

TASK ORDER 7-12 PORTS

ENGINEERING SERVICES FOR DESIGN OF THE NAVY MOLE FUELING STATION AND FLOATING DOCK IMPROVEMENTS

This TASK ORDER 7-12 PORTS 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 September 18, 2007, 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 7-12 PORTS "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 September 18, 2007, 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. Work may be performed at any time as requested by the CITY within 12 months after the date of execution of this Task Order, at which time the Task Order will expire.

C. COMPENSATION

Compensation for TASK ORDER 7-12 PORTS, Task A and B will be on a lump sum fee basis as stipulated in Article 2, Paragraph 2.1 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER 7-12 PORTS COMPENSATION.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER 7-12 PORTS, 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.

For CITY OF KEY WEST

By: _____
William D. Beddow, P.E.
Vice President

By: _____
Bob Vitas
City Manager

Andrew H. Smyth, P.E.
Key West Office Manager

Dated the ____ day of _____, 20__

ATTEST: _____

TASK ORDER 7-12 PORTS
**ENGINEERING SERVICES FOR DESIGN OF THE NAVY MOLE
FUELING STATION AND FLOATING DOCK IMPROVEMENTS**

SCOPE OF SERVICES

Project Description

The City of Key West (CITY) is working with the Navy to assist in the design of a new fuel storage and pumping facility at the Navy's Mole Facility. Project and improvements include:

Providing foundation and infrastructure to support a new CITY/Navy selected fuel tank upland to the floating docks. Design will:

- (1) Utilize preselected Convault tank or alternate (to be performance specified by ENGINEER)
- (2) require a detailing and design of the foundation for the tank,
- (3) Detailing of the limits for security fencing around the tank slab and location of protection bollards around the tank,
- (4) Require design of the electrical feeds and area lighting (for area up to 10,000 SF). Lighting will consider a "turtle-friendly" design and is based on the primary power connection being within 750 feet of the tank locations.
- (5) Address other utilities (water, sanitary and drainage) that may be required but these utilities are assumed to have a point of connection within 100 feet of the tanks proposed locations.

Purpose

The CITY has requested that the ENGINEER provide engineering services for the above-described project.

Scope of Services

The scope of services provided below addresses the work to be completed for the project. The scope of work for this project will result in the following Tasks A & B.

Task A - Initial Site Evaluation and Data Collection

Meet with the CITY/Navy and other Stakeholders as a project kick-off to discuss project parameters, new proposed tank location, tank yard layout and to develop an action lists for completion of the project. Meeting will be attended by one ENGINEER staff member in person and others via phone.

Based on the above meeting the ENGINEER will prepare a Basis of Design Memo for the CITY/Navy to utilize and review to accept the parameters of the design to be implemented in the construction documents. Memo to include:

- Project summary by discipline and utility indicating the proposed construction work required to fulfill the scope of work.
- Proposed Tank Yard Layout
- Prepare Conceptual Opinion of Probable Construction Cost.
- Conduct a review meeting via conference call and incorporate review comments from CITY/Navy into final memo to be used for the Construction Documents Phase – Task B.

Deliverables (Task A)

ENGINEER shall provide the following Task A Deliverable at each milestone below. ENGINEER will provide CITY with PDF files on CD or via email of the Basis of Design Documents for CITY printing and distribution.

- Initial Kick-Off Meeting minutes
- Draft Basis of Design Memo Submittal
- Final Basis of Design Memo Submittal

Task B – Construction Document Development

ENGINEER will prepare Contract / Construction Documents including Drawings, Technical Specifications and an Estimate of Probable Construction Cost for the Project as described above (Project Description). ENGINEER’s services to be provided are as follows:

- Review existing as-built drawings, geotechnical reports, surveys and existing equipment designs made available by CITY to ENGINEER.
- Evaluate new fuel tank location and identify any additional information required to complete the design.
- Prepare construction documents to be used by the CITY/Navy for issuing a construction contract to construct the “Navy Mole Fueling Station Improvements” project as one (1) bid package. Construction documents will be prepared addressing only these disciplines:
 - Civil Engineering – limited to the foot print of the fuel tank and the areas impacted by the utility infrastructure. No drainage or site improvements are proposed.
 - Structural Engineering – limited to the foundations of the tank yard area.
 - Electrical Engineering – limited to the electrical support for the tank improvements which include duct bank, hand holes, lighting and emergency disconnect.
 - Front End Specifications – including Division 0 and 1 contracting documents, general and supplemental conditions using City/ Navy supplied boiler plate.
 - Technical Specification – including Division 2 through 49 as required for scope utilizing CH2M HILL standard specifications and/or AIA master specifications.
- Construction Phasing and Sequencing Plan – Provide design drawings identifying site constraints, lay down areas and sequencing requirements as it relates to other adjacent

operations. Provide parameters in the Contract Front Ends stating that the Contractor will be responsible for coordination with waterside work by other contractors and indicate pre-established lay down areas and work zones.

