

**TASK ORDER NO. 43**

**SCOPE OF SERVICES AND FEE PROPOSAL**

**2020 ORANGEWOOD LAKES WATER SYSTEM IMPROVEMENTS**

**CITY OF NEW PORT RICHEY**

**I. PROJECT SCOPE**

**Description:**

The City of New Port Richey (CITY) provides for the potable water demands of their residential and commercial users throughout the City via a large network of water distribution piping. The CITY has acquired the utility system of the Orangewood Lakes development, which requires the CITY to extend new water main piping along Osteen Road to accommodate the necessary user demands and fire flow rates. It is understood that this project will entail the addition of approximately 2,300 linear feet of 12-inch diameter water main, approximately 200 linear feet of 4-inch diameter water main, valves, fittings, service connections, and up to five (5) fire hydrant assemblies. In addition, the drainage system for the new Ozanam development will require the City remove and relocate the existing 4" water main at the intersection with Osteen Road.

The CITY has requested Stroud Engineering Consultants, Inc. (ENGINEER) assist the CITY in extending water pipelines, connecting to existing water distribution pipelines, and installing fire hydrant assemblies in the project area. To accomplish the needed infrastructure improvements, the ENGINEER will provide authorized professional services to the CITY for the design, permitting assistance, and construction phase services associated with the installation of the necessary water piping and fire hydrants.

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. The progress of the project will be discussed with the CITY's designated project manager during each regular monthly project status meeting at the Public Works Building and/or the scheduled on-site construction meetings, and as necessary throughout the remaining life of the project. 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**

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 water distribution system data from the CITY. The data will consist of all relevant plans, reports, studies, records, maps, water usage and other relevant data concerning the CITY's current water distribution system.

These data and documents will be evaluated with a specific emphasis on determining the optimum alignment for any piping installations and locations for piping interconnections to the

existing water system. The ENGINEER will make site visits to further our understanding of both the existing facilities and potential improvements. The ENGINEER will review plans, specifications, record drawings, system maps, etc. for the existing water mains. These documents will provide information useful in the determination of potential interconnection points, pipe sizes, pipe locations, and other hydraulically significant features that might impact the design.

It is assumed that the majority of the proposed route for the water mains has recent topographic, right-of-way, and utility survey data obtained for the sewer system improvements project. The CITY will provide the available survey information for the ENGINEER's use for this water main project. For the southern project areas that do not have existing survey information, the ENGINEER will coordinate with a licensed professional surveyor to provide a topographic, right-of-way, and utility survey of the proposed water main alignment. The survey will include information for the western portion of the Osteen Road right-of-way from the road centerline to the western right-of-way boundary. The survey will be prepared using Florida State Plane West, NAD 83 coordinate system.

To allow the continued construction activities for the Ozanam Development, the ENGINEER will design a temporary removal and relocation of the existing 4" water main along Osteen Road at the Ozanam property boundary. The ENGINEER will provide a design drawing for the temporary water main improvements to the CITY to obtain a construction cost with the Miscellaneous As-Needed Construction contractor.

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

- Assemble available City water system maps and utilities record drawings.
- Coordinate and obtain a survey of the project areas.
- Design drawing for Ozanam development water main relocation.

## **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 ENGINEER's final design scope will include the following:

- Prepare and submit copies of construction drawings at designated project completion milestones (60%, 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 utility details. Two (2) 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. It is anticipated that there will be no more than four (4) design review meetings prior to project bidding.
- Prepare 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 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 piping installation activities as included on the final design documents. It is anticipated that the following permit applications will be required as part of this Task Order:

- FDEP General Permit for Water System Extension
- Pasco County Right-of-Way Permit

The ENGINEER will provide routine follow up services in support of the permit applications by attending meetings, making field visits, responding to questions, etc. It is anticipated that no wetland impacts are required as part of these piping installation activities. At the conclusion of the project construction phase, the ENGINEER will complete and submit the FDEP Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation form.

### 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 duration of the piping system improvements will be four (4) months, with the majority of the required utility installation activities performed over a two (2) month time frame. 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 primary two (2) month period of 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
- connections to existing utilities
- 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.

**II. DELIVERABLES**

This Scope of Services is to include the following deliverables:

- Updated Design Drawings, as necessary, at project completion milestones
- Final Design Drawings
- ENGINEER's Opinion of the Probable Construction Cost
- Certificate of Substantial Completion
- Recommendation for Final Payment
- Record Drawings & CD's

**III. ASSUMPTIONS**

This Scope of Services is based upon the following assumptions:

- **Property/Easement Acquisitions:** It is assumed that no easement acquisition activities are required as part of this Task Order.
- **Construction Phase Services:** It is understood that the CITY intends to use the Miscellaneous As-Needed Construction contract for construction of the water system improvements. It is assumed the CITY will provide staff for on-site observation for the duration of the construction phase.

**IV. ENGINEER'S COMPENSATION**

For Tasks 1 – 4 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 DESIGN	\$ 7,000.00
2.	FINAL DESIGN	\$ 16,500.00
3.	PERMIT ASSISTANCE	\$ 4,250.00
4.	SERVICES DURING CONSTRUCTION	\$ 10,650.00
	TOTAL FIXED FEE AUTHORIZATION	\$ 38,400.00

**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.

**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	4
60% Final Design Submittal	10
CITY Review	12
90% Final Design Submittal	16
CITY Review	18
100% Final Design Submittal	20
Permitting	22
Construction Phase	46

TASK ORDER NO. 43

2020 Orangewood Lakes Water System Improvements

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. 43, SCOPE OF SERVICES AND FEE PROPOSAL.

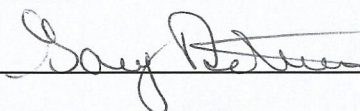
B. TIME OF COMPLETION – Work under this Authorization will begin upon Notice to Proceed from the City and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 43, SCOPE OF SERVICES AND FEE PROPOSAL.

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 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. 43, 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:

  
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STROUD ENGINEERING CONSULTANTS, INC.

  
\_\_\_\_\_

Brent A. Heath, President

1/30/2020  
\_\_\_\_\_

Date

Attest:

\_\_\_\_\_  
City Clerk

CITY OF NEW PORT RICHEY, FLORIDA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date