

TASK ORDER NO. 01-17 WW - CDMS

FOR

CITY OF KEY WEST – RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY FDEP OPERATIONS PERMIT RENEWAL PROPOSED SCOPE OF ENGINEERING SERVICES

This Task Order is hereinafter considered a part of the Master Services Agreement dated November 16, 2012 (AGREEMENT), between the CITY OF KEY WEST, Florida, hereinafter referred to as CITY and CDM SMITH INC., duly authorized to conduct business in the State of Florida, hereinafter referred to as ENGINEER.

BACKGROUND

Florida Department of Environmental Protection (FDEP) issued a Domestic Wastewater Facility Permit (FLA147222) to the CITY for continuing wastewater treatment operations at the Richard A. Heyman Environmental Protection Facility (RHEPF), on January 22, 2014. The current permit expires on January 21, 2019 and requires a permit renewal application be submitted no later than July 25, 2018 (180 days prior to expiration).

The CITY has requested the ENGINEER to provide the necessary engineering services for the preparation and submittal of an application for permit renewal including all required supporting documents. Supporting documents include preparation of a Capacity Analysis Report, Operation and Performance Report and updating the previously prepared Reuse Feasibility Study.

The following scope of work details the tasks/activities associated with this task order:

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT, PROJECT SET-UP AND ADMINISTRATION

Upon receipt of the signed (authorized) original task order, the ENGINEER will initiate the project set-up along with the necessary internal approvals. Project administrative activities related to this task order will be performed under this task. All internal and external coordination of activities including day to day management will also be provided under this task. These activities will ensure that the project stays on schedule, updates and communication with the CITY takes place on a continuous basis, and any scope, budget or schedule creep is identified early and addressed immediately.

Project Updates/Schedule

It is anticipated that the tasks/activities identified in this scope of engineering services will be completed within six (6) months from the start of work (following receipt of the authorized task order). Under this task, the ENGINEER will provide monthly updates (summary) to the CITY on project progress and schedule for completion. The updates will cover, in a standardized bulleted form, activities undertaken in the previous four weeks and anticipated upcoming activities.

Project Cost Reporting

The ENGINEER will prepare monthly invoices by task for work completed on this project and submit to the CITY. Invoices and any accompanying status report will be in a format acceptable to the CITY.

TASK 2 – KICK-OFF MEETING

An initial meeting will be set-up between the CITY staff and the ENGINEER's project team. ENGINEER will facilitate this project kickoff meeting at the start of the project. This meeting will identify the objective and purpose of this project, identify project team and their responsibilities, discuss important milestones, and state the timeline for deliverables and project completion (project schedule). The kick-off meeting will be held in Key West.

Based on these discussions, a list of data and information needs will be developed and any information, relative to this list that may be available from the CITY, will be requested.

ENGINEER will prepare the meeting notes/summary for the kickoff meeting and highlight decisions made or recommendations accepted by the CITY in this meeting.

TASK 3 – FDEP PERMIT RENEWAL APPLICATION

An application for renewal of the RHEPF permit will be prepared by the ENGINEER. The current permit was issued by FDEP in 2014. The application is anticipated to be processed by the Fort Myers office of FDEP.

One pre-application meeting may be held with FDEP prior to the submittal. Additional information, to complete the permit application, may be requested from the CITY, if appropriate. This includes, but is not limited to, any additional sampling and related analysis data, information related to current plant performance, influent and effluent characteristics, solids processing and residuals, underground injection for disposal, operational monitoring, etc.

Three (3) copies of the permit application will be submitted to the CITY for review and comments. ENGINEER's staff will participate in one telephone conference call review meeting with CITY staff, following submittal of the application to provide clarifications and answer questions, if any. At the end of this meeting, any modifications, as agreed to, will be incorporated and the permit application finalized.

