TASK ORDER NO. 4

BEACH STREET DRAINAGE IMPROVEMENTS

DESIGN & PERMITTING

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. 4, 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. 4, 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 PROFESSIONAL ENGINEERING AND WATER-RESOURCES AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the CITY, dated December 17, 2013.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 4 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:

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.

Gary P. Uebelhoer, MBA, Sr. Vice President

11/05/2018

Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

Mayor

Date

TASK ORDER NO. 4
SCOPE OF SERVICES AND FEE PROPOSAL
BEACH STREET DRAINAGE IMPROVEMENTS
DESIGN & PERMITTING
CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description

The City of New Port Richey (CITY) has completed the Maple Street Drainage Basin Stormwater Study, MCH Engineering and Stroud Engineering Consultants, September 2016. This study analyzed the existing stormwater system and design alternatives for the reduction of localized flooding at and near the intersection of Maple Street and High Street. The results of the study recommends Alternate 5-Addition of the Beach Street System.

The (CITY) has partnered with the Southwest Florida Water Management District (SWFWMD) to provide funding for the Beach Street Drainage Improvements (PROJECT). The PROJECT consists of design, permitting and construction of stormwater improvements and BMPs to treat runoff and improve water quality discharging to the Pithlachascotee River in New Port Richey. The drainage improvements include:

- Inlets at High Street east of Maple Street, and Beach Street and High Street;
- Installation of 36" outfall pipe along Beach Street from High Street to the Pithlachascotee River. The total length of the project is approximately 1980 feet.
- BMP (CDS unit) at the north end of the project.

The CITY has been in contact with the Pasco School Board about utilizing portions of their school property west of Executive Drive for the Beach Street outfall location. If agreements with the school board can not be made, the outfall will be located along Executive Drive.

The CITY has requested Environmental Consulting & Technology, Inc. (ENGINEER) to assist the CITY with the proposed design and permitting for the Beach Street Drainage improvements. 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:

1.1 PRELIMINARY ENGINEERING DESIGN

Prior to final design, the ENGINEER will gather background information needed to complete the final design and support permit applications. The ENGINEER will acquire available data from the CITY. The data will consist of all relevant plans, reports, studies, records, maps, and other relevant information.

The ENGINEER will coordinate with the CITY and Pasco County School Board representatives on the proposed Beach Street outfall easement location and dimensions.

The ENGINEER will coordinate with a licensed professional surveyor to provide a detailed topographic survey of the project area. The survey will be prepared using Florida State Plane West, NAD 83 coordinate system and NAVD 88 vertical datum.

The ENGINEER will coordinate with a geotechnical engineering firm to conduct soil borings, establish seasonal high-water elevations, and provide foundation considerations for the installation of new pipe and inlet structures.

2.1 FINAL DESIGN

Once the preliminary design activities are completed, the ENGINEER will prepare detailed construction documents for the CITY for review. The final documents will be suitable for establishing a construction contract for the project and be in sufficient detail to permit construction by a Contractor.

The ENGINEER's final design scope will include the following:

- Prepare and submit copies of construction drawings at designated project completion milestones (30%, 60%, 90% and Final Design Plans) for review, comment, and approval by the CITY. The construction drawings will include but may not be limited to; a cover sheet, general notes, plan and profile sheets, drainage details, cross-sections, and a pollution prevention plan. Construction drawings will be provided in 11" x 17" size at each submittal stage.
- Utilize the existing Alternative 5 Interconnected Channel and Pond Routing (ICPR) computer model (Stroud Engineering) and the topographic survey to analyze the hydrology and hydraulics for the project final design. The model will be used to analyze the existing and proposed conditions for the ERP permit.
- Coordinate with the CDS unit (or equal) supplier on: unit location, unit size, connection points, treatment capacity and efficiency and unit construction drawings to be inserted in the plan set.
- Coordinate with the CITY on utility locations and CITY utility relocation plans.
- Prepare engineers' cost estimate for the proposed construction.
- Prepare technical specifications for the final design. The City will provide the front-end bidding documents.
- Attend design review meetings with the CITY. It is anticipated that there will be no more than two (2) design review meetings.

