



**EXHIBIT "A"**

**SCOPE OF SERVICES**

**FOR**

**GRAND BOULEVARD (CR 595)  
FROM NORTH OF TOWNHOUSE DRIVE TO SOUTH OF RIVERVIEW DRIVE BRIDGE  
REPLACEMENT: NEW PORT RICHEY UTILITY RELOCATION**

**DESIGN, PERMITTING, PLANS PREPARATION AND BID DOCUMENTS**

**TASK ORDER NO. 1**

**PROJECT NO. TBD**

October 15, 2020

City of New Port Richey  
Public Works Department  
6132 Pine Hill Road  
Port Richey, Florida 34668

## **1.0 INTRODUCTION**

This statement of work describes the responsibilities of HDR Engineering, Inc. (PROFESSIONAL) and City of New Port Richey (CITY) for the design, permitting, plans preparation and bid documents production for the Grand Boulevard (CR 595) Bridge Replacement: New Port Richey Utility Relocation project ("Project") to be performed under the CITY/Pasco County Interlocal Agreement, which utilizes the Terms and Conditions of the Miscellaneous Services Contract (SS-14-179) in place between the PROFESSIONAL and Pasco County. Under this Scope of Work PROFESSIONAL will design the potable water and force main specifically related to the replacement of the Grand Boulevard (CR 595) bridge over the Pithlachascotee River. The Scope of Services will cover the exposed pipe from the time it exits existing/proposed grade, to be attached to the proposed bridge structure.

### **1.1. Background**

The Project involves the relocation of existing 16-inch potable water main and 12-inch force main attached to the existing bridge necessitated by the replacement of the Grand Boulevard bridge over the Pithlachascotee River (Bridge No. 140050). Because of the nature of the expansion (i.e. construction sequencing), temporary piping will be required in order to keep both potable water and force mains in operation during construction. It is anticipated that only one side of the bridge will be taken out of service at a time and thus only the existing potable water main or force main will require bypassing at a time to facilitate continued service. Potable water and force main services will only be interrupted for a short duration (ie less than 5-6 hours) during tie-in for the temporary bypass and for the permanent relocation.

It is anticipated that the construction will be performed under a new task order under the CITY/Pasco County Interlocal Agreement.

### **1.2. Project Description**

The PROFESSIONAL will provide applicable engineering services and prepare a set of construction plans, Division 1 specifications, and Engineer's Opinion of Probable Construction Costs for the 16-inch potable water main and 12-inch force main located on the Grand Boulevard bridge over the Pithlachascotee River. PROFESSIONAL will reference the City of New Port Richey City Construction Standards and Specifications (2019) and only develop technical variances and supplemental specifications as needed for specific Project needs. Project limits are anticipated to extend for 200 feet south and 300 feet north of the bridge.

The Project includes services for:

- Utility Coordination
- Potable Water and Force Main Relocation Permitting (FDEP)
- Potable Water Main and Force Main Relocation Plans Development
- Division 1 Specifications
- Engineer's Opinion of Probable Construction Costs

## **2.0 GENERAL REQUIREMENTS**

### **2.1. Governing Format and Guidelines**

The services performed by the PROFESSIONAL will be in compliance with applicable FDEP requirements and guidelines, as well as, City of New Port Richey City Construction Standards and Specifications (2019) and City of New Port Richey Material Specifications (2019).

### **2.2. Project Schedule and Project Reporting**

The Project submittals are dependent on bridge design advancement. Thus, the Project submittals will stagger two (2) weeks after the bridge design submittal dates with the exception of the final submittal. See Schedule table below at the end of Section 3.0. Items that affect bridge design submittals will also impact the utility design (the Project) submittals.

## **3.0 DESIGN SCOPE OF SERVICES**

The PROFESSIONAL will provide services for this Project and prepare construction plans in accordance with FDEP and CITY standards, policies and requirements. PROFESSIONAL will provide project management activities that include staffing, budget management, schedule management, accounting services and coordination with the CITY and Pasco County. Project management time is distributed among tasks, as appropriate, within this scope of work.

PROFESSIONAL will perform the following tasks to develop contract documents including drawings and specifications for the potable water and force mains and hanger system for water and force mains described above. Each line will be supported from the new five-span, 240-foot long bridge.

