

TASK ORDER NO. 5

SCOPE OF SERVICES AND FEE PROPOSAL

2025 NPR WWTF OXIDATION DITCH AND FILTER STRUCTURE REPAIRS

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) owns and operates the New Port Richey Wastewater Treatment Facility (WWTF), located at 4730 Main Street, New Port Richey, FL 34652. The WWTF has a treatment capacity of 7.5 Million Gallon Per Day (MGD) based on an Annual Average Daily Flow (AADF) measurement. The plant provides effluent meeting the Florida Department of Environmental Protection (FDEP) classification of Part III – Slow-Rate Public Access Reuse Systems under FAC 62-610, in which all treated effluent currently is disposed through the City's Master Urban Reuse System and the Pasco County Master Reuse System. The plant's biological treatment consists of four (4) oxidation ditch nitrification/denitrification basins and one (1) Schreiber treatment system with a nitrification/denitrification perimeter basin and an internal clarifier. Each oxidation ditch has a treatment capacity of 1.5 MGD and was constructed in the early 1990's. Over time the construction joints, expansion joints, and concrete protective surface have deteriorated and need repair. The oxidation ditch mechanical equipment is also in need of replacement and includes the replacement of the surface aerators, gear boxes, and effluent weir. In addition, the plant has 4 filter structures that are also in need of joint and concrete repair.

The CITY is requesting professional engineering assistance from Stroud Engineering Consultants, Inc. (ENGINEER) to assist the CITY in conducting engineering inspections of the existing oxidation ditch and filter structures, provide repair and replacement recommendations for the various joint types and concrete surface, bidding documents for contractor bidding activities, and assistance during construction activities.

Mr. Brent Heath, P.E. will serve as the ENGINEER's project manager on this task order for the duration of the scope of services. The ENGINEER will provide project management as part of this task order, which shall include: continuous management and coordination of the overall project; preparation of miscellaneous correspondence; coordination of subconsultant services; necessary scheduling of design and construction activities; and attendance at monthly project meetings (as requested) with the CITY. A written summary of the project status and completed tasks will be provided with each invoice submitted by the ENGINEER.

Based on the above background discussion, the following specific tasks and services are anticipated for this project, and are included in this Scope of Services:

1.0 PRELIMINARY ENGINEERING

The ENGINEER's preliminary engineering scope will include the following:

- Obtain the wastewater treatment plant design documents, as-built drawings, and other background information needed to complete the final design. The ENGINEER currently has record drawings of the existing facility.
- Conduct a field review of the oxidation ditch and filter structures to obtain necessary system

information and perform visual documentation of the structural conditions.

- Coordinate with the WWTF Plant manager, Structural Engineer, Stroud Engineering, and material manufacturers to provide a condition assessment of the existing concrete structures surfaces and joints in order to provide recommendations for the repair of the structures.
- Coordinate with the WWTF Plant manager, Structural Engineer, Stroud Engineering, and equipment manufacturers to provide recommendations for the replacement of the surface aerators, gearboxes, and effluent weir assembly. The coordination will include the required modifications to the existing concrete basin walls and any new concrete additions for the new surface aerator/mixer assemblies.

2.0 FINAL DESIGN

Once the preliminary design and planning activities are completed, the ENGINEER will prepare detailed construction documents for the conceptualized facilities and furnish appropriate numbers of sets to the CITY for review. The final documents will be suitable for establishing a construction contract for the project while being in sufficient detail to permit construction by the contractor. The final documents will include two separate sets of bid documents, one for the Oxidation Ditches and one for the Filters. The ENGINEER's final design scope will include the following:

- Prepare and submit copies of construction drawings at designated project completion milestones (90% and final) for review, comment, and approval by the CITY. The construction drawings will include construction notes, plan sheets at appropriate scale for legible interpretation, and standard civil and utility details. Four (4) copies of construction drawings will be provided in 11"x17" size at each submittal stage.
- Attend design review meetings at the specified design intervals with the CITY.
- Prepare front-end bidding documents and technical specifications for the final design documents.
- Prepare a complete tabulation of material quantities and corresponding final estimate of probable construction cost, based upon experience with similar work in the area.

3.0 BID PHASE SERVICES

- 3.1 Contract:** It is anticipated that Contract Documents will be prepared as part of this Task Order. These Documents will be submitted to the CITY with the final design drawings.
- 3.2 Document Delivery:** Upon advertisement of the Contract and initiation of the bidding process, the ENGINEER will provide a compact disc to the CITY which contains the Contract Documents and Construction Plans in PDF format. The ENGINEER will assist the CITY in the distribution of the bid documents to the interested bidders/parties upon request.
- 3.3 Pre-Bid Meeting:** Upon scheduling of the Pre-Bid Meeting by the CITY, the ENGINEER will coordinate with the CITY to develop the proper meeting agenda. The ENGINEER will be directly involved in the meeting communications and adequately describe the project specifics to the attending bidders/parties. The ENGINEER will answer all pertinent questions and issue any necessary addendums that result from the Pre-Bid Meeting.
- 3.4 Bid, Award, Bond and Insurance Assistance:** The ENGINEER will communicate with

the interested bidders/parties during the time period between contract advertisement and bid submission. The ENGINEER will assist the CITY in preparing the required advertisement for bids, attend the bid opening, review bids, prepare a bid tabulation and make recommendations regarding the award of the construction contract.