TASK 4 – CAPACITY ANALYSIS REPORT

The ENGINEER will prepare an updated Capacity Analysis Report (CAR) as required by Chapter 62-600, F.A.C. Flow and loading data for the RHEPF will be provided by the CITY to the ENGINEER in the form of EXCEL spreadsheets. Three (3) copies of the CAR will be submitted to the CITY for review and comments. ENGINEER's staff will participate in one telephone conference call review meeting with CITY staff, following submittal of this report to provide clarifications and answer questions, if any. At the end of this meeting, any modifications, as agreed to, will be incorporated and the CAR finalized for inclusion in the permit application package.

TASK 5 – OPERATION AND MAINTENANCE PERFORMANCE REPORT

The ENGINEER will prepare an updated Operation and Maintenance Performance Report (OMPR) as required by Chapter 62-600, F.A.C. This TASK shall include a site visit to the RHEPF by the ENGINEER to complete an inspection of the existing facilities and equipment. Three (3) copies of the OPR will be submitted to the CITY for review and comments. ENGINEER's staff will participate in one telephone conference call review meeting with CITY staff, following submittal of this report to provide clarifications and answer questions, if any. At the end of this meeting, any modifications, as agreed to, will be incorporated and the OMPR finalized for inclusion in the permit application package.

TASK 6 – UNDERGROUND INJECTION CONTROL SYSTEM

A copy of the Mechanical Integrity Injection Testing report (prepared in accordance with Chapter 62-528, F.A.C.) for the deep injection wells in operation at the RHEPF will be provided to the ENGINEER by the CITY. A copy of the report will be included in the permit application package.

TASK 7 – WASTEWATER REUSE FEASIBILITY STUDY REPORT

The ENGINEER will prepare a Reuse Feasibility Study (RFS) as required by Florida Statutes 403.064(2). The ENGINEER will review the prior RFS (prepared in 2013) with CITY staff to identify additional reuse opportunities and any other changed conditions that would impact feasibility of reuse. The RFS will be updated based on changed conditions (if any).

Three (3) copies of the updated RFS will be submitted to the CITY for review and comments. ENGINEER's staff will participate in one telephone conference call review meeting with CITY staff, following submittal of this report to provide clarifications and answer questions, if any. At the end of this meeting, any modifications, as agreed to, will be incorporated and the RFS finalized.

Should the RFS identify an opportunity for the implementation of a reuse project that the CITY would like to further investigate, CDM SMITH will perform an additional, expanded reuse feasibility evaluation under a separate Task Order as authorized by the CITY. The evaluation would focus on the identified opportunity and may include investigation of required treatment technologies, hydraulic conveyance, piping, storage, permitting and any required modifications to existing systems.

TASK 8 – DOMESTIC WASTEWATER FACILITY PERMIT APPLICATION SUBMITTAL

The final application will be signed and sealed by the ENGINEER and submitted to the CITY for applicant's signatures. The CITY will also provide a check for permit processing fees payable to FDEP or submit payment directly to FDEP via electronic fund transfer. The final permit application will be submitted to FDEP for processing.

Three (3) copies of the final complete permit application package (application, Capacity Analysis Report, Operation and Performance Report, Mechanical Integrity Injection Testing Report, and Reuse Feasibility Study) will be submitted to the CITY.

The City shall be responsible for paying all permit and public advertising fees.

This task includes responses for up to four (4) requests for additional information (RAI) issued by the FDEP related to this permit application. If necessary, the ENGINEER will hold one additional meeting with FDEP to discuss the RAI(s). A response will be prepared to FDEP's RAI(s) and submitted within the 30-day period allowed.

TASK 9 – QUALITY REVIEWS

To ensure project deliverables provide a high-quality product and fulfill the requirements of the scope of work, all deliverables are reviewed for a quality check. This task may also include internal review of the overall project related to scope, schedule and budget.

SCHEDULE DURATION

ENGINEER estimates completing the engineering services identified in this Scope of Services within six (6) months from the date of receipt of NTP or signed original task order, whichever is later, barring any unforeseen event. In that regard, timely submittal of all information requested as part of Task 2 will be a prerequisite for completion of the tasks included under this work authorization in the timeframe stated in this estimated schedule. This time frame also assumes quick turnaround by the CITY reviewers (within 10 working days) for all review related deliverables.