### **3.1. Kickoff Meeting and Quality Assurance/Quality Control**

PROFESSIONAL will perform the following services as part of Task 3.1:

- 3.1.1. Kickoff Meeting: After issuance of a Notice to Proceed (NTP), PROFESSIONAL will schedule a date for a kick-off meeting to be attended by CITY representatives to coincide with bridge design NTP meeting. The objective of this meeting will be the review and discussion of the approach to the project objectives, anticipated delivery schedule for the PROJECT and CITY expectations.

Meeting agenda and minutes related to the utility relocations will be prepared by PROFESSIONAL and submitted to the CITY.

- 3.1.2. Quality Assurance/Quality Control (QA/QC): PROFESSIONAL will perform QA/QC reviews for the deliverables associated with this Project. The QA/QC professional(s) will be staff not routinely engaged in the Project. The QA/QC professional(s) will prepare written comments on deliverables prior to submittal to the CITY.

- 3.1.3. Deliverables:

- One (1) Electronic copy of the Kickoff Meeting agenda and minutes submitted to the CITY in PDF via email.

### **3.2. Data Collection and Field Observation**

PROFESSIONAL will perform the following services as part of Task 3.2:

- 3.2.1. Data Collection: PROFESSIONAL will review CITY provided information related to existing potable water and force mains; including asbuilts and other site related information. Survey and geotechnical information collected for the bridge design will be provided to the PROFESSIONAL and it is anticipated at this time no separate survey or geotechnical information will be required to complete the design. PROFESSIONAL will review survey and geotechnical information provided by bridge designers for purposes of proposed utility placement and design.
- 3.2.2. Field Observation: After issuance of NTP, PROFESSIONAL will perform a site visit, with up to two (2) PROFESSIONAL representatives, for up to two (2) hours to observe site conditions and existing features that could affect constructability.

### **3.3. Design Services**

PROFESSIONAL will perform the following services as part of Task 3.3:

- 3.3.1. Coordination and Engineering:
  - Coordinate the Project with CITY staff and other utility agencies or owners within the existing and proposed water and force main corridor for each of the phases of design indicated below.
  - Pipeline material will be ductile iron, replacing the 16-inch potable water and potentially reusing the existing 12-inch force main.
  - Pipeline design will be in accordance with City of New Port Richey Specifications with supplemental specifications as needed for specific project needs.
  - It is assumed there will be no service connections along the new pipes.
- 3.3.2. Plans Preparation: PROFESSIONAL will prepare construction plans for the work as follows:
  - Utility Relocation Construction plans will be prepared in compliance with the City of New Port Richey's water and wastewater specifications and applicable regulatory agency requirements for the project.
  - Plans will consist of a Cover Sheet including a vicinity map and index of drawings, General Notes, Abbreviations and Legend, Tabulation of Quantities, Plans and Profiles, Connection Details, Standard Details, and Pipeline Phasing Plans as necessary.
  - The plans package will be prepared using Microstation to maintain compatibility with the bridge design work. The Microstation files will be converted to AutoCAD (latest edition) once the design has been finalized. The drawings will be 11 x 17 inch. Approximately fourteen (14) sheets are anticipated for this Project, as follows:
    - Cover Sheet (1)
    - Summary of Quantities (1)
    - General Notes (1)
    - Key Sheet (1)
    - Plan Sheet (2)
    - Profile Sheet (2)
    - Phasing Sheets (2)
    - Utility Details (2)
    - Erosion Control Notes and Details (City Standard NPDES Sheets) (2)

