

TASK ORDER 2-14 SWR

**ENGINEERING SERVICES FOR THE DESIGN, BIDDING, AND CONSTRUCTION
PHASE SERVICES FOR THE FOR THE REPAIR OF THE ADMINISTRATION
BUILDING ROOF AT THE RICHARD A. HEYMAN EPF**

This TASK ORDER 2-14 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 NO. 2-14 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. Work may be performed at any time as requested by the CITY within 24 months after the date of execution of this Task Order, at which time the Task Order will expire.

C. COMPENSATION

Compensation for the labor portions of TASK ORDER 2-14 SWR, Task A 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 B and C 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 2-14 SWR COMPENSATION.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER NO. 2-14 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.

For CITY OF KEY WEST

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

By: _____
Jim Scholl
City Manager

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

Dated the ____ day of _____, 20__

ATTEST: _____

TASK ORDER 2-14 SWR

ENGINEERING SERVICES FOR THE DESIGN, BIDDING, AND CONSTRUCTION PHASE SERVICES FOR THE FOR THE REPAIR OF THE ADMINISTRATION BUILDING ROOF AT THE RICHARD A. HEYMAN EPF

SCOPE OF SERVICES

Project Description

In 2007, the Solids Building roof, and a portion of the Operations Building roof at the Richard A. Heyman Environmental Protection Facility (EPF) were repaired as a result of damage incurred during Hurricane Wilma. Since 2007, the remaining portion of the “un-repaired” Operations building roof, have degraded to the point that roof repairs are now required. The design shall provide a roof system that will comply with the current Florida Building codes, updated lightning protection and ability to service rooftop equipment.

This project includes the design, bidding and, limited construction phase services necessary to repair the roof.

Purpose

The CITY has requested that the ENGINEER provide engineering services for the preparation of design documents for bidding along with bid phase and limited construction phase assistance. This Task Order describes the ENGINEER's Scope of Services. Specific activities to be performed under this Task Order include:

- Design Documents
- Bid Phase Services
- Construction Phase Services

Scope of Services

Task A - Project Definition and Detailed Design

ENGINEER shall meet with CITY and OMI staff at a kickoff meeting in Key West to discuss and collect all existing data and requirements of the ENGINEER and CITY.

This task also entails activities related to the design of the new roofing system. The ENGINEER will perform the work to develop a set of design documents for the new roofing system. The objective of this task is to put together a bid package that the CITY may use to obtain bids from CONTRACTORS. The ENGINEER will conduct a design review meeting, only if requested by the CITY.

Specific work activities in this task are identified below:

- ENGINEER shall meet with CITY and OMI at a kickoff meeting in Key West to evaluate the damage and identify the best design for the building
- ENGINEER will evaluate the condition of the existing roof accessories such as equipment curbs and parapets for replacement.
- Field information required to establish new roofing details will be collected.
- The roof system used in 2007 will be evaluated to verify that it is still a viable system.
- Prepare specifications and Roof plan and details for complete roof system that will meet calculated subject wind pressures in conformance with current Florida Building Code requirements.
- Prepare specification for post roofing re-installation and augmentation/repair of lightning protection system.
- Structural Engineer will run calculations based on the original structural design criteria which will yield the target positive and negative wind pressure requirements for the roof assembly.
- Prepare budget-level cost estimate

Deliverables

- Four (4) copies 90 % review documents; drawings and specifications
- Two (2) copies of final probable construction cost estimate
- Four (4) copies and one (1) electronic copy of Bid Documents, including drawings and specifications

Task B- 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:

- Coordinate with CITY to provide Bid Documents to DemandStar uploading.
- 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 bidders with the scope of work and to answer 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 five (5) sets of Contract Documents for execution. The Contractor will be directed to return the executed Contract Documents to the ENGINEER for compliance review of the bidding requirements. After the ENGINEER reviews the Contract Documents, the five (5) sets will be sent to the CITY for final review and execution.
- Prepare Conformed Contract Documents for use by CITY, ENGINEER, and Contractor during construction.