- Opinion of Probable Construction Cost - Prepare an opinion of probable construction cost. Cost opinion should be based on estimated quantities and unit prices derived from projects of a similar size and nature. Format should be similar to that which would be provided for a unit price contract. Opinion prepared will be provided to CITY/Navy for estimating purposes only. The Opinion will be prepared at each design submittal milestone. The cost opinion will be prepared in general accordance with the American Association of Cost ENGINEER's (AACE) standards for the appropriate level of project development. Quantities and Opinion of cost are opinion only and do not warrant or guarantee such values.
- Meetings and Coordination - Meet with the CITY/Navy and other Stakeholders during Construction Document development to discuss progress and project development issues/items as follows. On site meetings are based on the designated quantity of ENGINEER professionals for not more than four (4) hours at the CLIENT's offices. Conference Calls are based on the designated quantity of ENGINEER professionals for not more than three (3) hours on the call.
 - 60% Construction Documents Submittal - Milestone Meeting - On site meeting with Key West Project Manager Staff present and one (1) Design Staff member present.
 - 100% Construction Documents Submittal - Milestone Meeting - On site meeting with Key West Project Manager Staff present and a Conference Call Meeting for up to two Design Staff.
 - Bid Documents - No meeting required.

Deliverables (Task B)

ENGINEER shall provide the following Task B Deliverable at each milestone below. ENGINEER will provide CITY/Navy with one (1) CD with PDF files of the Deliverable, of the milestone level Construction documents. For Bid Documents will also be provided by ENGINEER.

- 60% Construction Documents Submittal; Two (2) CD's with PDF files of drawings and outline of specifications; 60% Review meeting minutes
- 100% Construction Documents Submittal; Two (2) CD's with PDF files of drawings and specifications; 100% Review meeting minutes
- Bid Documents; Two (2) CD's with PDF files, Eight (8) 11 x 17 drawings sets and eight (8) 8 ½ x 11 Specifications manuals and two (2) 22 x 34 Drawings sets.

Task C - Floating Dock Design Improvements

ENGINEER will provide additional scope and budgeting for Floating Dock design improvements pursuant to the Navy completing its assessment of preferred location.

Task Order Assumptions (Tasks A and B)

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

- Bid phase and construction phase services are not included in this scope of work.
- Any permits required will be obtained by awarded construction contractor and/or City / Navy including but not limited to Building and Environmental Permits.
- Work is based on all existing site and equipment information being provided to the ENGINEER in electronic format including CAD files, surveys and geotechnical reports.
- Site grades are suitable for the construction of the tank without regarding the site to accommodate.
- No Instrumentation and Controls will be designed or provided on this project by ENGINEER.
- Meetings will be held in Key West and attended by up to two (2) ENGINEER's staff, as indicated in the scope, additional ENGINEERs staff may attend via conference call.
- ENGINEERs and City's QC reviews will occur concurrently in order to meet schedule.
- 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 Statement of Work documents will be prepared for a single construction contract.
- It will be assumed that all projects will be located in City/Navy owned property.
- The City will coordinate and assist in all Navy involvement and Engineers site visits.
- Bid phase services will be completed by City/Navy.
- All permitting will be completed by the City / Navy.
- Any labor and expenses required to address construction claims, unforeseen subsurface considerations or additional construction time requested by the CONTRACTOR or OWNER will be considered as "Additional Services".

Obligations of the CITY (Tasks A and B)

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

- The CITY will provide available drawings and manufacturer's information for the new fuel tanks, electrical, water and wastewater utilities.
- The CITY will provide topographic of entire site as required to complete the design and Construction Documents.
- The CITY will provide Geotechnical reports and recommendation for the site and in particular the area of the new proposed tank.

- Prompt review and comment on all deliverables. Review comments shall be submitted back to the ENGINEER within one week of deliverable.
- 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:

- Additional design services if requested by the City
- Permitting phase services
- Bid Phase Services
- Procurement Services
- Construction Phase Services

Compensation

The estimated compensation for TASK ORDER 7-12 PORTS is shown on Attachment A entitled TASK ORDER 7-12 PORTS, COMPENSATION.

