

City of Dade City

AGENDA MEMO

To: Honorable Mayor and Members of the City Commission
From: Lennie M. Naeyaert, P.E., City Engineer and Public Works Director
Subject: Amendment 2 to Task Order No. 7 for AECOM
Date: 6/23/09

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

BACKGROUND:

In August of 2005 the City Commission authorized Task Order No. 7 with Boyle Engineering Corp (now called AECOM) to assist the City with obtaining funding to construct improvements to the Orange Valley water tank and high service pump stations. In April of 2006, the City Commission authorized Amendment 1 to Task Order No. 7 for work on the Water Facilities Plan, which is required as part of the application process for the Department of Environmental Protection (DEP) State Revolving Fund Program (SRF). As the City was found to be only eligible for the loan portion of the program, the project was put on hold until additional funding could be obtained.

ISSUES:

The DEP's SRF funding program has received additional monies from the Federal Government as part of the stimulus plan. Projects seeking funding must be submitted by June 30th, 2009 and must be 'shovel-ready'. The City's Orange Valley project is currently designed and permitted, and is eligible for up to 3 million dollars to fund the project. Funding received will be eligible for 85% "foregiveness" of loan amount.

Attached to this Agenda is Amendment 2 for Task Order No. 7 to update the Water Facility Plan and funding application package for submittal to DEP by the end of the month.

ALTERNATIVES:

- Approve staff recommendation.
- Direct that other actions be taken.

RECOMMENDATION:

Staff recommends approval of Amendment 2 to Task Order No. 7.

FUNDING:

Monies are available from the current budget.

Amendment No 2 to Task Order No. 7

SCOPE-OF-SERVICES

Dade City

Engineering Support Services for Updating the Water Facility Plan

This Amendment No. 2 to Task Order No. 7 (Task Order) is made pursuant to the Agreement for Professional Services as approved on August 10, 2004 by the City Commission (the Agreement) between the City of Dade City (CLIENT) and BOYLE Engineering Corporation, now performing Engineering Services as AECOM, which is incorporated herein by reference as though set forth in full. Through the executed Agreement, the particulars of each assignment as requested by the CLIENT, are set forth in individual Task Orders. The CLIENT has requested AECOM to rewrite the Water Facility Plan prepared under Amendment No. 1 to Task Order No. 7, to be project specific to the Orange Valley High Service Pump Station and associated water main.

A. DESCRIPTION OF PROJECT

The CLIENT owns, operates, and maintains its own water supply, treatment, pumping, storage, transmission, and distribution system. The CLIENT is experiencing low water pressure in the southern and western portions of the City as well as anticipates future growth in the same area. Therefore the City desires to obtain funding for the following facilities:

- A new potable water supply well with disinfection facilities and a high-service pump station w/appurtenances at the Orange Valley Storage and Pumping Facility.
- A new water distribution main from the Orange Valley Storage and Pumping Facility to a location just east of the intersection of Clinton Avenue and US Highway 301.

The purpose of this Task Order is to provide assistance to the CLIENT in rewriting the previously started Water Facility Plan and preparing supporting documentation required for funding through performance of the following tasks:

- Project Management
- Prepare Updated Request For Inclusion Funding Application Form
- Prepare Updated and Modified Water Facility Plan
- Prepare the Business Plan Portion of the Water Facility Plan (Previously Identified To Be Performed By The City)

B. SCOPE OF SERVICES TASK DESCRIPTIONS

AECOM's Scope of Services will include the following tasks:

TASK 1 - Project Management

- 1.1 Provide overall management of the project including, invoicing, and coordination with CLIENT and FDEP Staff.

TASK 2 – Update FDEP Request for Inclusion

- 2.1 Update FDEP Request for Inclusion Funding Application.

TASK 3 – Update FDEP Water Facility Plan

- 3.1 Rewrite FDEP Water Facility Plan to be specific to the Orange Valley Improvements (High Service Pump Station, and associated water line).

TASK 4 – Prepare FDEP Business Plan

- 4.1 Prepare the FDEP Business Plan portion of the Water Facility Plan specific to the Orange Valley Improvements.

