

TASK ORDER NO. 19

SCOPE OF SERVICES AND FEE PROPOSAL

Orangewood Lake Pump Station and Force Main City of New Port Richey March 25, 2019

Task Order No. 19 between McKim & Creed, Inc., hereinafter referred to as CONSULTANT, and the City of New Port Richey hereinafter referred to as CITY, shall be as described below.

PROJECT DESCRIPTION

The CITY is in the process of acquiring the Orangewood Lake Utility Services which serves the Orangewood Lakes MHP and the adjoining Lakewood Estates neighborhood. The existing utility treats its wastewater at a package plant. Once acquired, the CITY will construct a new duplex pump station at the WWTP site and a 7,600 ft long, 6-inch diameter force main to transport the sewage currently treated at the Orangewood Lake WWTP to the CITY's existing wastewater collection system. The proposed connection point is the 12-inch force main on Massachusetts Avenue near the intersection with Magnolia Valley Drive. Once the pump station and force main are constructed and put into service, the current utility owner will be responsible for decommissioning the existing Orangewood Lake WWTP.

In response to the CITY's request, the CONSULTANT will provide the **Scope of Work** outlined below and as reflected in the attached **Figures 1 and 2**.

Task 1 – Project Management

- A. Develop project documents and filing systems for the project that include project set-up, project schedule, project QA/QC plan, project safety plan, electronic file system, and sub-consultant agreements. Conduct internal kick-off meeting. Prepare monthly project invoices and status reports.
- B. Conduct project kick-off meeting with CITY staff to review project goals, scope of work, project schedule and administrative issues.

Task 2 – Preliminary Design

- A. Prepare and submit a draft Technical Memorandum that provides recommendations on the pump station capacity (flow and TDH) using the hydraulic model previously prepared by Stroud Engineering for the CITY as is (without further validation by the CONSULTANT); the location of the proposed pump station on the existing WWTP site; equipment and materials of construction; and the force main alignment based on the

CONSULTANT's site reconnaissance, review of record drawings and utility atlas maps, and received information obtained from private utilities identified through the Sunshine One Call. The Technical Memorandum will include figures showing the proposed pump station site plan and force main alignment.

- B. Conduct a meeting with the CITY to discuss the CITY's comments which will be incorporated in the final Technical Memorandum. The final Technical Memorandum will serve as the basis for the design of the pump station and force main.

Task 3 – Design

- A. CONSULTANT will perform a topographic survey of the proposed pump station site and along the proposed force main route to locate above grade features and visible utilities including trees greater than 4-inches in diameter at breast height, fences, utility valves, fire hydrants, back-flow preventers, power poles, sanitary sewer rims and inverts, storm water inlets and inverts, edges of pavement, sidewalks, driveways, mailboxes, etc. A full right-of-way topographic survey will be performed on Sunrunner Dr., Betula Dr. and Magnolia Valley Dr. A half right-of-way topographic survey (centerline of road to back of ROW) will be performed on Osteen Rd and Massachusetts Ave. The side of the right-of-way will be determined in Task 2 prior to performing the topographic survey.
- B. CONSULTANT will conduct ASCE 38.02 Quality Levels "A" and "B" subsurface utility engineering (SUE) services for the project. Following the CITY's acceptance of the recommended force main alignment, Level B utility designation using standard electromagnetic locating techniques and ground penetrating radar will be used to determine the approximate location of the existing utilities along the recommended force main route when the existing utilities appear to be in close proximity to the proposed force main. In conjunction with the 60% design submittal, the CONSULTANT will conduct subsurface utility locates of potential crossings and conflicts with identified underground utilities using vacuum excavation (Level A). A total of up to twenty (20) test holes have been budgeted for this task. Location of the test holes will be shown on the construction plans with a corresponding table showing the results of the test holes including test hole number, utility type, depth to top of pipe, pipe diameter and pipe material.
- C. CONSULTANT will arrange for geotechnical services to determine the suitability of in situ soils and general subsurface soil conditions within the project area. It is anticipated that 5 auger borings will be conducted to a depth of ten feet (10') below the existing grade, plus 2 standard penetration tests to a depth of twenty-five feet (25'), one at the pump station site and the other at either the intersection of Massachusetts Ave. and Osteen Rd. or the intersection of Massachusetts Ave. and Magnolia Valley Dr., dependent on where the proposed force main crosses Massachusetts Ave. Visual soil classification, based on the Unified Soil Classification System (USCS) of the samples collected will be