COMPENSATION

1. ENGINEER's compensation for engineering labor services described under Tasks 1 through 9 will be on a lump sum basis in accordance with Article 5 of the Master Services Agreement (dated November 16, 2012) and Exhibit A attached therewith, and Other Direct Costs will be on an incurred basis in accordance with Attachment 1 of the Master Services Agreement. The engineering fees for the services described in Tasks 1 through 9, herein, will not exceed an estimated **\$80,974**.
2. For lump sum tasks, partial payment will be based on the percentage complete for each task. Each invoice will be accompanied by a project status update for the CITY project manager.

ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER, and authorize the ENGINEER to proceed at the direction of the CITY's representative in accordance with Article 3– SCOPE OF SERVICES AND STANDARD OF CARE, of the Agreement. Project execution will start immediately upon receipt of a signed original task order constituting a Notice-to-Proceed issued by the CITY to the ENGINEER.

For CDM SMITH INC.

For CITY OF KEY WEST

By: _____

By: _____

Daniel E. Strobridge, QEP
Vice President

James K. Scholl
City Manager

Date: _____

Date: _____

City of Key West - Richard A. Heyman Environmental Protection Facility
 FDEP Operations Permit Renewal
 Task Order 01-17 WW - CDMS

Attachment 1
 Proposed Estimate of Fees for Engineering Services

TASK DESCRIPTION	Officer		Principal/Associate		Senior Professional		Professional II		Senior Staff Support		Staff Support		Total Labor Cost		Other Direct Costs	Total Costs
	Rate (\$/hr)		\$230.00		\$177.00		\$139.00		\$117.00		\$87.00					
	hours	costs	hours	costs	hours	costs	hours	costs	hours	costs	hours	costs				
TASK 1 - PROJECT MANAGEMENT, PROJECT SET-UP AND ADMINISTRATION	1	\$255	2	\$460	36	\$6,372		\$0	24	\$2,808		\$0	63	\$9,895	\$100	\$9,995
TASK 2 - KICK-OFF MEETING	8	\$2,040	16	\$3,680	24	\$4,248		\$0		\$0	4	\$348	52	\$10,316	\$2,400	\$12,716
TASK 3 - FDEP PERMIT RENEWAL APPLICATION		\$0	4	\$920	36	\$6,372	8	\$1,112		\$0	8	\$696	56	\$9,100	\$100	\$9,200
TASK 4 - CAPACITY ANALYSIS REPORT		\$0	36	\$8,280	8	\$1,416	8	\$1,112	8	\$936	8	\$696	68	\$12,440	\$100	\$12,540
TASK 5 - OPERATION AND MAINTENANCE PERFORMANCE REPORT		\$0	4	\$920	32	\$5,664	32	\$4,448	8	\$936	8	\$696	84	\$12,664	\$1,000	\$13,664
TASK 6 - UNDERGROUND INJECTION CONTROL SYSTEM		\$0		\$0	4	\$708		\$0		\$0	4	\$348	8	\$1,056		\$1,056
TASK 7 - WASTEWATER REUSE FEASIBILITY STUDY REPORT		\$0		\$0	48	\$8,496	16	\$2,224	8	\$936	8	\$696	80	\$12,352	\$100	\$12,452
TASK 8 - DOMESTIC WASTEWATER FACILITY PERMIT APPLICATION SUBMITTAL		\$0		\$0	12	\$2,124	4	\$556		\$0	8	\$696	24	\$3,376	\$100	\$3,476
TASK 9 - QUALITY REVIEWS	1	\$255	24	\$5,520		\$0		\$0		\$0		\$0	25	\$5,775	\$100	\$5,875
TOTAL SERVICES	10	\$2,550	86	\$19,780	200	\$35,400	68	\$9,452	48	\$5,616	48	\$4,176	460	\$76,974	\$4,000	\$80,974

Notes:
 1. Tasks 1 through 9 will be invoiced on a lump sum basis in accordance with Exhibits A & B of the Master Services Agreement.