

RESOLUTION NO. 16-284

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING TASK ORDER NO. 1-16-SWR FROM CH2M HILL ENGINEERING, INC. IN AN AMOUNT NOT TO EXCEED \$227,638.00 FOR DESIGN, PERMITTING AND BID PHASE SERVICES FOR THE REHABILITATION OF PUMP STATIONS "H" AND "B"; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 12-280, the City Commission approved a contract with CH2M Hill, Inc. for General Engineering Services and in Resolution 15-208 the contract was renewed for a two-year term; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That Task Order No. 1-16-SWR for CH2M Hill Engineering, Inc. for design, permitting and bid phase services for the Rehabilitation of Pump Stations "H" and "B" is hereby approved in an amount not to exceed \$227,638.00.

Section 2: That funds for the lift station rehabilitation project are budgeted in FY 2016/17.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 5th day of October, 2016.


Authenticated by the Presiding Officer and Clerk of the Commission on 6th day of October, 2016.

Filed with the Clerk on October 6, 2016.

Mayor Craig Cates	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

TASK ORDER 1-16 SWR

ENGINEERING DESIGN, PERMITTING, BID PHASE, and CONSTRUCTION PHASE SERVICES FOR WASTEWATER PUMP STATIONS "H and B" REHABILITATION

This TASK ORDER 1-16 SWR is issued under the terms and conditions of the MASTER AGREEMENT TO FURNISH GENERAL ENGINEERING SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and CH2M HILL Engineers, Inc. ("ENGINEER") executed on November 19, 2012, which is incorporated herein by this reference.

A. SCOPE OF SERVICES

Specific services which the ENGINEER agrees to furnish are summarized on the attached statement entitled TASK ORDER 1-16 SWR, "SCOPE OF SERVICES." The "Scope of Services" defines the work effort anticipated for the Task order.

This Task Order, when executed, shall be incorporated in and shall become an integral part of the November 19, 2012, Master Agreement.

B. TIME OF COMPLETION

Work under this Task order will begin immediately following acceptance and completed expeditiously subject to coordination with the City of Key West staff.

C. COMPENSATION

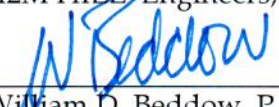
Compensation for the labor portions of TASK ORDER 1-16 SWR, Task A, and B will be on a lump sum fee basis as stipulated in Article 5, Paragraph 5.1.1 of the AGREEMENT. Compensation for the labor portions of Tasks C, and D and all expenses will be on a Cost Reimbursable-Per Diem basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER 1-16 SWR COMPENSATION.


D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER 1-16 SWR, and authorize the ENGINEER to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES." Start date for this project will be no later than ten (10) days after execution of this authorization.

For CH2M HILL Engineers, Inc.

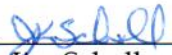
By:

  
William D. Beddow, P.E.  
Vice President

  
Sean McCoy, P.E.  
Key West Project Manager

For CITY OF KEY WEST

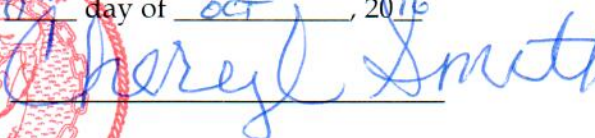
By:

  
Jim Scholl  
City Manager

Dated the 07 day of OCT, 2016

ATTEST:





**TASK ORDER 1-16 SWR**  
**ENGINEERING DESIGN AND BID PHASE SERVICES FOR CITY OF KEY WEST**  
**WASTEWATER PUMP STATION "H and B" REHABILITATION**

**SCOPE OF SERVICES**

## **Project Description**

The City of Key West owns and operates twenty-five (25) Wastewater Area Pump Stations which are responsible for conveying wastewater flows to the Richard A. Heyman Environmental Protection Facility. In 2015, CH2M HILL was contracted to inspect these lift stations and provide a condition assessment report. This report identified pump station components which need rehabilitation or replacement, provided budget level cost estimates, and prioritized pump stations requiring rehabilitation. This report was used by the City to plan and budget for Capital Improvement Plan efforts to rehabilitate the City's wastewater pump stations.

To ensure continued service the CITY proposes to retain the ENGINEER to provide design and bid phase services for the rehabilitation of the top ranked pump stations identified in the Preliminary Condition Report.