conducted in the laboratory for each boring completed along with seasonal high groundwater levels. Following the analyses, a report will be prepared containing the results of the field testing and laboratory analysis with recommendations for specifying construction parameters that will assist in design of the proposed pump station and force main. Should additional soil borings be required to confirm soil conditions for deeper horizontal direction drills, the CONSULTANT will advise the CITY and proceed only when authorized for additional services.

- D. CONSULTANT will prepare and submit 60%, 90% and Issue-for-Construction design drawings. Pump station drawings will utilize CITY standard pump station drawings and details as applicable. Drawing sheets that will include cover sheet; general notes/key sheet; abbreviations, symbols and legends sheet; plan sheets for the proposed force main on Sunrunner Drive, Osteen Road, and Betula Drive; plan and profile sheets for the proposed force main on Massachusetts Avenue; structural and mechanical pump station plan and section views; electrical site plan, single line diagram, panel layout; P&ID; construction details; and maintenance of traffic (MOT) plans for the construction in road rights-of-way. Note that for budgeting purposes, CONSULTANT assumes that FDOT standard indexes will be used for MOT plans. Where applicable, the CONSULTANT will utilize CITY standard details in the development of the project design. Plan sheets will show the proposed improvements utilizing publicly available aerials, information received from utility owners, information obtained in the above reference site visit and topographic survey, CITY provided comments, and information provided by the CITY (record drawings, utility atlas maps, etc.). It is anticipated that the drawing set will consist of approximately thirty (30) drawings. Note that for budgeting purposes, CONSULTANT assumes the CITY will make available for the CONSULTANT's use electronic copies (AutoCad) of the CITY standard drawings and details.
- E. CONSULTANT will prepare and submit technical specifications for the construction of the proposed pump station and force main. Technical specifications will be submitted with the 90% and Issue-for-Construction design drawings. Note that CONSULTANT understands that it is the CITY's intent to perform the construction of this project as a change order to a similar sanitary sewer pump station and force main project and that the technical specifications for the similar project will be utilized where applicable.
- F. CONSULTANT will conduct design review meetings with CITY staff at the 60% and 90% designs.

Task 4 – Permitting Services

- A. CONSULTANT will attend pre-application meeting with the following agencies to discuss the project and the permit requirements:
- Pasco County Right-of-Way (ROW)
 - Florida Department of Environmental Protection

- B. Pasco County Building Permit – CONSULTANT will prepare and submit on behalf of the CITY an application for the County Building Permit to perform the project improvements. The CITY will directly pay for any associated permitting fees. It is assumed that the permit will be completed by the contractor to perform the work. The CONSULTANT will include the following permit services in this Work Order:
- Three (3) bound hard copies (full size signed/sealed drawings) to support the application.
 - Address up to two (2) RAIs from the Building Department
- C. Florida Department of Environmental Protection (FDEP) - CONSULTANT will prepare and submit on behalf of the CITY a Notification/Application For Constructing A Domestic Wastewater Collection/Transmission System (Form 62-604.300(8)(a), F.A.C.). The CITY will directly pay for any associated permitting fees. Upon completion of the construction, CONSULTANT will prepare and submit on behalf of the CITY a Request for Approval To Place A Domestic Wastewater Collection/Transmission System Into Operation (Form 62-604.300(8)(b), F.A.C.). The CITY will directly pay for any associated permitting fees. For budgeting purposes, we have included addressing up to two (2) RAIs from the FDEP.
- D. Pasco County Right-of-Way Use Permit - CONSULTANT will prepare and submit on behalf of the CITY a right-of-way use permit for the installation of the force main on Osteen Rd and Massachusetts Ave. The CITY will directly pay for any associated permitting fees. For budgeting purposes, we have included addressing up to one (1) RAI from the County.
- E. Environmental Permitting – It is anticipated that an Environmental Resource Permit (ERP) is not required. Should an ERP be required, the CONSULTANT can prepare the permit application as additional services when directed by the CITY. An environmental assessment, which would include identifying and documenting wetlands, surface waters and protected plant and animal species/habitats within the project area is not included in this scope and would be considered additional services to be negotiated with the CITY if required.

