

# *City of Dade City*

## **AGENDA MEMO**

**To:** Honorable Mayor and Members of the City Commission  
**From:** Lennie Naeyaert, P.E., City Engineer and Public Works Director  
**Subject:** Engineering Task Order for Planning, Survey, Design, and Permitting of Rehabilitation  
**Date:** 4/28/09

It is requested that the City Commission consider the following information and recommendation(s):

### **BACKGROUND:**

The City owns and maintains twenty-five (25) wastewater lift stations. The lift stations are in distressed condition and are in need of rehabilitation and in some cases replacement. As part of the process of developing the *Wastewater Facilities Plan 2008-2028*, the City and Baskerville Donovan, Inc (BDI) convinced FDEP staff to consider including lift station improvements in the City's Small Disadvantaged Community Grant (SDCG).

The FDEP reviewed the *Facilities Plan* recently adopted by the Commission and determined that \$3,381,200 in lift station and forcemain replacement and rehabilitation identified in Phase IA of the plan is eligible for 85% grant funding under the Small Disadvantaged Community Grant Program (SDCG). A copy of the letter from FDEP dated February 17, 2009 is attached. This agenda item requests approval of the task order to complete the planning, engineering, survey, and permitting of this work.

As part of this project, five (5) lift stations and two (2) forcemains will be replaced and seventeen (17) lift stations will receive various levels of rehabilitation. As you are aware, the City is currently finalizing a grant with CDBG for the replacement of three (3) additional lift stations that have been designed and are ready to bid upon execution of the grant agreement.

### **ISSUES:**

The City must complete the planning, survey, design, and permitting for the lift station and forcemain improvements. BDI has submitted the Task Order in the amount of \$368,550 for completion of this work. The costs in this task order are consistent with the cost allowances included in the FDEP regulations for the City's Small Disadvantaged Community Grant (SDCG).

**ALTERNATIVES:**

- Approve Staff Recommendation.
- Recommend an alternative solution.
- Direct that no action be taken.

**RECOMMENDATION:**

The City staff recommends approval of the task order for Baskerville Donovan, Inc for the planning, engineering, survey, and permitting of the lift station and forcemain improvements eligible for funding under the Small Disadvantaged Community Grant (SDCG) Program.

**FUNDING:**

The FDEP has determined that \$3,381,200 of lift station and forcemain improvements identified in Phase IA of the City's *Wastewater Facilities Plan 2008-2028* are eligible for 85% of the costs under the Small Disadvantaged Community Grant Program (SDCG). The City's portion of the costs of the work on this task order may also be funded by the SRF pre-construction loan (WW67006P) approved by the City Commission on September 12, 2006.

**Task No. 09-01  
City of Dade City**

**Scope of Services  
FDEP Funded Rehabilitation of Lift Stations**

This Task Order No. 09-01 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 City of Dade City (City) has requested that BDI provide planning, engineering, and surveying services for the rehabilitation/replacement of lift stations. The City's *Wastewater Facilities Plan 2008-2028* identified rehabilitation and replacement of several lift stations. The FDEP has determined that replacement of five (5) lift stations and partial rehabilitation of seventeen (17) other lift stations are eligible for 85% funding under the FDEP Small Disadvantaged Community Grant (SDCG) program. This includes replacement and partial rehabilitation of the following lift stations:

<u>Replacement:</u>	<u>Rehabilitation:</u>	
Lift Station #2	Lift Station #4	Lift Station #16
Lift Station #3	Lift Station #5	Lift Station #17
Lift Station #12	Lift Station #6	Lift Station #18
Lift Station #14	Lift Station #7	Lift Station #20
Lift Station #24	Lift Station #8	Lift Station #21
	Lift Station #9	Lift Station #22
	Lift Station #10	Lift Station #23
	Lift Station #13	Lift Station #25
	Lift Station #15	

In addition, the project also includes the replacement of the existing forcemain from Lift Stations #11, and #12.