4.0 SERVICES DURING CONSTRUCTION

- 4.1 **Pre-Construction Meeting:** Upon award of the construction contract, the ENGINEER will assist the CITY during the construction phase by attending the pre-construction conference.
- 4.2 **Work Recommendations:** The ENGINEER will communicate with the CITY and contractor throughout the construction phase and respond to any construction or design issues that are conveyed by either party. The ENGINEER will interpret the plans and specifications for the contractor and assist with resolution of construction difficulties encountered. If warranted, the ENGINEER will modify the design drawings to illustrate the required additional changes so that the project can be successfully completed.
- 4.3 **Shop Drawing Reviews:** In accordance with the Contract Documents, the selected contractor will be required to provide utilities-related equipment/material submittals to the ENGINEER and obtain approvals prior to installing the materials. The ENGINEER will review these submittals per the contract and return them to the CITY and contractor for subsequent processing.
- 4.4 **Construction Observation/Field Services:** It is anticipated that the construction of the oxidation ditch and filter structure repairs will be conducted in phases. Phase 1 was completed in May 2024. Phase 2 is estimated to be started in February 2025 and that the construction duration will be three (3) months. The ENGINEER will conduct periodic site visits to observe the work in progress, especially during periods of major construction, and consult with the CITY's inspector to monitor conformance with the contract documents. An average field observation time of 4 hours per week has been estimated by the ENGINEER throughout the construction phase. It is anticipated that on-site observation of the work in progress will be conducted with assistance from the CITY's inspections staff at intervals necessitated by the contractor's schedule, capabilities and effectiveness, and as required to provide final regulatory certification. The ENGINEER will assist the CITY with operational questions associated with acceptance of the completed project.

It is anticipated that the ENGINEER will observe the following activities in the field, at a minimum:

- hydrostatic pressure/leakage testing
- routine materials installation
- applicable testing procedures.

- 4.5 **Project Closeout:** In order to properly close out the project, it is anticipated that the ENGINEER will be required to submit a Certificate of Substantial Completion. This Certificate will fix the date when the entire work, associated with the CITY's utilities, is considered substantially complete and ready for its intended use. It will identify significant items that need to be addressed or corrected before final payment can be recommended. Upon resolution and completion of the items mentioned in the Certificate and submittal of all contractual documents by the contractor, the ENGINEER will prepare and submit final Change Order to adjust the Contract amounts to the completed quantities and submit a Recommendation of Final Payment to the CITY.

TASK 5 PROJECT ALLOWANCE FOR AUTHORIZED ADDITIONAL WORK

- In the event that other additional work is required or requested by the CITY, which may arise from unforeseen field conditions, change in the project limits, the need for additional testing data, investigations and/or structural engineering services, this task is intended to provide an allowance for such work. Such additional work shall be authorized in writing by CITY.

II. DELIVERABLES

This Scope of Services is to include the following deliverables:

- Final Design Drawings for Bid Documents – Includes Four Filters
- Final Design Drawings for Bid Documents – Includes Four Oxidation Ditches
- ENGINEER’s Opinion of the Probable Construction Cost
- Certificate of Substantial Completion
- Recommendation for Final Payment

III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- **Construction Phase Services:** It is assumed the CITY will provide inspections staff for routine on-site observation for the duration of the construction phase.

IV. ENGINEER’S COMPENSATION

For Tasks 1 – 5 described above, the CITY will compensate the ENGINEER on a fixed fee basis. Compensation to the ENGINEER for the services included in the above tasks shall not exceed the following:

1.	PRELIMINARY ENGINEERING	\$ 22,720.00
2.	FINAL DESIGN	\$ 44,260.00
3.	BID PHASE SERVICES	\$ 5,890.00
4.	CONSTRUCTION PHASE SERVICES	\$ 12,500.00
5.	PROJECT ALLOWANCE FOR AUTHORIZED ADDITIONAL SERVICES	\$ 5,000.00
	TOTAL AUTHORIZATION	\$ 90,370.00

V. ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

During the course of the work, the ENGINEER shall notify the CITY in writing of any unanticipated costs or out of scope work and shall provide a new estimate for that work to the CITY for approval. 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.

VI. PROJECT SCHEDULE

The ENGINEER will begin the activities described herein within two weeks of receiving written notice to proceed. The estimated project schedule is outlined as follows:

<u>Task</u>	<u>Weeks to Complete After Notice to Proceed Issued</u>
Preliminary Engineering	10
90% Final Design Submittal	22
CITY Review	24
100% Final Design Submittal	28
Bid Phase	34
Construction Phase	56

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Stroud Engineering Consultants, Inc.

- A. SCOPE OF SERVICES - The City of New Port Richey hereby authorizes the firm of Stroud Engineering Consultants, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 5, 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. 5, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL – Stroud Engineering Consultants, Inc. shall appoint a single representative with whom the City of New Port Richey shall coordinate. This representative shall have the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by Stroud Engineering Consultants, Inc. shall not be removed from the project without the prior written approval of the City of New Port Richey. For this authorization key personnel are as follows: Brent Heath, P.E.
- D. COMPENSATION - Professional fees for this authorization will be fixed fee in accordance with the AGREEMENT FOR GENERAL UTILITY ENGINEER, WATER-RESOURCE AND ENVIRONMENTAL CONTINUING SERVICES (GUE&WR&EC) with the City of New Port Richey, dated October 5, 2023.
- E. ACCEPTANCE - By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 5 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:

STROUD ENGINEERING CONSULTANTS, INC.

Brent A. Heath, President

Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

City Clerk

Mayor

Date