C. DELIVERABLES

AECOM will deliver the following items to the CLIENT:

1. Two (2) copies of the Water Facility Plan and supporting documentation.

D. CLIENT'S RESPONSIBILITIES

The CLIENT will provide the following information to AECOM and perform the following services related to the Project:

1. CLIENT will assign local project representative and primary contact for AECOM. AECOM will provide copies of all correspondence regarding the Project to the CLIENT's primary contact.
2. CLIENT will make available in a timely fashion records, and information relative to the Project. In performing the tasks described in the Scope-of-Services, unless otherwise noted herein, AECOM shall be entitled to rely upon the accuracy of information that was prepared by or for the CLIENT. AECOM shall be responsible for the review of the information for reasonableness.
3. CLIENT will review, provide comment, scheduled, advertise and hold public meetings necessary to complete the funding package, execute final version of funding package, and transmit to FDEP.

E. ASSUMPTIONS

1. The Agreement and this Task Order together constitute the entirety of the parties' agreement. All applicable portions and provisions of the Agreement not specifically modified herein shall remain in full force and effect and are incorporated herein by reference.
2. If the project descriptions listed in this Task Order require modification as previously discussed, a letter stating the revised project descriptions will be issued and considered a no-cost change to

this Task Order. However, if AECOM's scope of work requires modifications due to additional services to be provided by AECOM, an Amendment to this Task Order will be required to execute this work. The scope of work and budget for such an Amendment would be based upon mutual agreement between AECOM and CLIENT.

3. If the project descriptions listed in this Task Order, or in said letter as described above, change after AECOM has completed its services as outlined herein and results in rework to the application, supporting documentation, etc., AECOM will be entitled to additional compensation through an Amendment to this Task Order as mutually agreed upon by AECOM and CLIENT.

F. SERVICES SPECIFICALLY NOT INCLUDED

1. Meetings with FDEP.
2. Public Workshops or Presentations

These services can be provided by AECOM through an Amendment to this Task Order based on a mutually agreed upon fee and scope.

G. SCHEDULE

Services described herein will commence upon receipt by AECOM of this executed Task Order. It is anticipated that the work for this project will be completed and submitted by June 18, 2009.

AECOM will observe the time limitations; however, should there be delays in receiving information from others and in obtaining subsequent authorization, approvals, and review comments from the CLIENT and other governmental agencies, the schedule will be updated and adjusted as mutually agreed upon by AECOM and CLIENT. AECOM shall not be responsible for delays that occur as the result of action or inaction of CLIENT.

H. COMPENSATION

The engineer fee for this project is determined to be a lump sum in the amount of \$9,979.00. The engineer shall invoice the City monthly on a percentage of work completed.

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I. OTHER PROVISIONS

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Task Order upon the terms and conditions above stated on the day and year first written above.

AECOM

CITY OF DADE CITY, FLORIDA

By: _____
Lee Grant, PE
District Vice President

By: _____
William C. Poe, Jr.
City Manager

Date: _____

Date: _____

AECOM'S WITNESS:

ATTEST

By: _____

By: _____
James D. Class
City Clerk

Date: _____

Date: _____

APPROVED AS TO LEGAL FORM

By: _____
Karla S. Owens, Esq
City Attorney

Date: _____

Project Budget

Orange Valley - Water Facility Plan Update (Stimulus Funding)
Project Manager: Todd Bosso, PE

City of Dade City
Lennie Naeyaert, PE

Task Description	Personnel Hours						Total Hours	Budget				Total
	Senior Engineer	Principal Engineer	Associate Engineer	CAD	Clerical			Labor	Non-Labor Cost	Sub-Consultants	Total Non-Labor	
Task 1 - SRF Process Update												
Project Management	4				3	7	\$ 801	\$ 40		\$ 40	\$ 841	
RFI Update	2		3			5	\$ 660			\$ -	\$ 660	
Water Facility Plan Update	8		16	4	2	30	\$ 3,534	\$ 177		\$ 177	\$ 3,711	
Water Facility Plan - Business Plan (Capital Financial Component) Not Previously Authorized	2	2	32			36	\$ 4,540	\$ 227		\$ 227	\$ 4,767	
						-	\$ -	-		\$ -	\$ -	
						-	\$ -	-		\$ -	\$ -	
						-	\$ -	-		\$ -	\$ -	
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						-	\$ -	-		\$ -	\$ -	
						-	\$ -	-		\$ -	\$ -	
						-	\$ -	-		\$ -	\$ -	
Subtotal	16	2	51	4	5	78	\$ 9,535	\$ 444	\$ -	\$ 444	\$ 9,979	
Total	16	2	51	4	5	78	\$ 9,535	\$ 444	\$ -	\$ 444	\$ 9,979	

Amounts shown are fee.