## **Purpose**

The CITY has requested that the ENGINEER provide engineering services for the Design, Permitting, Bid Phase, and Construction Phase Services for the rehabilitation of the City's Wastewater Pump Stations "H and B".

CH2M HILL will prepare bid ready contract documents for the rehabilitation of Pump Station "H and B". Once design, and permitting are completed, CH2M HILL will provide bid phase, and construction phase services as described below.

This Task Order describes the ENGINEER's Scope of Services. Specific activities to be performed under this Task Order include:

- Provide detailed preliminary and final design with submissions of 60% and 90% documents for review. Following acceptance of the 90% documents, bid ready documents will be prepared, and submitted for bidding.
- Permitting
- Bid Phase Services
- Construction Phase Services

# Scope of Services

## Task A - Design

This task includes activities related to the design of the Wastewater Pump Station rehabilitation. This task is divided into two subtasks that would correspond to logical review milestones for the CITY.

### Subtask A.1 - Preliminary Design (60%)

The ENGINEER will perform the work necessary to develop the rehabilitation design for Pump Station H and B, based on the preliminary condition report and existing pump station layout. The objectives of this task is to design pump station H and B's rehabilitation components, and to communicate the design tasks to the CITY. The ENGINEER will conduct a design review meeting with the CITY prior to the conclusion of this task.

Specific work activities in this task are identified below:

- Develop pump station rehabilitation sheets for Pump Stations H and B.
- Pump Station B:
  - Replace: wetwell and valve vault hatches; plug and check valves; air release valve; bypass pump connection; Doppler flowmeter; pumps; wetwell piping to valves; pipe supports; and pump guide rails
  - Provide stainless steel pump floor plates
- Pump Station H:
  - Replace: wetwell and valve vault hatches; plug and check valves; bypass pumping connection; pumps, wetwell piping to valves; pipe supports; pump guide rails; pump control panel; site lighting; RTU with a TCU; and electrical conduit into the wetwell.
  - Provide a bubbler system for the wetwell, stainless steel pump floor plates and an enlarged entrance driveway
  - Repair the concrete in the wetwell
- Develop Specification Table of Contents
- Identify any potential constructability issues.
- Prepare Class 4 budget-level cost estimate.
- 60% Design Review Meeting.

## **Deliverables**

- Four (4) hard copies of the preliminary design, which includes preliminary drawings, design data, catalog cut sheets and 60% complete review documents, and an outline of the technical specifications (two (2) of these copies are for OMI).
- 60% construction cost estimate. (submitted digitally)
- 60% review meeting minutes. (submitted digitally)

## **Subtask A.2 - Final Design (90%)**

During this subtask, the ENGINEER will complete the technical design based on the outcome of the 60% Design Review. At the end of this subtask the design documents will be considered complete and ready for bidding.

Specific work activities in this task are identified below:

- Prepare 90% contract documents, which include legal and technical specifications and drawings.
- Conduct 90% review meeting
- Incorporate review comments from CITY into the design documents,
- Based on the 90% documents prepare updated final construction cost estimate
- Based on the 90% documents prepare bid documents.
- Submit bid documents to the CITY.

## **Deliverables**

- Two (2) copies of final construction cost estimate
- Two (2) copies of 90% review meeting minutes
- Four (4) copies of 90 % review documents: 11 x 17 drawings and specifications (two (2) of these copies are for OMI)
- Four (4) copies of final bid documents, including drawings and specifications (two (2) of these copies are for OMI)
- One (1) CD of the final bid documents for upload to DemandStar

## **Task B - Permitting**

ENGINEER will prepare a letter for FDEP stating the proposed improvements to Pump Station H and B and request confirmation that a permit is not required. The ENGINEER will submit a draft of the proposed letter to the CITY for review and comments.

## **Deliverables**

Two (2) copies of the final FDEP letter.

## **Task C – Bid Phase Services**

Bidding services are based on a Bid Period of 30 days. The ENGINEER will provide the following services to the CITY to assist in the bidding process:

- Assist the CITY with placing contract documents, in PDF format, to DemandStar for bidding.
- All direct communications with bidders on matters related to the technical aspects of the design will be handled directly by the ENGINEER.
- Coordinate and conduct one pre-bid meeting to familiarize each bidder with the scope of work and to answer any questions that may arise.
- Issue up to two (2) ADDENDA, if required.
- Bids will be received, opened, and read aloud by the CITY at the designated time and location.
- Review and evaluate bids for compliance and completeness. The ENGINEER will prepare an award letter for the CITY recommending the successful bidder.
- After award, the ENGINEER will distribute to the successful contractor three sets of contract documents for execution. The contractor will be directed to return the documents to the ENGINEER for compliance review of the bidding requirements. After the ENGINEER reviews the contract documents, these three sets of documents will be sent to the CITY for final review and signatures.
- Prepare conformed contract documents for use by CITY, ENGINEER, and Contractor during construction. Including three (3) signed and sealed sets of documents for submission by contractor to City of Key West Building Department.