## Section 2 Scope of Services

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

### Task #1: Planning

- The Engineer shall provide planning services for the project, including:
  - Site Inspections and evaluations of the existing conditions of each lift station including:
    - Inspect and evaluate wetwell and valve vaults
    - Inspect electrical services/controls
    - Perform pump draw down test
    - Provide photographic and written documentation of existing conditions
  - Analyze pump operation data, including pump run-time data
  - Analyze existing and future needs for each lift station and projected flow requirements
  - Determine phasing of pump station improvements as needed
  - Develop financial and implementation plan for pump station improvements

### Task #2: Prepare Plans, Specifications, and Estimates

- The Engineer shall prepare plans, specifications and engineer's opinion of probable cost for the project. The plans shall include:
  - Cover Sheet
  - General Note Sheets
  - Pump Station Rehabilitation/Replacement Details and Sections
  - Standard Detail Sheets
- Plans will be reviewed with the City at 60%, 90% and 100% stages. Following the review meetings, the City will provide written comments.
- **60% Complete Design Documents** shall consist of:
  - A) Pump Station Sheets.
  - B) Confirming easement requirements.
  - C) General notes and draft project specific notes.
  - D) Provide an opinion of probable construction cost.
  - E) Providing one (1) set of full-scale drawings to the City for review.

- **90% Complete Design Documents** shall consist of:
  - A) Incorporating 60% review comments.
  - B) Provide bid quantities.
  - C) Showing all final design details on plan.
  - D) Final project specific notes.
  - E) Submitting Permit Applications to City for execution.
  - F) Final Contract Documents (front-end documents to be provided by City's Funding Consultant).
  - G) Provide an opinion of probable construction cost.
  - H) Providing one (1) set of full-scale drawings to the City for review.
  - I) Provide one (1) set of preliminary technical specifications and front-end documents to the City for review
  
- **100% Complete Contract Documents** shall consist of:
  - A) Including review comments by City Legal and Procurement.
  - B) Submitting permits.
  - C) Working with City to select bid advertisement, pre-bid conference, and bid submittal dates.
  - D) Prepare the final opinion of probable construction cost.
  - J) Providing two (2) sets of full-scale drawings to the City for review.
  - E) Provide 2 sets of preliminary technical specifications and front-end documents.
- The Engineer shall reproduce copies of the Contract Documents, as necessary, to satisfy the requests of bidders, at an additional cost to be paid by the bidders.

**Task #3: Project Meetings/Reporting**

- The Engineer will schedule and attend a kick-off meeting with the City's Engineer. The Engineer shall provide minutes of the kick-off meeting.
- Meeting other than progress review meetings identified under Task #2 shall be covered under separate Task Order.

**Task #4: Permitting**

- The Engineer shall assist the City in acquiring permits described below to construct this project. The City shall pay all permit fees.
- Outside Agency Approvals included:
  - A) Approval from FDEP for Constructing a Domestic Wastewater Collection/Transmission
  - B) Approval from FDEP to Place a Domestic Wastewater Collection/Transmission Into Operation
  - C) FDOT and Pasco County Right-of-Way Use Permits for work in their rights-of-way

### **Task #5: Bidding Assistance**

- The Engineer shall assist the City during bidding of the project by answering contractor's questions, attending the pre-bid meeting and preparing addenda, as required.
- The Engineer will prepare, distribute, and sell bid plan sets at the Engineers office location; maintain a record log of all bidders; and retain the proceeds of the bid plan sales, at no cost to the City.
- The Engineer will review all bids received, prepare a bid tabulation, assist the City in identifying lowest responsible bidder, and prepare a formal recommendation for City use.

### **Task #6: Construction Services**

- Engineering services during construction shall be addressed in a separate task order based upon the final project requirements.

### **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 or in excess of a second submittal.
  - 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) Permit Fees

### **Section 3 Sub-Consultants**

A geotechnical sub-consultant will be required for this project; an allowance is included in the task order for geotechnical services. The services include soil borings and testing at the proposed locations for new wetwells at each replacement lift station site.

### **Section 4 Permitting**

Permitting shall be as identified in Section 2, Task 4 – Permitting.  
All permitting fees and costs shall be paid by the City.

### **Section 5 Owner's Responsibility**

The City of Dade City will provide all available information on the existing lift stations and related utilities. The City shall provide comments on the preliminary and draft final plans. The owner shall pay the required permit fees.

**Section 6     Schedule**

The project design shall be completed and permits obtained within 150 calendar days of receipt of the Notice to Proceed.

**Section 7     Method of Compensation**

The following is a breakdown of the engineering fee for this project and the engineer shall invoice the City monthly based on the percentage of work actually completed.

Task #1 - Planning	\$114,960
Task #2 - Prepare Plans, Specifications, and Estimates	\$217,550
Task #3 – Project Meetings/Reporting	\$ 9,800
Task #4 - Permitting	\$ 21,840
Task #5 – Bidding Assistance	\$ 4,400
Total	\$368,550

**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: \_\_\_\_\_  
Thomas M. Vill  
Vice President

By: \_\_\_\_\_  
Scott Black  
Mayor

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

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