Task 5 – Bid Phase Services

- A. Bid phase services are not included in this scope of work as it is understood that the CITY will perform this work as a change order to another project.
- B. The CONSULTANT will prepare addenda responses and will provide clarifications to the contract specifications and drawings. If necessary, specifications and drawings will be revised and provided with the written response. This information will be provided to the CITY for the CITY's use when issuing addenda. For budgeting purposes, we have assumed no more than two (2) addenda will be issued.

- C. The CONSULTANT will review bidder(s) compliance with bid responsibility requirements and references/qualifications of the apparent responsive low bidder. CONSULTANT will prepare a bid tabulation and letter of recommendation for the CITY's use in awarding the contract.

Task 6 – Limited Construction Phase Services

It is anticipated that the construction contract will be for 9 months (270 consecutive calendar days) to final completion. The active construction period is anticipated to be no more than 7 months (210 days) considering the first 45 days of the contract will be dedicated to shop drawing review, procurement of materials, and mobilization, and the last 15 days to punchlist and project closeout.

- A. The CONSULTANT will conduct the preconstruction meeting at a location designated by the CITY. CONSULTANT shall prepare meeting agenda. Following the meeting, the CONSULTANT shall prepare and distribute and meeting minutes to attendees.
- B. The CONSULTANT will review contractor submittals including shop drawings and O&M Manuals for compliance with the Contract Documents. CONSULTANT will coordinate the review process and maintain a submittal review log. Reviewed submittals will be distributed to the CITY and the contractor via email. For budgetary purposes, CONSULTANT has assumed a maximum of 40 submittals. Note that for budgeting purposes, CONSULTANT assumes that since the construction of this project will be performed as a change order to a similar sanitary sewer pump station and force main project, the materials and equipment to be used by the contractor will be similar to those already used by the contractor for the original project.
- C. The CONSULTANT will review and respond to the contractor's Request for Information (RFI). A RFI receipt/response log will be maintained and distributed to the CITY and the contractor via email. For budgetary purposes, CONSULTANT has assumed a maximum of ten (10) RFIs.
- D. The CONSULTANT will review change requests submitted by the contractor and make recommendations to the CITY.
- E. The CONSULTANT will attend monthly construction progress meetings conducted by the CITY. Concurrently with the progress meetings, CONSULTANT will make periodic site visits to observe the work performed. For budgetary purposes, CONSULTANT has assumed a maximum of 7 monthly progress meetings.

- F. The CONSULTANT will attend one preliminary walkthrough with the CITY and the contractor when requested by the CITY and prepare a punchlist of observed items to be completed by the contractor. The CITY will perform the final walkthrough.
- G. The CONSULTANT will prepare Record Drawings of the construction based on contractor supplied marked-up drawings and a signed and sealed as-built survey provided by the contractor. Marked-up drawings and as-built survey shall be reviewed and approved by the CITY prior to sending these documents to the CONSULTANT. One set of Record Drawings and an electronic copy in Adobe pdf and AutoCAD will be provided to the CITY.

Construction management and administration, including approval and processing of contractor's payment applications and on-site construction observation are not included in this scope of services. It is the CONSULTANT's understanding that the CITY will provide these services including on-site observation by a qualified resident observer. It is also understood that the CITY will provide the CONSULTANT copies of the resident observer's construction observation logs with construction progress photos.

Materials testing services, including compaction tests, are not included in this scope of services. It is the CONSULTANT's understanding that these services will be required of the contractor and that copies of the test reports will be furnished to the CONSULTANT.

CITY STAFF ASSISTANCE

The CITY will be asked to provide assistance to the Project Team in order to complete the project on a timely basis. The following is a list of items requested from the CITY.

1. Access to the Orangewood Lake WWTP for the purpose of performing the topographic survey and pump station design.
2. Copy of the hydraulic modeling previously prepared for the CITY by Stroud Engineering Consultants for the proposed pump station and force main.
3. All available construction and record drawings of the CITY's water, sewer and reclaimed water utilities along the proposed force main route.
4. Requested information pertaining to the CITY's current pump station standard drawings and specifications, utility installation standards, equipment and material standards, and existing pump station operation.