Bid phase services will be considered complete upon the ENGINEER's review and forwarding of the Contractor's executed Contract 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
- Five (5) copies of Contract Documents for execution
- Eight (8) copies of 11x17 Conformed Contract Documents, two (2) sets full size drawings and two (2) electronic copies. (Two 11x17, one full-size and one electronic are assumed to be delivered to awarded contractor)

Task C - Construction Phase Services

The ENGINEER will perform limited construction phase services based on the assumptions listed in this Task Order for a construction period that is estimated to be 3 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 three (3) meetings is assumed.
- At the request of the CITY, review up to twenty (20) shop drawings and other construction related submittals.
- At the request of the CITY, the ENGINEER will review and respond to up to ten (10) contractors initiated Requests for Information (RFI) including technical interpretations of the drawings, specifications, and contract documents, and evaluate requested deviations from the approved design or specifications.
- Conduct weekly specialty inspections at the construction site. The ENGINEER has assumed two (2) days a month for a period of three (3) months for specialty inspections. Remaining inspections are assumed to be covered under progress meetings assistance.
- 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.

- Prepare record drawings based on mark-ups from the CONTRACTOR.

Construction Phase 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

- Work included is for roof system only. If structural damage is revealed during the site visit, additional scope may be required.
- Any permitting required for roof repair will be obtained by and paid for by CITY.
- The design and construction work on this project will be completed in calendar year 2014.
- 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.

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
- 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:

- Permitting
- Resident observation, providing a full-time resident on-site during construction

Compensation

The estimated compensation for TASK ORDER NO. 2-14 SWR, is shown on attachment A entitled TASK ORDER NO. 2-14 SWR, COMPENSATION.

Completion Dates

TBD

Attachment A
Compensation

Task Order 2-14 SWR

Engineering Services for Design, Bid Phase and SDC of the WWTP Admin Building Roof Repairs

Task	Hours	Labor	Expenses	Total Cost
Task A - Design	172	\$22,240	\$600	\$22,840
Task B - Bid Phase Services	90	\$10,786	\$500	\$11,286
Task C - Construction Phase Services	224	\$31,664	\$400	\$32,064
Total	486	\$64,690	\$1,500	\$66,190

COMPENSATION BREAKDOWN

Task Order 2-14 SWR

TASK NO.	TASK DESCRIPTION	HOURLY RATE	TOTAL HOURS	LABOR	EXPENSES	TOTAL COST
A	Design					
	Principal Project Manager/QC	\$182.00	16	\$2,912		\$2,912
	Design Manager	\$167.00	4	\$668		\$668
	Sr. Technologist/Project Manager	\$154.00	66	\$10,164		\$10,164
	Cost Estimator	\$132.00	4	\$528		\$528
	Lead Tech	\$116.00	40	\$4,640		\$4,640
	Specification Processor	\$ 87.00	28	\$2,436		\$2,436
	Project Assistant	\$ 66.00	6	\$396		\$396
	Clerical	\$ 62.00	8	\$496		\$496
	PRINTING/REPROGRAPHICS/SHIPPING				\$600	\$600
Design Subtotal			172	\$22,240	\$600	\$22,840
B	Bid Phase Services					
	Principal Project Manager/QC	\$182.00	8	\$1,456		\$1,456
	Design Manager	\$167.00	6	\$1,002		\$1,002
	Sr. Technologist/Project Manager	\$154.00	32	\$4,928		\$4,928
	Lead Tech	\$116.00	4	\$464		\$464
	Specification Processor	\$ 87.00	16	\$1,392		\$1,392
	Project Assistant	\$ 66.00	14	\$924		\$924
	Clerical	\$ 62.00	10	\$620		\$620
	PRINTING/REPROGRAPHICS/SHIPPING				\$500	\$500
Bid Phase Services Subtotal			90	\$10,786	\$500	\$11,286
C	Construction Phase Services					
	Principal Project Manager/QC	\$182.00	6	\$1,092		\$1,092
	Sr. Technologist/Project Manager	\$154.00	180	\$27,720		\$27,720
	Lead Tech	\$116.00	8	\$928		\$928
	Project Assistant	\$ 66.00	16	\$1,056		\$1,056
	Clerical	\$ 62.00	14	\$868		\$868
	PRINTING/REPROGRAPHICS/SHIPPING				\$400	\$400
Construction Phase Services Subtotal			224	\$31,664	\$400	\$32,064
PROJECT TOTALS						
	TOTAL HOURS		486			
	TOTAL FEE ESTIMATE			\$64,690	\$1,500	\$66,190