

*Meeting of the City Commission  
Commission Chambers / City Hall Annex  
14150 5<sup>th</sup> Street  
Dade City, Florida*

**ADDENDUM #1**

**REGULAR AGENDA**

**THURSDAY, SEPTEMBER 7, 2006  
5:30 p.m.**

**G. OLD BUSINESS**

G 4. FY 05-06 Contracted Employee Salary Rates (to be distributed)

**H. NEW BUSINESS**

H 4. Approval of State Road Closure for Pasco High School's Homecoming Parade – September 29, 2006.

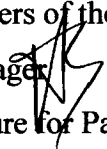
H 5. Approval of State Road Closure for Annual Fall Scarecrow Fest– October 14, 2006.

H 6. Approval of Task order No. 2006-03 Baskerville-Donovan – CSX Railroad Crossing Design and Permitting

H 7. Authorize Special Commission Meeting September 12, 2006, at 4 p.m. for the purpose of execution of FDEP Grant Amendment

# City of Dade City

## AGENDA MEMO

**To:** Honorable Mayor and Members of the City Commission  
**From:** Harold R. Sample, City Manager   
**Subject:** Request for State Road Closure for Pasco High School's Homecoming Parade – September 29, 2006  
**Date:** September 6, 2006

It is requested that the City Commission consider the following information and recommendations:

### **BACKGROUND:**

In order for special events to be conducted in the City that utilize State road rights-of-way, permits must be submitted to the Florida Department of Transportation (FDOT) by the sponsoring entity. These *Request For Temporary Closing/Special Use of State Road* applications, which contain provisions for assumption of responsibility for alternative traffic control and other provisions, must have the concurrence and endorsement of the City.

### **ISSUES:**

We are submitting an application from Pasco High School for their annual Homecoming Parade to be held on September 29, 2006. The City will work with Pasco High School to provide support by taking an enhanced role as it relates to traffic control and trash removal.

We are also asking for Commission approval to allow Staff, under the direction of the City Manager and/or Chief of Police, to temporarily close other City streets, not included in the permit to FDOT.

### **ALTERNATIVES:**

The Commission may approve, direct changes to or reject this application. It should be noted that the City accepts oversight activities and responsibility relating to the street closings by approving these permit applications.

### **RECOMMENDATION:**

It is recommended that the Commission approve the above noted *Request For Temporary Closing/Special Use of State Road* permit application for submittal to FDOT.

It is further requested that the Commission allow Staff, under the direction of the City Manager, to temporarily close other event-associated City streets.

# City of Dade City

## AGENDA MEMO

**To:** Honorable Mayor and Members of the City Commission  
**From:** Harold R. Sample, City Manager  
**Subject:** Request for State Road Closure – Annual Fall Scarecrow Fest – October 14, 2006  
**Date:** September 6, 2006

It is requested that the City Commission consider the following information and recommendations:

### **BACKGROUND:**

In order for special events to be conducted in the City that utilize State road rights-of-way, permits must be submitted to the Florida Department of Transportation (FDOT) by the sponsoring entity. These *Request For Temporary Closing/Special Use of State Road* applications, which contain provisions for assumption of responsibility for alternative traffic control and other provisions, must have the concurrence and endorsement of the City.

### **ISSUES:**

We are submitting an application from Downtown Dade City Main Street for the Fall Scarecrow Fest to be held on October 14, 2006. The City will work with Downtown Dade City Main Street to provide support by taking an enhanced role as it relates to traffic control and trash removal.

We are also asking for Commission approval to allow Staff, under the direction of the City Manager and/or Chief of Police, to temporarily close other City streets, not included in the permit to FDOT.

### **ALTERNATIVES:**

The Commission may approve, direct changes to or reject this application. It should be noted that the City accepts oversight activities and responsibility relating to the street closings by approving these permit applications.

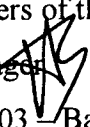
### **RECOMMENDATION:**

It is recommended that the Commission approve the above noted *Request For Temporary Closing/Special Use of State Road* permit application for submittal to FDOT.

It is further requested that the Commission allow Staff, under the direction of the City Manager, to temporarily close other event-associated City streets.

# City of Dade City

## AGENDA MEMO

**To:** Honorable Mayor and Members of the City Commission  
**From:** Harold R. Sample, City Manager   
**Subject:** Approval of Task Order #06-03 – Baskerville-Donovan, Inc.  
CSX Railroad Crossing Design & Permitting  
**Date:** September 6, 2006

It is requested that the City Commission consider the following information and recommendations:

### **BACKGROUND:**

As the City Commission is well aware, development of capital improvement programs have been underway in our utilities areas to address both existing deficiencies and provide for future growth-driven demands.

Our contracted engineering firm of Baskerville-Donovan, Inc. has been working on the models and requirements to develop the wastewater collection system improvements. One of the key elements in that plan are additional sewer line crossings of the CSX railroad right-of-way. Such a crossing is intended for the south side of the Wilson St. crossing at CR535. With the pending design of a new southwest force main (commencing at Old San Ann Road) and a southern leg from Morningside Drive, the process of obtaining approval from CSX needs to be commenced.