DELIVERABLES

1. Draft and Final Preliminary Design Technical Memorandum (electronic pdf format only).
2. Sixty percent (60%) and ninety percent (90%) design drawings (electronic pdf format only).
3. Issue-for-Construction design drawings (electronic pdf and AutoCad Civil 3d 2018 format; one signed and sealed 22"x34" hard copy set).
4. Ninety percent (90%) technical specifications (electronic pdf format only).
5. Issue-for-Bid technical specifications (electronic pdf format; one signed and sealed hard copy).
6. Pasco County Building Department permit application package (CITY to pay all permit fees).
7. FDEP Application for Constructing A Domestic Wastewater Collection/Transmission System (CITY to pay all permit fees).
8. Pasco County Right-of-Way Use Permit (CITY to pay all permit fees).
9. Preconstruction agenda and meeting minutes
10. Submittal reviews, RFI responses, change proposal reviews, and associated logs. All reviews and responses will be transmitted electronically as pdfs attached to email.
11. Record drawings (electronic pdf and AutoCad Civil 3d 2018 format; one signed and sealed 22"x34" hard copy set).

COORDINATION

Work performed as part of this Task Order will be coordinated through Mr. Gary Peterson, Construction Engineering & Inspection Manager. Correspondence to the CONSULTANT will be directed to Mitch Chiavaroli, PE.

CONSULTANT'S COMPENSATION

For the above described Scope of Services in Task Order No. 19, the CITY will compensate the CONSULTANT in accordance with the following lump sum fee schedule:

Task 1 – Project Management – Lump sum fee of \$12,100.00	
Task 2 – Preliminary Design - Lump sum fee of \$8,500.00	
Task 3 – Design - Lump sum fee of \$144,200.00	
Task 4 – Permitting Services - Lump sum fee of \$5,900.00	
<u>Task 6 – Limited Construction Phase Services – Lump sum fee of \$22,000.00</u>	
TOTAL LUMP SUM FEE:	\$192,700

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

The work included in this Task Order shall be completed in accordance with the following schedule.

	<u>Weeks from Notice to Proceed</u>
Draft Preliminary Design Technical Memorandum:	4 weeks
Final Preliminary Design Technical Memorandum:	6 weeks*
Sixty percent (60%) design submittal:	18 weeks**
Ninety percent (90%) design submittal:	25 weeks**
Issue-for-Construction design submittal:	32 weeks**
Bid Phase services:	TBD
Limited Construction Phase Services:	TBD


* assumes one (1) week for CITY review

** assumes two (2) weeks for CITY review

TASK ORDER NO. 19
Orangewood Lake Pump Station and Force Main
McKim & Creed, Inc.

- A. SCOPE OF SERVICES – The City of New Port Richey hereby authorized the firm of McKim & Creed, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 19, 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. 19, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL - McKim & Creed, 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 McKim & Creed, 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: **Mitch Chiavaroli, PE**
- D. COMPENSATION – Professional fees for this authorization will be lump sum in accordance with the PROFESSIONAL ENGINEERING AND WATER-RESOURCE AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated December 17, 2013.
- E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER No. 19, 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:



McKIM & CREED, INC.



Mitchel A. Chiavaroli, PE, Dir. of Engineering

3/20/19
Date

CITY OF NEW PORT RICHEY, FLORIDA

Mr. Rob Marlowe, Mayor

Date

Orangewood WWTP Site

15'

PROPOSED 12' WIDE ACCESS DR

PROPOSED LAND ACQUISITION FOR THE STATION SITE

PROPOSED LIFT STATION SITE (25' X 40')