Bid services will be considered complete upon the ENGINEER's review and forwarding of the Contractors executed documents to the CITY, and submittal of conformed documents to the CITY.

## **Deliverables**

- Two (2) copies of Pre-bid meeting minutes
- Two (2) copies of recommendation of award letter
- Three (3) copies of Contract Documents for execution
- Six (6) copies of Conformed Contract Documents (two (2) of these copies are for OMI), one (1) full size set of drawings and one (1) CD containing specifications and drawings in PDF format.
- Three (3) Signed and Sealed copies of conformed documents for contractor to submit for the anticipated City of Key West Building Permit (half size drawings).

## **Task D – Construction Phase Services**

The CONSULTANT will perform limited construction phase services listed in this Task Order for a construction period that is estimated to be 8 months. The CITY will be responsible for full-time resident observation.

The CONSULTANT will perform the following activities during this portion of the project.

- The CONSULTANT will coordinate and conduct one pre-construction meeting and distribute meeting minutes.
- At the request of the CITY, coordinate and conduct monthly progress meetings and prepare and distribute meeting minutes; attendance at up to eight (8) meetings is assumed.
- At the request of the CITY, review up to forty (40) shop drawings and other construction related submittals.
- At the request of the CITY, the CONSULTANT will provide up to 60 hours to assist in the technical interpretations of the drawings, specifications, and contract documents, and evaluate requested deviations from the approved design or specifications.
- At the request of the CITY, perform a substantial completion inspection of the project and assist in the preparation of a punch-list.
- At the request of the CITY, perform a final completion inspection of the project.
- At the request of the CITY, provide on-site start-up assistance, a one (1) one-day site visit by two CONSULTANT personnel assumed. *PM & electrical*
- Prepare record drawings based on mark-ups from the CONTRACTOR.

### **Deliverables**

- One (1) electronic copy of pre-construction meeting minutes
- One (1) electronic copy of each progress meeting minutes
- One (1) electronic copy of each additional meeting minutes
- Two (2) copies each reviewed shop drawings
- Two (2) copies each Request for Information
- One (1) electronic copy of punch list(s)
- One (1) full size copy, two (2) 11" x 17" copies, and one (1) electronic copy of record drawings in PDF and AutoCAD format

## **Assumptions**

The following assumptions were used in the development of this Task order

- Work under this Task Order will be completed in calendar year 2017.
- The design will be based on the federal, state, and local codes and standards in effect at the start of the project. Any changes in these codes may necessitate a change in scope.



- The design documents will be prepared for a single construction contract. Rehabilitation documents will be produced for Pump Station H and B. The bid form will include Pump Station H and B.
- The ENGINEER's master specifications will be used as the basis for all technical sections in Divisions 1 through 49. The ENGINEER's master specifications incorporating CITY requirements will be used for General Conditions, Supplemental Conditions, and other front end documents.
- Legal, easement, or plat surveys are not included in the scope of work. If additional property is required it shall be the responsibility of the City to obtain.
- Existing pump station Record Drawings will be used when available for pump station layout.
- Geotechnical is not included in the scope of work.
- This Task Order assumes that no FDEP permit is required for each pump station.
- This Task Order does not include any Building Department permit applications.
- The contract will be awarded after the first bidding process. Re-bidding will be considered as an "Additional Services".

## **Obligations of the CITY**

To assist meeting schedule and budget estimates contained in this proposal, the CITY will provide the following:

- Prompt review and comment on all deliverables (within 10 working days of receipt).
- Facilitate access to any required facilities
- Attendance of key personnel at meeting as requested

## **Additional Services**

The ENGINEER will, as directed, provide additional services that are related to the project but not included within this Scope of Services. These and other services can be provided, if desired by the CITY, as an amendment to the Task Order. Work will begin for the Additional Services after receipt of a written notice to proceed from the CITY. Additional services may include, but are not limited to, the following:

- Detailed Design of additional rehabilitation to the wastewater pump stations not already identified above.
- Re-bidding any, or all, portions of this project.
- Review of Contractor pay applications.
- Application for a Building Permit (if necessary).
- Permitting for the Florida Department of Environmental Protection if required

## **Compensation**

The estimated compensation for TASK ORDER 1-16 SWR, is shown on attachment A entitled TASK ORDER 1-16 SWR, COMPENSATION.