- 3.3.3. Technical Specifications Preparation: PROFESSIONAL will prepare Division 1 specifications. PROFESSIONAL will reference the City of New Port Richey City Construction Standards and Specifications (2019) and only develop technical variances and supplemental specifications as needed for specific Project needs.
- 3.3.4. Engineer's Opinion of Probable Construction Cost: PROFESSIONAL will prepare an engineer's opinion of probable construction cost (EOPCC) for the total estimated cost to construct the Project at 60% design phase milestone. The EOPCC will be updated as needed for 100% and Final design phases. Project contingency will be developed as a percentage of the overall total cost for bid items and adjusted for each phase: 20% to be utilized for 60% and 15% for 100% and Final EOPCC. Bid item unit costs will be utilized from historical bid tabs either provided by the CITY, FDOT historical cost data, or from other utility agencies with similar construction projects as close to the Project area as possible.
- 3.3.5. Design Review Meetings: PROFESSIONAL will meet with the CITY and Pasco County via online video conferencing following each of the phased submittals as provided below (60% and 100%) to discuss the design and content of the submittal. A total of two (2) video conference meetings will be held with the CITY and Pasco County. PROFESSIONAL will prepare agendas and meeting minutes for each meeting and submit to the CITY.
- 3.3.6. Pre-Bid and Bid-Phase: PROFESSIONAL will perform the following tasks:
- Attend one (1) pre-bid meeting with the CITY.
  - During Bidding, PROFESSIONAL will review and answer technical questions regarding the design. At this time it is anticipated that there will be four (4) requests for information (RFIs) during the bidding phase that will be developed into an addendum to the Bid Documents.
- 3.3.7. Deliverables: Design Package (Plans, Specifications, and Engineer's Opinion of Probable Construction Cost) Submittals will be made at the following phases:
- 60% - One (1) electronic copy of the Plans and Engineer's Opinion of Probable Construction Cost in PDF.
  - 100% - One (1) electronic copy of the Plans, Specifications and Engineer's Opinion of Probable Construction Cost in PDF.
  - Final – One (1) electronically Signed and Sealed Plans and Specifications. One (1) electronic copy of Engineer's Opinion of Probable Construction Cost. This copy will be used to bid the Project. Final AutoCAD (converted from Microstation) native design files.
  - One (1) electronic copy of the agenda and minutes for the design review meetings in PDF.

### **3.4. Permitting**

PROFESSIONAL will perform the following services as part of Task 3.4:

#### **3.4.1. Florida Department of Environmental Protection (FDEP) Permitting:**

- 3.4.1.1. PROFESSIONAL will have a phone conversation with FDEP to discuss project details and determine permitting requirements. The PROFESSIONAL will develop a permit determination email to follow up the

conversation and document the FDEP permitting requirements conveyed during the conversation.

- 3.4.1.2. PROFESSIONAL will prepare and submit DEP form 62-555.900(7) Notice of Intent to Use the General Permit for Construction of Water Main Extensions to the FDEP Southwest District. Copies of the completed forms will be provided electronically via email to the City of New Port Richey for signature prior to submittal. The completed permit application form and electronically signed and sealed plans will be sent to FDEP Southwest District for review and processing. It is anticipated that PROFESSIONAL will pay for the application review/processing and be reimbursed by the CITY; cost for application review/processing is included as part of the scope of work expenses.
- 3.4.1.3. PROFESSIONAL will prepare and submit DEP form 62-604.300(8)(a) Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System to the FDEP Southwest District. The Notice of Intent to use the General Permit will be indicated on the form for the force main being placed into operation upon completion of construction. Copies of the completed forms will be provided electronically via email to the CITY. The completed permit application form and electronically signed and sealed plans will be sent to FDEP Southwest District for review and processing. It is anticipated that PROFESSIONAL will pay for the application review/processing and be reimbursed by the CITY; cost for application review/processing is included as part of the scope of work expenses.
- 3.4.2. Pasco County Right-of-Way Permit: PROFESSIONAL will prepare and submit the application for the Pasco Utility Right-of-Way Permit for construction of water and force main relocations within the Pasco County right-of-way.
- 3.4.3. At this time, no other permits are anticipated as part of this Project. Bridge designers are developing the ACOE/SWFWMD permit application for work being performed near and over the Pithlachascotee River and will cover work related to the potable water and force main removal and relocation.
- 3.4.4. Deliverables: Permit documents and supporting materials will be submitted via e-permitting and email. Permit application fees are included as a reimbursable expense within this work order. A hard copy of the permit application will be provided to the CITY.

## **SCHEDULE**

The project design will begin once the PROFESSIONAL receives a Notice to Proceed (NTP) from the CITY. Completion of utility relocation design per phase is dependent on bridge design phase completion. In order to facilitate adequate time to modify utility relocation design based on bridge design modifications, utility relocation design submittals are noted to be fourteen (14) days after bridge design submittal.

<b>Milestone</b>	<b>Completion Target</b>
Kick-off Meeting	7 Days from NTP
Field Observation	15 Days from NTP
60% Design Plans	14 Days from 60% Bridge Submittal
100% Design Plans	14 Days from 100% Bridge Submittal
Permit Application Submittals	7 Days after CITY 100% Review Comments Received
Final Design Plans	Same Day as Final Bridge Submittal

PROFESSIONAL will submit deliverables in an electronic format (PDF) and final drawings in AutoCAD (.dwg) format to the CITY.

#### **4.0 POST DESIGN SERVICES**

Additional services can be scoped and priced separately under a new task or supplement should the CITY wish to include these services in the Project.