3.1 PERMIT ASSISTANCE

The ENGINEER will prepare and submit the permit applications, including associated sketches, drawings, and related incidental information required for submittal, necessary to perform the proposed stormwater construction activities as included on the final design documents. It is anticipated that a SWFWMD Environmental Resource Permit (ERP)

application and US Army Corps of Engineers (ACOE) permit will be required as part of this Task Order.

The ENGINEER will provide the following services in support of the applications:

- Meeting with SWFWMD personnel for pre-application meeting.
- Preparation of an ERP application package with supporting calculations and documents for submittal to the SWFWMD.
- Preparation of an ACOE application package with supporting calculations and documents for submittal to the ACOE.
- Respond to up to three (3) requests for additional information (RAI) from the SWFWMD and ACOE, if required.

4.1 BID ASSISTANCE

The ENGINEER will prepare bid documents for the project and assist the CITY in the bidding and contractor selection. This includes: bid package development, bid advertisement document, list of bid document requests, bid tabulation summary and bid recommendation letter.

5.1 SWFWMD CFI COORDINATION

The ENGINEER will assist the CITY in SWFWMD CFI coordination. This includes: submittal of plans, calculations and cost estimates; quarterly status reports; copies of permits, copies of bid documents, construction inspection reports, as-built surveys and record drawings.

6.1 SERVICES DURING CONSTRUCTION

6.1.1 Construction Observation/Field Services: The ENGINEER will prepare the agenda and administer the Pre-Construction meeting. The ENGINEER will conduct up to five (5) site visits to observe the work in progress and consult with the CITY's inspector to monitor conformance with the contract documents. It is anticipated that on-site observation of the work will be conducted by the CITY's inspection staff. Task includes responding to requests for information (RFI) from the Contractor and submittal reviews.

6.1.2 Survey As-builts: The ENGINEER will coordinate with the Contractor to confirm a licensed professional surveyor is retained by the Contractor and utilized to provide an as-built survey of the completed improvements. This survey will be prepared using Florida State Plane West, NAD 83 coordinate system and NAVD 88 vertical control.

6.1.3 Record Drawings: Upon receipt of the as-built drawings and survey information, the ENGINEER will provide signed and sealed record drawings along with the project certification documents to the CITY.

6.1.4 **Project Closeout:** The ENGINEER will submit a Certificate of Completion to SWFWMD documenting the completion of the construction activities and verifying the construction of the improvements is in compliance with the permit conditions.

II. DELIVERABLES

This Scope of Services is to include the following deliverables:

- 30%, 60%, 90% Design Drawings
- Final Design Drawings
- Permit Application and Correspondence
- Bid Documents
- Record Drawings
- Certificate of Completion.

III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- It is assumed that any title search, easement confirmation or easement acquisition required as part of this Task Order will be completed by the CITY.
- The CITY will provide all utility coordination and the design of all CITY utilities to be modified or relocated as part of this project (water, sanitary, reclaimed water).
- The CITY will provide utility coordination with all private utilities in the CITY's right of way within the project area, which include buried gas mains, communication lines, etc. The CITY will provide the ENGINEER with horizontal and vertical location of all private utilities that are in conflict with the proposed stormwater improvements. The CITY will provide the 60% plan set to all utilities. The private utilities are responsible for adjustments or relocations to accommodate the PROJECT.
- The contractor will provide detailed maintenance of traffic plans for the project to be approved by the CITY.
- This proposal does not include any structural engineering for evaluation of the existing wall foundation adjacent to the existing and proposed outfall pipes at the river.
- It is assumed the CITY will provide staff for on-site observation for the duration of the construction phase.
- The CITY is responsible for all SWFWMD /ACOE/ FDEP permitting fees.

IV. ENGINEER'S COMPENSATION

For Task 1 through 6 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.	PRELIMINARY ENGINEERING DESIGN	$5,930.00
2.	30%, 60%, 90%, FINAL DESIGN	$30,210.00
3.	PERMIT ASSISTANCE	$11,500.00
4.	BID ASSISTANCE	$2,140.00
5	SWFWMD CFI COORDINATION	$2,140.00
6.	SERVICES DURING CONSTRUCTION	$7,920.00
	SURVEY	$13,300.00
	GEOTECHNICAL	$3,282.00
	PRINTING	$278.00
	TOTAL LUMP SUM AUTHORIZATION	**$76,700.00**

V. 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.

IV. COMPLETION SCHEDULE

The estimated completion schedule for the major tasks are shown below.

