

TASK ORDER NO. 1-13 SWR

FOR

CITY OF KEY WEST – RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY FDEP PERMIT RENEWAL AND WASTEWATER REUSE EVALUATION REPORT 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 to the CITY for continuing wastewater treatment operations at the Richard A. Heyman Environmental Protection Facility (RHEPF), on June 18, 2009.

The CITY has requested the ENGINEER to provide the necessary engineering services for updating the existing wastewater reuse evaluation report along with the preparation and submittal of an application for permit renewal.

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 design 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 AND ALTERNATIVES DEVELOPMENT

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 at 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 – WASTEWATER REUSE EVALUATION REPORT

The ENGINEER will review the received (under the previous task) data/information for completeness and start the work based on the information collected. An update of the wastewater reuse evaluation report developed in 2009 will be prepared and submitted to the CITY for their review along with the permit application form.

Three (3) copies of the updated reuse report and permit application form will be submitted to the CITY for review and comments. ENGINEER's staff will participate in one review meeting with the CITY staff, following submittal of this report to provide clarifications and answer questions, if any. This meeting may be held as a telephone conference call if desired by the CITY. At the end of this meeting, any modifications, as agreed to, will be incorporated and the report/permit application finalized. Three (3) copies of the final updated report/permit application form will be submitted to the CITY to mark the completion of this task.

TASK 4 – 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 2009. 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.

The permit application will be finalized based on comments from the CITY. 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. The final permit application will be submitted to FDEP for processing. The final wastewater reuse evaluation report prepared for the CITY under Task 3 will be attached to the permit application along with other required information, as available.

It is anticipated that FDEP may issue one request for additional information (RAI) related to this permit application. If necessary, the ENGINEER will hold one additional meeting with FDEP to discuss the RAI. A response will be prepared to FDEP's RAI and submitted within the 30 day period allowed.

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

SCHEDULE DURATION

ENGINEER estimates completing the design 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.

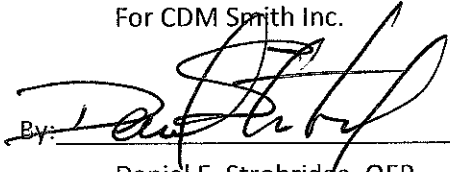
COMPENSATION

1. ENGINEER's compensation for engineering labor services described under Tasks 1 through 4 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 as incurred basis in accordance with Attachment 1 of the Master Services Agreement. The engineering fees for the services described in Tasks 1 through 4, herein, will not exceed an estimated **\$71,473**.
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.
3. The above-referenced scope of work, and cost estimate include work that may be performed by subcontractors. However, the ENGINEER will inform the CITY project manager of the specific activity being performed by a subcontractor prior to start of the activity.

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.

By: 

Daniel E. Strobridge, QEP
Vice President

For CITY OF KEY WEST

By: _____
Bogdan Vitas, Jr.
City Manager

City of Key West - Richard A. Heyman Environmental Protection Facility
 FDEP Permit Renewal and Wastewater Reuse Evaluation Report
 Task Order 1-13 SWR

Attachment 1
 Proposed Estimate of Fees for Engineering Services

Task No.	Description	Officer \$ 245 per hr (hrs) (\$)	Principal/ Associate \$ 220 per hr (hrs) (\$)	Senior Professional \$170 per hr (hrs) (\$)	Professional ii \$ 133 per hr (hrs) (\$)	Professional i \$115 per hr (hrs) (\$)	Staff Support \$90 per hr (hrs) (\$)	Project Administration \$ 90 per hr (hrs) (\$)	Other Direct Cost	Total Labor (hrs) (\$)	Total (\$)
1	Project Management	1 \$ 245	4 \$ 880	-	32 \$ 4,256	-	-	10 \$ 900	500	47 \$ 6,281	6,781
2	K/O Meeting & Alternatives Development	16 \$ 3,920	16 \$ 3,520	16 \$ 2,720	24 \$ 3,192	4 \$ 460	-	8 \$ 720	4,200	90 \$ 14,352	18,552
3	Wastewater Reuse Evaluation Report	16 \$ 3,920	30 \$ 6,600	16 \$ 2,720	50 \$ 6,650	16 \$ 1,840	24 \$ 2,160	16 \$ 1,440	4,200	168 \$ 25,330	29,530
4	FDEP Permit Renewal Application	6 \$ 1,470	24 \$ 5,280	4 \$ 680	40 \$ 5,320	8 \$ 920	8 \$ 720	8 \$ 720	1,500	98 \$ 15,110	16,810
Totals		39 \$ 9,555	74 \$ 16,280	36 \$ 6,120	146 \$ 19,418	28 \$ 3,228	32 \$ 2,880	40 \$ 3,600	\$ 10,400	403 \$ 61,073	\$ 71,473

Notes:
 1. Tasks 1 through 4 will be invoiced on a lump sum basis in accordance with Exhibits A of the Master Services Agreement.