Completion Dates / Deliverables

The proposed completion dates for the tasks are as follows:

TASK A	Initial Site Evaluation and Data Collection
Site Visit / Initial Kick-off Meeting	Upon receipt of a Notice to Proceed for Task A meeting will be scheduled within two (2) calendar weeks
Draft Basis of Design Memo Submittal	Upon adjournment of the kick-off meeting, a Draft Basis of Design Memo Submittal review will be delivered within two (2) calendar weeks to CLIENT for a one (1) week review and comment.
Final Basis of Design Memo Submittal	Upon acceptance of the Draft Basis of Design Memo Submittal and receipt of the Draft Basis of Design Memo Submittal review comments, a Final Basis of Design Memo Submittal review will be delivered within 1 calendar weeks to CLIENT.

TASK B	Construction Document Development
60% Construction Documents Submittal	Upon CLIENT receipt of a Notice to Proceed for Task B and Comments on the Draft Basis of design memo, a 60% Construction Documents Submittal for CLIENT review will be delivered within two (2) calendar weeks to CLIENT for a one (1) week review.
100% Construction Documents Submittal	Upon acceptance of the 60% Construction Documents Submittal and receipt of the 60% Construction Documents Submittal review comments, a 100% set for CLIENT review will be delivered within two (2) calendar weeks to CLIENT for a one (1) week review. 100% Construction Documents Submittal will be used as the Permit set.
Bid Documents	Final bid documents be prepared within 2 weeks of receipt 100% Construction Documents Submittal CLIENT comments.

Attachment A

TASK ORDER 7-12 PORTS COMPENSATION

ENGINEERING SERVICES FOR DESIGN OF THE NAVY MOLE
FUELING STATION AND FLOATING DOCK IMPROVEMENTS

**TASK ORDER 7-12 PORTS COMPENSATION
ENGINEERING SERVICES FOR THE DESIGN OF THE NAVY MOLE FUELING STATION AND
FLOATING DOCK IMPROVEMENTS**

Task	Hours	Labor	Expenses	Total Cost
Task A - Initial Site Evaluation and Data Collection	62	\$7,558	\$0	\$7,558
Task B - Construction Document Development	360	\$41,136	\$656	\$41,792
Task C - Floating Dock Improvements (Future)	0	\$0	\$0	\$0
Total	422	\$48,694	656	\$49,350

COMPENSATION BREAKDOWN						
Task Order 7-12 PORTS						
TASK NO.	TASK DESCRIPTION	HOURLY RATE	TOTAL HOURS	LABOR	EXPENSES	TOTAL COST
A	Site Evaluation and Data Collection					
	Principal PM/Principal Technologist	\$172.00	16	\$2,752		\$2,752
	Senior Technologist/Senior PM	\$158.00	14	\$2,212		\$2,212
	Senior Professional	\$148.00	6	\$888		\$888
	Tech 3	\$ 74.00	12	\$888		\$888
	Senior Project Assistant	\$ 63.00	6	\$378		\$378
	Clerical	\$ 55.00	8	\$440		\$440
Site Evaluation and Data Collection SUBTOTAL			62	\$7,558	\$0	\$7,558
B	Construction Documents					
	Principal PM/Principal Technologist	\$172.00	68	\$11,696		\$11,696
	Senior Technologist/Senior PM	\$158.00	32	\$5,056		\$5,056
	Senior Professional	\$148.00	40	\$5,920		\$5,920
	Project Professional	\$122.00	54	\$6,588		\$6,588
	Tech 4	\$ 93.00	16	\$1,488		\$1,488
	Tech 3	\$ 74.00	94	\$6,956		\$6,956
	Senior Project Assistant	\$ 63.00	44	\$2,772		\$2,772
	Clerical	\$ 55.00	12	\$660		\$660
	(2) - 2 Day trip to KWF				\$600	\$600
	Printing/Reprographics/Shipping				\$56	\$56
Construction Documents SUBTOTAL			360	\$41,136	\$656	\$41,792
C	Floating Dock Improvements					
	Principal PM/Principal Technologist	\$172.00	0	\$0		\$0
	Senior Technologist/Senior PM	\$158.00	0	\$0		\$0
	Senior Professional	\$148.00	0	\$0		\$0
	Tech 3	\$ 74.00	0	\$0		\$0
	Senior Project Assistant	\$ 63.00	0	\$0		\$0
	Clerical	\$ 55.00	0	\$0		\$0
Floating Dock Improvements SUBTOTAL			0	\$0	\$0	\$0
PROJECT TOTALS						
TOTAL HOURS			422			
TOTAL FEE ESTIMATE				\$48,694	\$656	\$49,350
TO 7-12 PORTS TOTAL			422	\$48,694	\$656	\$49,350