Task Description	Schedule from
SURVEY	1 month
GEOTECHNICAL	1 month
PRELIMINARY ENGINEERING DESIGN	2 months
30% DESIGN	3 months
60% DESIGN	6 months
SUBMIT PERMIT	6.5 months
RECEIVE PERMIT	9 months
90% DESIGN	10 months
FINAL DESIGN	12 months
BID ASSISTANCE AND SERVICES DURING CONSTRUCTION	TBD

ATTACHMENT A - FEE PROPOSAL
BEACH STREET DRAINAGE IMPROVEMENTS : DESIGN & PERMITTING
City of New Port Richey - Public Works Department
Environmental Consulting & Technology, Inc.
5-Nov-18

Task 1	PRELIMINARY ENGINEERING DESIGN												
Task 2	FINAL DESIGN / BID DOCUMENTS												
Task 3	PERMIT ASSISTANCE												
Task 4	BIDDING ASSISTANCE												
Task 5	SWFWMD CFI COORDINATION												
Task 6	SERVICES DURING CONSTRUCTION												
		$160		$150		$75		$55					
Task		**PM / Sr. Engineer III**		**Senior Engineer II**		**CAD Operator/Technician**		**Administrative Support**		**Subtotal**		**Total**	
		Hrs.	**$**	**Hrs.**	**$**	**Hrs.**	**$**	**Hrs.**	**$**	**Hrs.**		**$**	
Task 1		12	$ 1,920.00	18	$ 2,700.00	16	$ 1,200.00	2	$ 110.00	48		$	5,930.00
Task 2		40	$ 6,400.00	94	$ 14,100.00	128	$ 9,600.00	2	$ 110.00	264		$	30,210.00
Task 3		14	$ 2,240.00	52	$ 7,800.00	18	$ 1,350.00	2	$ 110.00	86		$	11,500.00
Task 4		8	$ 1,280.00	4	$ 600.00	2	$ 150.00	2	$ 110.00	16		$	2,140.00
Task 5		8	$ 1,280.00	4	$ 600.00	2	$ 150.00	2	$ 110.00	16		$	2,140.00
Task 6		16	$ 2,560.00	32	$ 4,800.00	6	$ 450.00	2	$ 110.00	56		$	7,920.00
Labor Total		**98**	**$ 15,680.00**	**204**	**$ 30,600.00**	**172**	**$ 12,900.00**	**12**	**$ 660.00**	**486**		**$**	**59,840.00**
Expenses													
Survey												**$**	**13,300.00**
Geotechnical												**$**	**3,282.00**
Printing												**$**	**278.00**
Total												**$**	**76,700.00**

Northwest Surveying, Inc.
A certified MBE/DBE/SBE Corporation
8409 Sunstate Street. Tampa, Florida 33634-1309
(813) 889-9236; Fax: (813) 886-3315
www.nsitampa.com

Mr. Robert Johnson, PE
Environmental Consulting & Technology, Inc.
1408 North Westshore Boulevard, Suite 115
Tampa, Florida 33607

November 2, 2018

RE: Beach Street Drainage Improvements, New Port Richey, Florida
NSI Proposal No. 181009

REVISION NO. 1

Dear Mr. Johnson:

Thank you for the opportunity to submit this proposal for surveying services at the above referenced location.

The scope of work is a topographic survey of the limits shown on your reference map attached consisting of approximately 2000 linear feet.

Specifically we will perform a 50' grid topographic survey from right of way line to right of way line with ground elevations extending 5' beyond the right of way line. We will locate and map all natural and manmade topographic features to include trees above 4"DBH, above ground evidence of underground utilities, underground utility data such as pipe size, shape, type material and invert elevation where access is possible. We will establish the right of way lines and illustrate the property lines from the tax records. Platted easements can be plotted on our survey however, to plot all easements we would require a title search on each property which, is not warranted at this time.

We will also establish project control points, benchmarks and map geotechnical boring locations. The horizontal datum will be NAD 93/2011 adjustment and the vertical datum will be NAVD 88.

Our fee to perform the services described above will be **$13,300.00.**

We will require three weeks from your notice to proceed date to complete the survey and submit an Autocad file along with digitally signed maps.

