

TASK ORDER 9-11 STM

**ENGINEERING SERVICES FOR THE BIDDING AND CONSTRUCTION OF
THE STORMWATER EMERGENCY DISCHARGE SYSTEM AT PATRICIA
AND ASHBY STREETS**

This TASK ORDER 9-11 STM 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, 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 9-11 STM "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 9-11 STM, Tasks A, B and all expenses will be on a Cost Reimbursable-Per Diem basis as stipulated in Article 2, Paragraph 2.2 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER 9-11 STM COMPENSATION.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER 9-11 STM, 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, INC.

For CITY OF KEY WEST

By: _____
Wendy Nero
Vice President

By: _____
Jim Scholl
City Manager

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

Dated the ____ day of _____, 2011

ATTEST: _____

TASK ORDER 9-11 STM

ENGINEERING SERVICES FOR THE STUDY, DESIGN, AND PERMITTING OF A EMERGENCY STORMWATER DISCHARGE SYSTEM AT THE INTERSECTION OF PATRICIA AND ASHBY STREETS

SCOPE OF SERVICES

Project Description

The City of Key West (CITY) has received Federal Emergency Management Agency (FEMA) hazard mitigation grant program (HMGP) funding (HMGP DR-1609-111-R) to address stormwater flooding in the area of Patricia and Ashby Streets in Key West, Florida. The intersection is a low spot (Elevation about 2.14 ft.) in a 28-acre drainage basin. In 2003, a pump-assisted stormwater well system was installed to alleviate flooding; however due to the potential for the wells to become clogged with sand during extreme storm events, the CITY would like to construct an emergency discharge to the ocean.

The City completed the design of the emergency discharge pipeline that will connect the existing Patricia and Ashby pump assisted storm water station to a new outfall structure at the end of Bertha Street. Additionally, the design includes a new 250 kW standby generator dedicated to this pump station, which will be installed on an elevated platform structure above the flood elevation.

As part of the grant the City was required to develop a Benefit Cost Analysis (BCA) of the project. FEMA has completed their review of the BCA and has determined that they would grant additional funding for the construction phase of the project.

Purpose

The CITY has requested that the ENGINEER provide bid phase and limited construction phase services for the Emergency Stormwater Discharge Project. This Task Order describes the ENGINEER's Scope of Services. Specific activities to be performed under this Task Order include:

- Bid Phase Services
- Construction Phase Services

Scope of Services

The following tasks describe the activities to be performed and the work products to be prepared by the ENGINEER.

Task A – 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:

- Provide copies of the contract documents and distribute such documents to the CITY
- Coordinate with CITY to provide contract documents 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 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 six 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 six 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.

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.

Bid Phase Deliverables

Two (2) copies of Pre-bid meeting minutes

Two (2) copies of Recommendation of award letter

Six (6) copies of Contract Documents for execution

Four (4) copies of Conformed Contract Documents and one (1) set full size drawings

Task B – Construction Phase Services

The ENGINEER will perform limited construction phase services listed in this Task Order for a construction period that is estimated to be 9 months. The CITY will be responsible for full-time resident observation.

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

- The ENGINEER 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 twelve (12) meetings is assumed.
- At the request of the CITY, review up to forty eight (48) shop drawings and other construction related submittals.
- At the request of the CITY, the ENGINEER will provide up to 48 hours to assist in the technical interpretations of the drawings, specifications, and contract documents, and evaluate requested deviations from the approved design or specifications.
- Conduct three (3) specialty inspections at the construction site.
- 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, two (2) two-day site visits assumed
- Prepare record drawings based on mark-ups from the CONTRACTOR.

Deliverables

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

Assumptions

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

- Bid advertisement will occur in calendar year 2011 and construction will be completed in calendar year 2012.
- Bid phase services are based on a 30 day bid period and assume up to three (3) addenda will be issued. All bid documents and addenda will be provided in electronic format for uploading to DemandStar by City.
- The contract will be awarded after the first bidding process. Re-bidding will be considered as an "Additional Service".
- The construction services will be provided for a single construction contract.
- Legal, easement, or plat survey or acquisitions will be the responsibility of CITY.
- Contractor is responsible for obtaining dewatering permits.

- The CITY will pay for all permit application fees.
- 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

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

- The CITY will provide all legal, easement, or plat survey and/or acquisitions required for additional property necessary to complete the project.
- Prompt review and comment on all deliverables (within 10 working days of receipt).
- The City will coordinate and implement all Public involvement and FEMA activities.
- Facilitate access to any required facilities
- Attendance of key personnel at meetings as requested
- Payment of all permit application fees
- The CITY will be responsible for full-time resident observation.

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:

- Re-bidding any, or all, portions of this project including preparation of changes to the project because of causes external to performance of detailed design, such as changes in bid climate, equipment and material costs
- Resident observation, providing a full-time resident on-site during construction
- Additional construction phase service not included in this scope
- Permitting (if required)

Compensation

The estimated compensation for TASK ORDER 9-11 STM is shown on Attachment A entitled TASK ORDER 9-11 STM, COMPENSATION.

Attachment A
TASK ORDER 9-11 STM COMPENSATION

**TASK ORDER 9-11 STM
COMPENSATION**

**Bid and Construction Phase Services for Patricia & Ashby Emergency Discharge
Outfall**

Task	Hours	Labor	Expenses	Total Cost
Task A - Bid Phase Services	188	\$20,772	\$400	\$21,172
Task B - Construction Phase Services	712	\$84,726	\$5,800	\$90,526
Total	900	\$20,772	\$400	\$111,698

COMPENSATION BREAKDOWN

Task Order 9-11 STM

TASK NO.	TASK DESCRIPTION	HOURLY RATE	TOTAL HOURS	LABOR	EXPENSES	TOTAL COST
A Bid Phase Services						
	Principal PM/Principal Technologist	\$172.00	14	\$2,408		\$2,408
	Senior Technologist	\$158.00	4	\$632		\$632
	Project Manager	\$148.00	36	\$5,328		\$5,328
	Project Professional	\$122.00	42	\$5,124		\$5,124
	Assoc Engineer	\$110.00	16	\$1,760		\$1,760
	Tech 4	\$ 93.00	20	\$1,860		\$1,860
	Spec Processor	\$ 84.00	20	\$1,680		\$1,680
	Clerical	\$ 55.00	36	\$1,980		\$1,980
	Printing/Reprographics/Shipping				\$400	\$400
Bid Phase SUBTOTAL			188	\$20,772	\$400	\$21,172
B Construction Phase Services						
	Principal PM/Principal Technologist	\$172.00	96	\$16,512		\$16,512
	Senior Technologist	\$158.00	0	\$0		\$0
	Project Manager	\$148.00	74	\$10,952		\$10,952
	Senior Construction Inspector	\$148.00	56	\$8,288		\$8,288
	Project Professional	\$122.00	184	\$22,448		\$22,448
	Assoc Engineer	\$110.00	116	\$12,760		\$12,760
	Tech 4	\$ 93.00	32	\$2,976		\$2,976
	Document Controls	\$ 84.00	80	\$6,720		\$6,720
	Clerical	\$ 55.00	74	\$4,070		\$4,070
	(4) - 2 and 3 Day site visits				\$4,800	\$4,800
	Printing/Reprographics/Shipping				\$1,000	\$1,000
Construction Phase SUBTOTAL			712	\$84,726	\$5,800	\$90,526
PROJECT TOTALS						
	TOTAL HOURS		900			
	TOTAL FEE ESTIMATE			\$105,498	\$6,200	\$111,698
TO 9-11 STM TOTAL			900	\$105,498	\$6,200	\$111,698