#### **5.0 CITY RESPONSIBILITIES**

The CITY will provide the following:

1. Phase reviews of submittals at the 60% and 100% design phases and reviews of permit applications and other documents complete within two (2) weeks of submittal.
2. Sign FDEP and Pasco County right-of-way permit applications and reimburse the PROFESSIONAL for Permit Application Fees.
3. Existing construction plans, as-built info and underground utility locates, if available.
4. Available information in the possession of the CITY during the life of the contract that in the opinion of the CITY is necessary for completion of the work.
5. Construction contract general provisions and specifications booklet.

#### **6.0 EXCLUDED ITEMS**

The following items are excluded for this Task Order:

- Post Design Services beyond Bidding Phase.
- Plans Updates following Final Submittal.
- Public Meetings.
- Wetland mitigation design or construction.
- Parcel sketches, legal descriptions and title searches.
- R/W acquisition and R/W support.
- Construction inspection, management or administration.
- Survey: Survey services to be performed and provided by Pasco County.
- Geotechnical: Geotechnical service to be performed and provided by Pasco County.

## 7.0 METHOD OF COMPENSATION

Payment for the work accomplished will be in accordance with Exhibit B of this contract, summarized below. The PROFESSIONAL will submit invoices monthly to the CITY.

<b>Task</b>	<b>Total Costs</b>
Task 3.1 – Project Management, Kickoff Meeting and QA/QC	\$13,290.00
Task 3.2 – Data Collection and Field Observation	\$2,640.00
Task 3.3 – Design Services	\$39,703.00
Task 3.4 – Permitting Services	\$3,182.00
Expenses	\$1,105.00
<b>Total Work Order Amount</b>	<b>\$59,920.00</b>

Invoices will include a progress report. The progress report will describe the work performed during the month being invoiced, the status of the schedule and the activities to be performed during the next month. Approval for payment of each invoice will be based on confirmation that work of appropriate quality and quantity has been accomplished and that the reported percent complete accurately matches the actual work accomplished.

This is a lump sum task work order. Invoicing will be on a percentage completion basis approved by the Project Manager.

**END OF EXHIBIT "A" -**

**TASK ORDER 1**

**GRAND BOULEVARD (CR 595)  
FROM NORTH OF TOWNHOUSE DRIVE TO SOUTH OF RIVERVIEW DRIVE BRIDGE  
REPLACEMENT: NEW PORT RICHEY UTILITY RELOCATION**

- A. SCOPE OF SERVICES - The City of New Port Richey hereby authorizes the hire of HDR Engineering, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 1, 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. 1, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL - HDR Engineering, 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 HDR Engineering, 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: Heather L. Manganiello, P.E.
- D. COMPENSATION - Professional fees for this authorization will be lump sum in accordance with the NEW PORT RICHEY/PASCO COUNTY INTERLOCAL AGREEMENT with the City of New Port Richey, once executed.
- E. ACCEPTANCE - By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 1, 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:

HDR ENGINEERING, INC.

\_\_\_\_\_

\_\_\_\_\_  
Jennifer E. Hunt, PE, Vice President/Area  
Manager

Attest:

\_\_\_\_\_  
Date

CITY OF NEW PORT RICHEY, FLORIDA

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**Exhibit B**  
**City of New Port Richey**  
**Grand Boulevard (CR 595) Bridge Replacement: New Port Richey Utility Relocation**