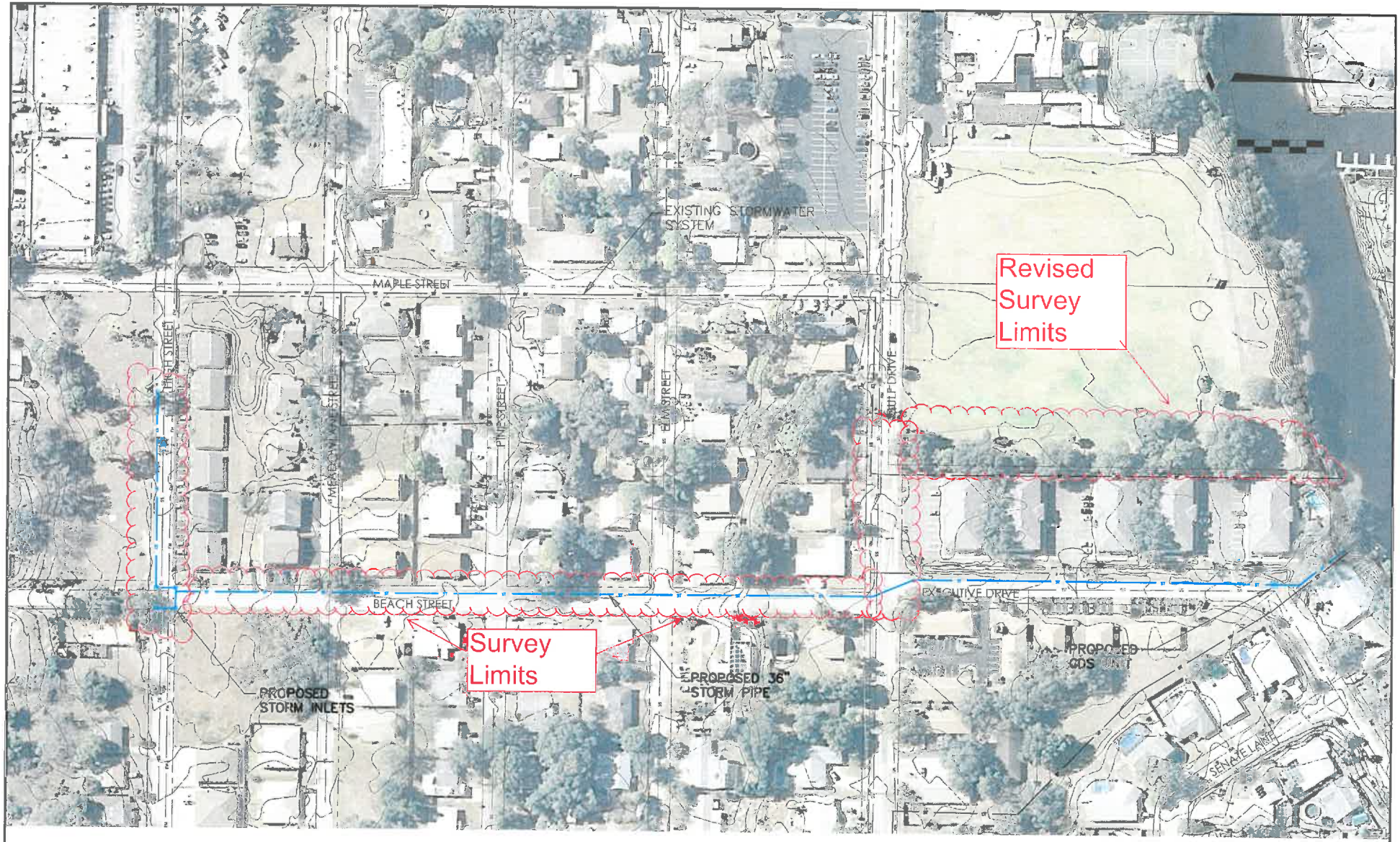
All of the work will be performed under the direct supervision of a Professional Land Surveyor and will meet or exceed the Minimum Technical Standards set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J17.050 to 5J17.052, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.

If you have any questions, please do not hesitate to contact our office.

Sincerely,
NORTHWEST SURVEYING, INC.