75' +/-

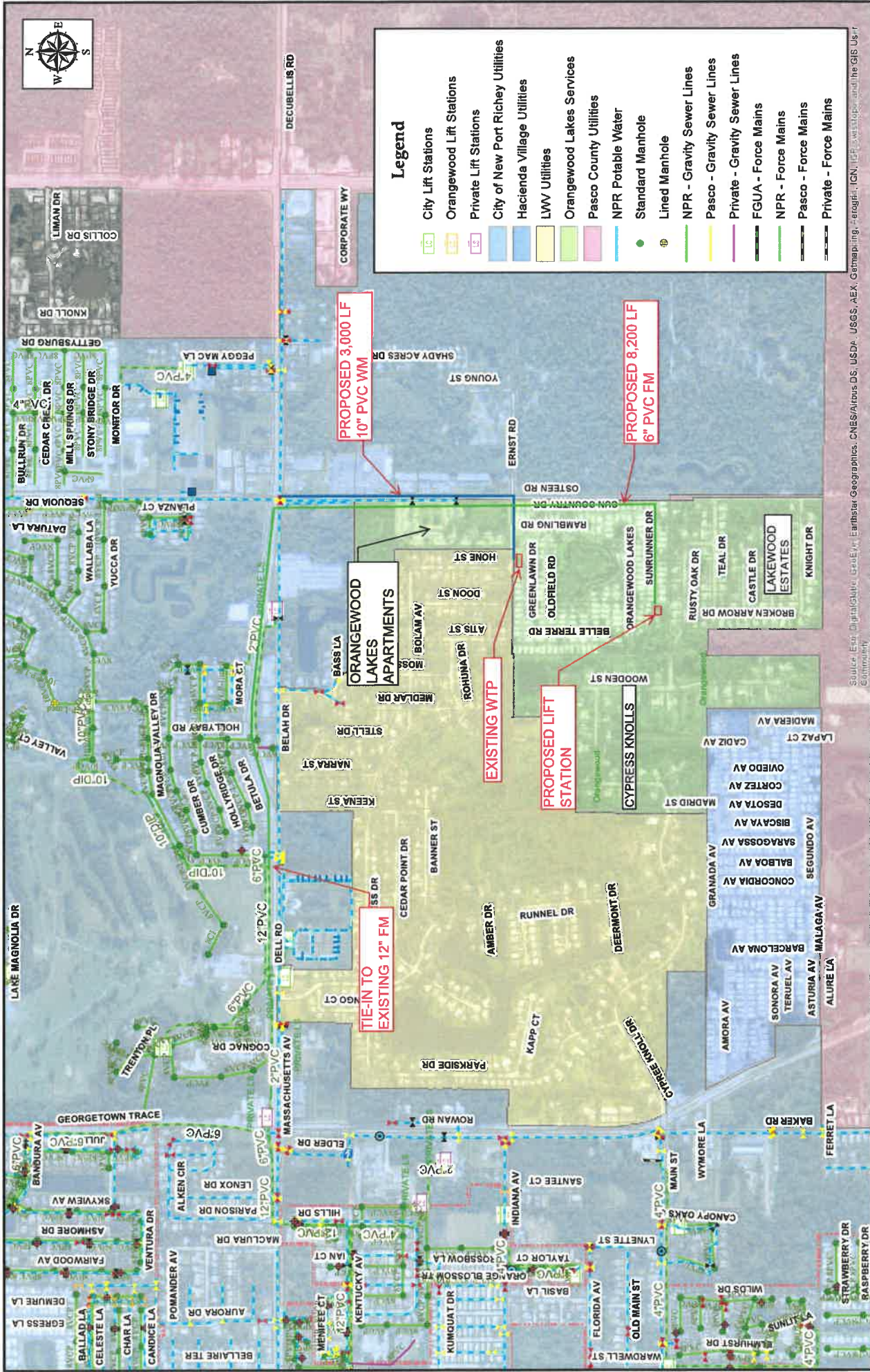
30'





Legend

	City Lift Stations
	Orangewood Lift Stations
	Private Lift Stations
	City of New Port Richey Utilities
	Hacienda Village Utilities
	LWW Utilities
	Orangewood Lakes Services
	Pasco County Utilities
	NPR Potable Water
	Standard Manhole
	Lined Manhole
	NPR - Gravity Sewer Lines
	Pasco - Gravity Sewer Lines
	Private - Gravity Sewer Lines
	FGUA - Force Mains
	NPR - Force Mains
	Pasco - Force Mains
	Private - Force Mains



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, Swire, and the GIS User Community

(** This map is provided for information purposes only. All features included are subject to field verification and survey.**)