## **Completion Dates**

TBD

**Attachment A**  
Compensation

TO 1-16 Lift Stations H and B Rehabilitation

Staff	ST/SPM	PM/ES	PE	T5	T4	Spec Pr	SPA	Total Hours	Shipping	Travel
Hourly Rate	\$170.00	\$157.00	\$135.00	\$113.00	\$101.00	\$89.00	\$67.00			
<b>Task A Preliminary Design</b>										
<b>A.1.Preliminary Design</b>										
Kick off meeting	12							2		12
60% Design	56	120	40	104	64	24	12	384		
60% review meeting/responses	26	60	40	24	16		6	166	\$ 500.00	
	<b>94</b>	<b>180</b>	<b>80</b>	<b>128</b>	<b>80</b>	<b>24</b>	<b>20</b>	<b>562</b>		
	<b>\$15,980.00</b>	<b>\$28,260.00</b>	<b>\$10,800.00</b>	<b>\$14,464.00</b>	<b>\$8,080.00</b>	<b>\$2,136.00</b>	<b>\$1,340.00</b>	<b>\$81,060.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>
<b>A.2.Final Design</b>										
90% Documents	38	72	40	88	48	24	6	316		
90% review meeting/responses	34	12	8	0	0	0	12	66		
Bid Documents	32	48	16	48	32	8	6	190	\$ 500.00	
	<b>104</b>	<b>132</b>	<b>64</b>	<b>136</b>	<b>80</b>	<b>32</b>	<b>24</b>	<b>572</b>		
	<b>\$17,680.00</b>	<b>\$20,724.00</b>	<b>\$8,640.00</b>	<b>\$15,368.00</b>	<b>\$8,080.00</b>	<b>\$2,848.00</b>	<b>\$1,608.00</b>	<b>\$74,948.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>
<b>Task B Permitting</b>										
FDEP Letter	8							8	\$ 50.00	
	<b>8</b>							<b>8</b>	<b>\$ 50.00</b>	
	<b>\$ 1,360.00</b>							<b>\$ 1,360.00</b>	<b>\$ 50.00</b>	<b>\$ -</b>
<b>Task C Bid Phase Services</b>										
Pre-bid meeting	10	0	0	0	0	0	0	10		\$50.00
RFI/Response to bidders/addenda	8	6	2	0	0	0	0	16		
Bid opening/Evaluation/award ltr	8	0	0	0	0	0	0	8		
Execute contract documents	16	12	4	4	0	4	4	44	\$500.00	
	<b>42</b>	<b>18</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>78</b>		
	<b>\$7,140.00</b>	<b>\$2,826.00</b>	<b>\$810.00</b>	<b>\$452.00</b>	<b>\$0.00</b>	<b>\$356.00</b>	<b>\$268.00</b>	<b>\$11,852.00</b>	<b>\$550.00</b>	<b>\$ -</b>
<b>Task D Construction Phase Services</b>										
Pre-Con Meeting	10	0	0	0	0	0	0	10		
Progress meetings	32	0	0	0	0	0	0	40		
Submittals	48	72	24	0	0	0	8	152		
RFI/Change Orders	20	24	8	0	0	0	8	60		
Site Visits	8	0	0	0	0	0	0	8		
Record Drawings	13	6	2	20	8	0	0	49	\$500.00	
Closeout/Startup	8	20	0	0	0	0	4	32		\$4,000.00
	<b>139</b>	<b>122</b>	<b>34</b>	<b>20</b>	<b>8</b>	<b>0</b>	<b>28</b>	<b>351</b>		
	<b>\$23,630.00</b>	<b>\$19,154.00</b>	<b>\$4,590.00</b>	<b>\$2,260.00</b>	<b>\$808.00</b>	<b>\$0.00</b>	<b>\$1,876.00</b>	<b>\$52,318.00</b>	<b>\$500.00</b>	<b>\$4,000.00</b>

Total Hours 1571  
 Subtotal Cost \$ 221,538.00 \$ 2,100.00 \$4,000.00  
 TO 1-16 Total \$ 227,638.00