Survey Crew - 2 Man	\$ 190.00							\$ -	\$ 190.00	3.33	25.62%
SUE Locate - 4 man	\$ 300.00							\$ -	\$ 300.00	3.33	25.00%
SUE Locate - 3 man	\$ 250.00							\$ -	\$ 250.00	3.33	25.00%
SUE Locate - 2 man	\$ 195.00	50.0					50.0	\$ 9,750.00	\$ 195.00	3.33	25.00%
SUE Des - 2 man	\$ 180.00	50.0					50.0	\$ 9,750.00	\$ 195.00	3.33	33.36%
SUE Des - 1 man	\$ 130.00	100.0					100.0	\$ 13,000.00	\$ 130.00	3.33	27.81%
Hours by Task		255.0					255.0	\$ 40,000.00			
Labor by Task		\$ 40,000.00	\$ -	\$ -	\$ -	\$ -					Projected Performance Based on Estimate= 19.54%
Direct Costs		Designates	Locates	SUE Survey	CAD Drafting	QA/QC	Total Directs				
Per diem											
Hotel							\$ -				
Total Direct Expenses		\$ -	\$ -	\$ -	\$ -	\$ -					
Loaded Labor and Direct Expenses		\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	Total Cost=	\$ 40,000.00			

ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

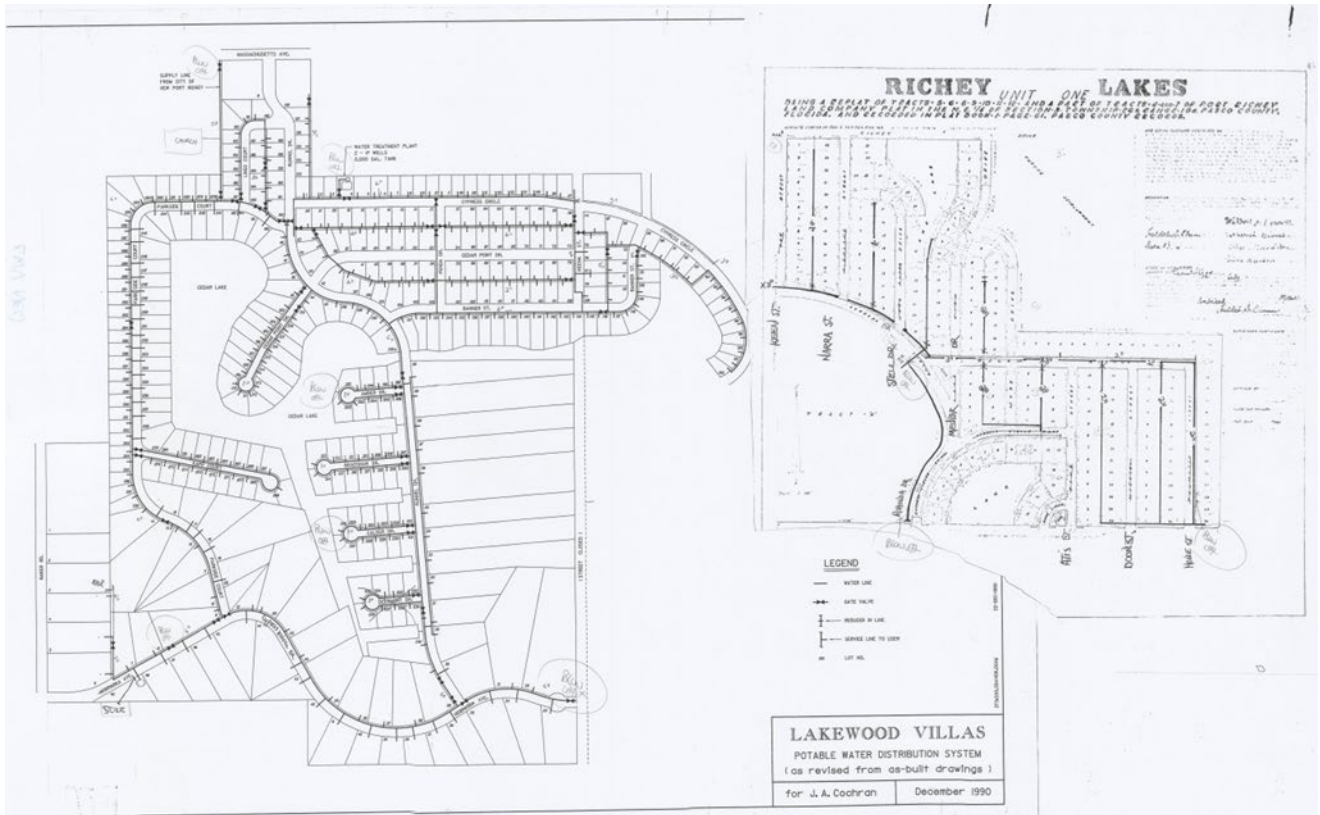
If required by the CONSULTANT and authorized by the CITY, additional services related to this Task Order shall be provided by the CONSULTANT for additional professional fees negotiated with and agreed to by the CITY.

SCHEDULE

This schedule assumes CONSULTANT would have received all data requested on or before the Notice to Proceed (NTP).

Milestone	Week from NTP
Preliminary Delivery of Data	6
Final Delivery of Data	8

Exhibit:



Signature

Date

Printed Name

Title

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)

Michael Kriegel

Michael Kriegel
Geographic Discipline Leader, Subsurface Utility Engineering