Gerald Silva

Gerald Silva, PSM
President



STROUD
Engineering Consultants

City of New Port Richey
Beach Street Stormwater
System Improvements

FIGURE 1
BEACH STREET
PROPOSED STORMWATER SYSTEM

TEST LAB INC.
GEOTECHNICAL & MATERIALS
ENGINEERING, TESTING & INSPECTION

October 25, 2018

Environmental Consulting & Technology, Inc. (ETC)
1408 N. Westshore Blvd., Ste. 115
Tampa, FL 33607
Ph: 813-289-9338

Attention: Mr. Robert Johnson, P.E.

Reference: **Geotechnical Field Services Proposal**
Beach Street Stormwater System Improvements
High Street, Beach Street, and Executive Drive
New Port Richey, Pasco County, Florida
Test Lab Proposal No.: GP-5598

Dear Mr. Johnson:

Per your request, Test Lab, Inc. (Test Lab) is pleased to submit this proposal for our services at the subject property. The proposed scope of services, estimated fees, and project schedule are outlined below.

GENERAL

According to your October 24, 2018 email correspondence, our services are requested for the proposed stormwater system improvements at portions of the referenced roadways. It is our understanding that stormwater improvements (inlets and pipes) and a stormwater BMP (CDS Unit) will be constructed to treat runoff and improve water quality discharging to the Pithlachascotee River in New Port Richey. The project will be constructed within the existing road right-of-way or existing drainage easements. The total length of the project is approximately 1,980 feet.

No site visit was performed for preparing this proposal; however, we understand that the project area is readily accessible to our personnel and geotechnical equipment. Should difficult access be encountered due to locked gates, parked vehicles, and other obstacles beyond our control, an additional cost may be incurred which is not included in the lump sum cost referenced herein.

SCOPE OF SERVICES

Our limited subsurface exploration for the project will be conducted in the following stages:

- Notify Sunshine State One Call to locate and mark existing utilities. (Requires 2 full business days);
- Mobilize personnel and equipment to the project site;
- Perform four (4) Standard Penetration Test (SPT) borings to a depth of approximately 20 feet. The borings will be located near the inlet structures and along the alignment of the proposed 36" diameter storm pipe within the right-of-way, according to the site plan provided by you. The SPT borings will be

sampled virtually continuously to a depth of approximately 10 feet and on intervals of approximately 5 feet, thereafter.

- Conduct visual classifications of the recovered soil samples and perform laboratory analysis on selected samples to assist in design.

The results of the exploration will be submitted in a formal engineering letter report. This report will present the soil classification (using the Unified Soil Classification System) and groundwater levels encountered in the borings; the estimated seasonal high-water table elevation at each boring; and site preparation and foundation considerations for the installation of a new pipe and/or inlet structures. The report will be signed by a professional engineer and transmitted electronically to the client. A formal signed and sealed hard copy of the report can be provided upon request.

ESTIMATED FEES

The lump sum cost for the above-stated services will be **$3,282.00**. It should be noted that these costs do not include the additional testing that could potentially be recommended based on the findings of the GPR survey. If conditions are encountered that could cause the cost of the testing to exceed our estimate based on conditions encountered during the field exploration, we will notify you immediately. This proposal is subject to the terms and conditions outlined within this proposal and the listed attachments.

PROJECT SCHEDULE

We can begin notifying Sunshine State One Call for the locating and marking of utilities as required by state statute immediately following your authorization. Utility locates require a minimum of two (2) business days excluding holidays and does not include additional time as required by some locators due to weather or other delays. Based on our present schedule, and upon receiving authorization to proceed, the fieldwork in this scope of work should be performed in three (3) days depending on weather and site conditions. Upon completion of the field work, engineering analysis and report preparation can be completed in approximately ten (10) business days. We can verbally transmit our findings prior to final report submission, if requested.

LIMITATIONS

This proposal was prepared with the presumption that the subject property is fully-accessible to our personnel and geotechnical equipment. Should difficult access be encountered due to locked gates, parked vehicles, current occupants denying access, and/or other obstacles beyond our control, an additional cost may be incurred which is not included in the estimated fees as indicated below.

Our scope of services does not include locating private utilities. Test Lab must be notified if any hazards exist on the property such as private utilities not located by utility locators within the Sunshine State One Call System. You are to provide plans to identify and locate any private utilities such as septic tanks, sewer laterals, sprinkler irrigation lines and water main laterals to the buildings if they exist. In the event that unidentified/unmarked private utilities are damaged, it will be your responsibility for costs of repairs.