### **ISSUES:**

Presented now for Commission approval is Task Order #06-03 under our Master Contract with Baskerville-Donovan, Inc. for the preparation of the right-of-way crossing design and permitting documents for submittal to CSX Railroad.

### **ALTERNATIVES:**

The City Commission may:

1. Accept this recommendation and approve the attached Task Order.
2. Direct that these services be obtained through solicitation of proposals separate from the firm we currently have under contract.
3. Direct that other actions be taken.

**RECOMMENDATION:**

Together with City Engineer/Public Works Director Jose Gil, it is our recommendation that the City Commission approve Task Order #06-03 with Baskerville-Donovan, Inc. in a not-to-exceed amount of \$7,000.00.

**FUNDING:**

The funding of this Task Order will ultimately come from recently approved additional monies from the Small Disadvantaged Cities wastewater rehabilitation program (85%) as FDEP has approved the rerouting of lines currently servicing the southern areas of the City to address existing deficiencies. Existing Renewal & Replacement (“R&R”) monies will be allocated by a budget amendment at the next Commission meeting for the grant match if this Task Order is approved.

**Task No. 06- 03**  
**Scope of Services**

City of Dade City  
Design and Permitting Services  
For Parallel Casing Pipes Under the CSX Railroad Right-Of-Way

This task order No. 06-03 is made pursuant to the Agreement for Professional Services as approved on August 10, 2004 by the City Commission between the City of Dade City and Baskerville-Donovan, Inc. (BDI) which is incorporated herein by reference as though set forth in full.

**Section 1 Background**

The Wastewater Facilities Plan proposes two trunk force mains crossing the CSX railroad in the general vicinity of Coleman Avenue. As permitting through the railroad can take an extensive amount of time the City has requested this task order to proceed with this permitting.

**Section 2 Scope of Services**

BDI proposes to provide the following tasks and services as described below:

**Task #1: Design Survey and Data Gathering**

- BDI proposes to use the survey data collected under Task Order No. 06-01 to prepare the CSX permit applications.

**Task #2: Utility Coordination**

- Immediately upon Notice-to-Proceed, the Engineer shall contact Sunshine State One-Call to identify the utilities having facilities in the project area and shall attempt to obtain as-built plans from those utilities for inclusion into the construction documents. Any reasonable cost by a utility for providing the requested information shall be paid by the City. Also upon notice to proceed, the Engineer shall send affected utilities a "Project Notification Letter" advising the utility of the project scope, tentative design, and construction schedules. The Notification Letter shall include a request on behalf of the City as to whether the utility companies have any need to upgrade their facilities before or during the project's construction completion.
- The Engineer shall identify utilities to be potholed and arrange and perform/coordinate for potholing up to 5 locations.

**Task #3: Geotechnical Investigation**

- The Engineer shall arrange and perform/coordinate geotechnical investigations to consist of soil borings to depths of 20 feet. The borings shall be conducted in the approximate area of the proposed facilities. The Engineer shall provide recommendations as to design approach and pipe materials and pipe protection based on soil conditions. A maximum of 4 borings are budgeted.

**Task #4: Prepare Plans, Specifications, and Estimates**

- The Engineer shall prepare plans and specifications required of the CSX permit process.

**Task #5: Project Meetings/Reporting**

- No meeting are anticipated or included in this proposal.

**Task #6: Permitting**

- The Engineer shall assist the City in acquiring the CSX Rail Road crossing permit. The City shall pay all permit fees.

**Task #7: Supplemental Services**

- The City may authorize the Engineer to provide supplemental services related to this project through separate task orders as part of the Scope of Services for the following services:
  - A) Developing necessary information to obtain new right-of-way, utility easements or temporary construction easements.
  - B) Permitting, other than that specifically noted.
  - C) Meeting, other than those specifically noted.
  - D) Environmental assessments.
  - E) Services not specifically noted herein, or in quantities in excess of those provided herein.
  - F) Attendance at meetings

**Section 3 Sub consultants**

The following sub consultants are anticipated for the assignment.

- Geotechnical Services
- Utility Location/Pot Holing

**Section 4 Permitting**

Permitting shall be as identified in section 2, Task 6-03 Permitting.

**Section 5 Owner's Responsibility**

The owner shall pay the required permit fees.

**Section 6 Schedule**

Engineer shall submit permit applications within 60 days of receipt of Notice to Proceed.

**Section 7 Method of Compensation**

The engineering fee for this project shall be billed on an hourly basis plus expenses, not to exceed \$7,000.00. The engineer shall invoice the City monthly based on actual costs in accordance with the attached schedule.

**Section 8     Acceptance**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below. Return one (1) signed copy to BDI which will constitute and “Agreement and Notice to Proceed” for the accomplishment of this work.

**BASKERVILLE-DONOVAN, INC.**

**CITY OF DADE CITY**

By: \_\_\_\_\_  
Brian M. Stahl, P.E.  
Title: E.V.P., Division Director

By: \_\_\_\_\_  
P. Hutchison Brock, II  
Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_