TASK ORDER NO. 8

SCOPE OF SERVICES AND FEE PROPOSAL

2021 LITTLE ROAD WATER MAIN INTERCONNECTION MODIFICATIONS

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) owns and operates the Joseph A. Maytum Water Treatment Plant (WTP), with a 11.1 MGD maximum day capacity. The CITY's highest maximum day use during 2020 was 6.2 MGD. The Joseph A. Maytum WTP is the CITY's sole water supply facility, with a single 30-inch water transmission main to convey the potable water from the plant to the CITY's service area. The CITY has an interconnect with the Pasco County water system at the west side of the intersection of Little Road and Massachusetts Avenue. The main problem with the interconnect is that there are isolation valves only on the branch side and west side of the tee. If there is a line break or operational problem with the WTP that requires a plant shutdown, there is no way to isolate the pipe to the east of Little Road and allow the Pasco County interconnect to provide water supply to the CITY's service area. The existing valves have been covered up by the Massachusetts Avenue road widening projects and would require excavation of the southernmost lane to access the valves. In addition, the 30-inch pipe and valves were installed in the 1970's and their condition is unknown.

Stroud Engineering will provide the design, permitting, bid phase services, and construction phase services for the design of a temporary bypass assembly with line stops to allow isolation of the existing tee and valves. The bypass assembly will provide an uninterrupted flow of water from the City's WTP to the service area while construction work is undergoing at the existing tee and valve assembly. New replacement fittings and valves will be installed with an additional 30" valve placed to the east of the tee fitting. This new valve will allow the City to isolate the 30-inch pipe from the valve to the WTP (approximately 7,000 linear feet of pipe). A maintenance of traffic plan will be developed for partial road closure and traffic routing at that intersection. A Pasco County ROW Utilization Permit will be required for the construction work and will be included in the scope of services.

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 utility system data from the CITY. The data will consist of all relevant plans, reports, studies, records, maps, and other relevant data concerning the CITY's current water 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 system. These documents will provide information useful in the determination of potential connection points, pipe sizes, pipe locations, and other hydraulically significant features that might impact the design.

The ENGINEER will coordinate with a licensed professional surveyor to provide a topographic, right-of-way, and utility survey of the existing water system interconnection location. The project location will include survey information from road centerline to right-of-way. The survey will be prepared using Florida State Plane West, NAD 83 coordinate system.

The ENGINEER will coordinate with the subsurface utility excavation (SUE) subconsultant to obtain additional utility locates in select locations for the purpose of confirming horizontal and vertical locations of buried utilities, which have a direct impact on the existing piping conflicts and/or proposed piping improvements. The SUE data will be utilized to provide representative location information for the final design drawings.

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

- Assemble and review available City and Pasco County water system maps and utilities record drawings.
- Coordinate and obtain a survey of the project area.
- Coordinate and obtain SUE investigation of the existing WM interconnection site.

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 will provide the labor, materials, and equipment necessary to design approximately 50 linear feet of the proposed 24- and 30-inch diameter temporary bypass, and the new 24- and 30-inch isolation valves. The plan designs will use the topographic, right-of-way, and utility survey of the water main alignment as the basis for the design work. Plan and profile view drawings will be prepared as necessary to provide information for construction purposes. Details of the water main work will be included.

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 utility details. Electronic files of construction drawings

will be provided 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 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 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:

Pasco County Right-of-Way Permit

The ENGINEER will provide routine follow up services in support of the permit application 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.

4.0 BID PHASE SERVICES

4.1 **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.

4.2 **Document Sale:** 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 and AutoCAD format. The ENGINEER will subsequently be responsible for distribution of the bid documents to the interested bidders/parties upon request.

4.3 **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.

4.4 **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.

5.0 SERVICES DURING CONSTRUCTION

5.1 **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.

5.2 **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.

5.3 **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.

5.4 **Construction Observation/Field Services:** It is anticipated that the construction of the water system improvements is to be started in January 2022 and that the construction duration will be four (4) months, with the majority of the required utility installation activities performed over a three (3) 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 three (3) 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.

5.5 **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

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 assumed the CITY will provide staff for 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 DESIGN	$ 14,300.00
2.	FINAL DESIGN	$ 14,900.00
3.	PERMIT ASSISTANCE	$ 4,420.00
4.	BID SERVICES	$ 3,800.00
5.	SERVICES DURING CONSTRUCTION	$ 15,080.00
	TOTAL LUMP SUM AUTHORIZATION	$ 52,500.00

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:

Task	Weeks to Complete After Notice to Proceed Issued
Preliminary Engineering	8
90% Final Design Submittal	18
CITY Review	20
100% Final Design Submittal	24
Permitting	28
Bidding and Construction Phase	52

TASK ORDER NO. 8

2021 LITTLE ROAD WATER MAIN INTERCONNECTION MODIFICATIONS

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. 8, 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. 8, 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 February 11, 2020.

E. ACCEPTANCE - By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 8, 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