CLOSURE

If this proposal is satisfactory, complete, sign and return the Proposal Acceptance Sheet (Attachment A) so we can proceed with the requested scope of services. This shall serve as our formal written authorization to proceed and permission to access the subject property for this work. Please read the Terms and Conditions (Attachment B) prior to signing the Proposal Acceptance Sheet.

Test Lab appreciates this opportunity to submit our proposal, and we look forward to working together with you on this project. Should you have questions, please do not hesitate to contact us.

Sincerely,
Test Lab, Inc.
4112 West Osborne Avenue, Tampa, Florida
Certificate of Authorization No. 1450

German Nolasco
Project Manager

Igor (Igon) Kratser, P.E.
Senior Geotechnical Engineer

Copies Submitted: (1) Client

Attachments: Attachment A – Proposal Acceptance Sheet
Attachment B – Terms and Conditions
Attachment C – Unit Rate Fee Sheet

TEST LAB INC.
GEOTECHNICAL & MATERIALS
ENGINEERING, TESTING & INSPECTION

ATTACHMENT A
PROPOSAL ACCEPTANCE SHEET

Services:	Geotechnical Field Services
Project:	Beach Street Stormwater System Improvements
Project Location:	New Port Richey, Pasco County, Florida
Proposal Number:	GP-5598
Proposal Date:	October 25, 2018

FOR PAYMENT OF INVOICES:

Client Name: _____

Address: _____

Phone _____ Fax: _____

Attention: _____

Signature: _____ Date: _____

METHOD OF PAYMENT:

□ Check Credit Card: □ Visa □ Master Card □ American Express □ Discover

Card Number: _____ Expiration Date: _____

Card Security Code (CSC)/Verification Value (CVV) – typically last 3 digits on back of card: _____

LUMP SUM FEE: **$3,282.00**

PAYMENT TERMS: Payable upon receipt of invoice. Invoices for completed work will be issued by the calendar month for continuous or extended projects unless otherwise agreed.

CREDIT TERMS: This proposal/contract and all the terms and conditions herein are subject to credit approval by Test Lab, Inc.

FOR APPROVAL OF CHARGES: **

Send Invoice To:

Firm: _____

Address: _____

_____ Zip: _____

Attention: _____ Phone: _____

** If the invoice is to be mailed for approval to someone other than the account charged, please indicate in the space above.

Distribution of Final Reports:

Name: _____

Address _____

_____ Zip: _____

Attn: _____

Phone: _____ No. Copies: _____

Name: _____

Address: _____

_____ Zip: _____

Attn: _____

Phone: _____ No. Copies: _____

SPECIAL INSTRUCTIONS: _____

TEST LAB INC.
GEOTECHNICAL & MATERIALS
ENGINEERING, TESTING & INSPECTION

ATTACHMENT C - UNIT RATE FEE SHEET

TABLE 1 - FEE SCHEDULE

Quantity	Unit	Description	Unit Fee ($)	Total ($)
PROFESSIONAL SERVICES				
2	Hour	Senior Geotechnical Engineer (P.E.)	$150.00	$300.00
10	Hour	Engineering Intern	$85.00	$850.00
2	Hour	CADD Technician	$55.00	$110.00
1	Hour	Administrative	$40.00	$40.00
FIELD SERVICES				
1	Mob	Mobilization and Transportation of Exploratory Equipment	$350.00	$350.00
0	Hour	Maintenance of Traffic (M.O.T.)	$150.00	$0.00
0	Each	Pavement Coring	$35.00	$0.00
80	Per Foot	Standard Penetration Test (SPT) Borings	$11.00	$880.00
80	Per Foot	Grout / Patching Bore Holes	$2.50	$200.00
GEOTECHNICAL LABORATORY TESTING				
3	Test	#200 Wash (ASTM D1140)	$40.00	$120.00
6	Test	Natural Moisture Content (ASTM D2216)	$12.00	$72.00
3	Test	Organic Content (ASTM D2974)	$45.00	$135.00
3	Test	Atterberg Limits (ASTM D4318	$75.00	$225.00
		ESTIMATED TOTAL		**$3,282.00**