Prepared by : HLM  
Date : 10/15/20

Task	Description of Activity	Project Manager	Senior Project Engineer	Project Engineer	Engineer Intern	Senior Designer	Clerical	Secretary	Total Man-hours	Task Costs
<b>3.1</b>	<b>Project Management, Kickoff Meeting and QA/QC</b>	<b>10</b>	<b>26</b>	<b>24</b>	<b>2</b>		<b>14</b>	<b>10</b>	<b>86</b>	<b>\$13,290.00</b>
	Project Management	10		14			14	6		
	Kickoff Meeting			4	2			1		
	Quality Assurance/Control Review (QA/QC)		26	6				3		
<b>3.2</b>	<b>Data Collection and Field Observation</b>			<b>12</b>	<b>8</b>				<b>20</b>	<b>\$2,640.00</b>
	Data Collection			9	5					
	Field Observation			3	3					
<b>3.3</b>	<b>Design Services</b>			<b>115</b>	<b>67</b>	<b>105</b>		<b>6</b>	<b>293</b>	<b>\$39,703.00</b>
	Coordination and Engineering			14						
	Plans Preparation			68	28	105				
	Technical Specifications			18	8			4		
	Engineer's Opinion of Probable Construction Cost			4	24					
	Design Review Meetings (4)			3	3			2		
	Pre-Bid and Bid-Phase			8	4					
<b>3.4</b>	<b>Permitting Services</b>			<b>14</b>	<b>7</b>			<b>4</b>	<b>25</b>	<b>\$3,182.00</b>
	FDEP Permitting			6	4			4		
	Pasco County ROW Permitting			8	3					
<b>Total Hours</b>		<b>10</b>	<b>26</b>	<b>165</b>	<b>84</b>	<b>105</b>	<b>14</b>	<b>20</b>	<b>424</b>	<b>\$58,815.00</b>
<b>Rate</b>		<b>\$225.00</b>	<b>\$198.00</b>	<b>\$160.00</b>	<b>\$90.00</b>	<b>\$141.00</b>	<b>\$78.00</b>	<b>\$78.00</b>		
<b>Total Cost</b>		<b>\$2,250</b>	<b>\$5,148</b>	<b>\$26,400</b>	<b>\$7,560</b>	<b>\$14,805</b>	<b>\$1,092</b>	<b>\$1,560</b>		

**TOTAL SALARY COSTS** \_\_\_\_\_ **\$58,815**  
Expenses \_\_\_\_\_ **\$1,105.00**  
**Total Fee** \_\_\_\_\_ **\$59,920.00**

**MISCELLANEOUS & DIRECT OUT-OF-POCKET EXPENSES**

Project Number: TBD  
 Prepared by: HLM

HDR Project Number: TBD  
 Date: 10/15/20

**AERIAL PHOTOGRAPHY**

Mechanical & Structural \_\_\_\_\_ sheets x \_\_\_\_\_ per/sheet = \_\_\_\_\_  
 Right-of-Way Maps \_\_\_\_\_ sheets x \_\_\_\_\_ per/sheet = \_\_\_\_\_

**TOTAL AERIAL PHOTOGRAPHY COST**  

**MATERIAL** \_\_\_\_\_ sheets x \_\_\_\_\_ per/sheet = \_\_\_\_\_

**TOTAL MATERIAL COST**  

**REPRODUCTION**

	Printing			Xerox		
	(8.5x11)	(11x17)	(24x36)	(8.5x11)	(11x17)	(24x36)
Miscellaneous/Management	100	50				
Specifications	100					
Plans		90				
Total Sheets	200	140				
Cost (\$/sheet)	0.08	0.25	6.00	0.18	0.36	0.70
Total Cost	16.00	35.00				

Specs:  
 200 pages x 6 sets for submittals  
 2 Sets for File  
  
 Plans:  
 30 Sheets x 7 sets for submittals 11x17  
 (4 Sets for File, 11x17)

**TOTAL REPRODUCTION COST** 51.00

**TRAVEL**

To County/Site \_\_\_\_\_  
 (Per Diem) \_\_\_\_\_ trips x \_\_\_\_\_ people x \_\_\_\_\_ day/trip x \_\_\_\_\_ per diem = \_\_\_\_\_  
 (Com) \_\_\_\_\_ trips x \_\_\_\_\_ people x \_\_\_\_\_ per trip = \_\_\_\_\_  
 (POV) \_\_\_\_\_ 2 trips x \_\_\_\_\_ 140 miles x \_\_\_\_\_ 0.550 per mile = 154.00  
 (Rental) \_\_\_\_\_ trips x \_\_\_\_\_ day/trip x \_\_\_\_\_ per day + \_\_\_\_\_ mi./trip x \_\_\_\_\_ per mi. = \_\_\_\_\_

**TOTAL TRAVEL COST** 154.00

**OWNERSHIP SEARCH** \_\_\_\_\_ parcels @ \_\_\_\_\_ per parcel = \_\_\_\_\_

**TOTAL OWNERSHIP SEARCH COST**  

**SHIPPING** \_\_\_\_\_ months @ \_\_\_\_\_ 20.00 per month = \_\_\_\_\_

**TOTAL SHIPPING COST**  

**OTHER**

Item	Unit	Rate	Quantity	Cost
FDEP-Water Permit	EA	640.00	1	640.00
FDEP-WW Permit	EA	250.00	1	250.00

**TOTAL OTHER COSTS** 900.00

**TOTAL EXPENSES** 1,105.00