

CITY OF NEW PORT RICHEY
ELEVATED STORAGE TANK PUMP STATION IMPROVEMENTS

Work Order # 3

SCOPE OF ENGINEERING SERVICES
CHA CONSULTING, INC.
SEPTEMBER 28, 2021

A. INTRODUCTION

The City of New Port Richey (City) produces water from a combination of 10 wells. The wells draw water from the Floridan Aquifer, which is treated at the Joseph Maytum Water Treatment Plant (WTP). Treatment includes aeration for hydrogen sulfide removal, chloramination for disinfection and fluoridation for dental health. The City also has available sources of water from the Tampa Bay Water Regional System and the Pasco County Utilities System.

As part of the potable water system, the City owns and operates one (1) 1 million gallon ground storage tanks (GST), one (1) 2 million gallon GST, and one (1) 500,000 gallon elevated storage tank (EST). The EST is located at the intersection of George Street and School Road. Currently the EST is setup to “float” on the the potable water distribution system. With increased operating pressures the EST can only drain by turning off pumps at the WTP. The City desires to add pumps to allow the tank to be turned over and drained independent of the WTP.

The purpose of this Work Assignment is for CHA Consulting (CHA) to complete design, permitting, and bidding services to add booster pumps, yard piping modifications to connect the pumps, replacement of existing isolation and check valves in the nearby valve vault, electrical improvements and cover structure required to provide power to the booster pumps, and instrumentation and controls to operate and monitor the booster pumps.

B. SCOPE OF SERVICES

CHA’s Scope of Services will include the following services, by appropriate Task:

TASK 1 – PROJECT MANAGEMENT AND DATA COLLECTION

1.1 Administration and Invoicing

1. Project Coordination: CHA will prioritize efforts scheduling and assigning personnel, and other necessary resources. The effort in this task also includes conference calls, emails and discussions with the City necessary to coordinate, plan and manage the project.
2. Develop and submit monthly invoices with status reports and updated schedule.

1.2 Kick-off Meeting and Data Collection

1. CHA will prepare for and lead a kick-off meeting with the City. CHA will prepare an agenda for the meeting and provide a meeting summary. The City staff will include

water production and water distribution staff to obtain a comprehensive understanding of the storage tanks.

2. The City will provide data to CHA in support of the project including:

- Prior tank inspection reports
- Tank and site record drawings

Deliverables

- Meeting Notes – one (1) electronic pdf file
- Monthly Progress Reporting

TASK 2 – DESIGN SERVICES

2.1 Survey

CHA will perform a topographic survey of the project area. CHA will review survey data collected and maps generated for completeness and accuracy in supporting the design requirements and provide the City with one (1) final survey drawing and one (1) electronic copies (original files and PDF).

2.2 Design

CHA will prepare and submit construction documents consisting of technical specifications and drawings. This project will include two submittals; one each at the 60% and Issued for Bid design levels. CHA will meet with the City to review the comments on the 60% design submittal. Following the review meetings, CHA will address the City's comments by incorporating them into the documents and/or by providing an explanation for any comments that are not incorporated into the documents.

At each design level, CHA will prepare and submit one (1) electronic copy (PDF) for the 60% submittal and one (1) electronic copy (PDF and DWG format) for the Issued for Bid submittal. Each submittal will include design drawings, technical specifications, and Opinion of Probable Construction Cost (OPCC) for review by the City.

Deliverables

- Survey – one (1) electronic pdf file and DWG file
- 60 percent design submittal – one (1) electronic pdf file
- Issued for Bid design submittal – one (1) electronic pdf file and DWG file

TASK 3 – PERMITTING

3.1 FDEP Permit

The regulatory approval anticipated for this project is a specific FDEP permit application to construct PWS, and services will be provided by CHA to assist with obtaining this regulatory approval. It is understood that the City will pay the permit application fee.

CHA will prepare the application and supporting technical data and will provide a signed and sealed copy (as required) for signing by City staff, for the project. CHA will then

submit the application package to FDEP. CHA will provide documentation in response to one request-for-information.

Deliverable

- FDEP specific permit application and submittal – one (1) electronic pdf file

TASK 4 – BIDDING SERVICES

4.1 Bidding

CHA will provide limited services during the bid phase of the project. It is anticipated that the project will bid with an advertisement period of up to 30 days. It is understood that the City will administer the bidding process, including advertisement, reproduction and dissemination of bid documents, maintaining a plan-holders list, scheduling and coordinating a pre-bid meeting, receiving bidder questions, assembling and disseminating addenda, and hosting the pre-bid meeting. Specific services to be provided by CHA during bidding include:

- Attend the Pre-Bid Meeting. It is understood that CHA staff involvement at the pre-bid meeting will be limited to assisting the City in describing the character of the work being contemplated, and noting questions posed by potential bidders at the meeting.
- Prepare written responses to questions from Contractors that arise during the bid phase, including those raised at the pre-bid meeting.
- Assist the City in preparing technical content for up to two (2) addenda. This may include preparing clarifications of the contract documents.
- Review the documents submitted by the apparent low bidder and provide a letter statement indicating whether the apparent low bidder meets the requirements of the contract documents as related to the experience and qualifications of the Contractor to perform the work required. It is understood that City staff will perform legal, financial, and administrative reviews of the bids received.

Deliverable

- Addenda responses – one (1) electronic pdf file
- Bid Recommendation Letter – one (1) electronic pdf file

C. DATA OR COORDINATION ASSISTANCE TO BE PROVIDED BY THE CITY AS AVAILABLE

1. Prior tank inspection reports
2. Tank and site record drawings
3. Provide system pressure at EST connection location via pressure recorders

D. ASSUMPTIONS

1. Design will incorporate horizontal split case pumps.

E. PERFORMANCE SCHEDULE:

The service outlined above for this scope of services will be completed within 7 months from written Notice to Proceed. Schedule updates will be provided with each monthly invoice submittal or when a schedule change has occurred. The following table summarizes CHA's schedule for completing the investigation phase.

Activity	Duration (Calendar Days) from Notice to Proceed
Task 1 – Project Management and Data Collection	7 months
Task 2 – Design Services	4 months
Task 3 – Permitting Services	5 months
Task 4 – Bidding Services	7 months
Total	7 months

F. COMPENSATION TO THE CONSULTANT:

For the Scope of Services described in this work assignment City shall be compensated on a lump sum with a value of \$59,837 in accordance with the terms of the agreement.

Activity	Fee
Task 1 – Project Management and Data Collection	\$4,480
Task 2 – Design Services	\$49,919
Task 3 – Permitting Services	\$2,030
Task 4 – Bidding Services	\$3,408
Total	\$59,837

TASK ORDER NO. 3

ELEVATED STORAGE TANK PUMP STATION IMPROVEMENTS

CHA Consulting, Inc.

A. SCOPE OF SERVICES – The City of New Port Richey hereby authorizes the firm of CHA Consulting, Inc. to perform the specific services summarized on the statement above entitled TASK ORDER NO. 3, 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. 3, SCOPE OF SERVICES AND FEE PROPOSAL.

C. KEY PERSONNEL – CHA Consulting, 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 CHA Consulting, 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: Weston Haggren, P.E.

D. COMPENSATION – Professional fees for this authorization will be on a lump sum basis.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 3, 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:

CHA CONSULTING, INC.

Robert Reiss

Robert Reiss, Ph.D., P.E.
Florida Team Leader

9/28/2021

Date

Attest:

City Clerk

CITY OF NEW PORT RICHEY, FLORIDA

City Manager

Date

