

CITY OF KEY WEST
TASK ORDER No. 7 – CONSTRUCTION PHASE SERVICES
RICHARD A. HEYMAN ENVIRONMENTAL PROTECTION FACILITY
DEEP WELL INJECTION PUMP AND HVAC

BACKGROUND

The City of Key West (CITY) has decided to install an additional deep well injection pump at the Richard A. Heyman Environmental Protection Facility (RAHEPF). RAHEPF is currently equipped with two 500hp deep well injection pumps. The City desires to install a third pump that will handle majority of the average flows with the ultimate goal of achieving energy savings. The existing layout was designed with adequate space to the addition of a third pump. Additionally, HVAC is required in the existing electrical room to ensure the proper operation of the new deep well injection pump VFD.

INTRODUCTION

Black & Veatch (CONSULTANT) has been requested by the CITY to provide construction phase services for the installation of a new deep well injection pump and HVAC in the existing electrical room. Detailed design has been completed by CONSULTANT.

SCOPE OF SERVICES

Task Series 100 – CONSTRUCTION PHASE SERVICES

CONSULTANT will perform services during the construction phase of the project. By performing these services, CONSULTANT shall not have authority or responsibility to supervise, direct, or control the CONTRACTOR's work or the CONTRACTOR's means, methods, techniques, sequences, or procedures of construction. CONSULTANT shall not have authority or responsibility for safety precautions and programs incident to the CONTRACTOR's work or for any failure of the CONTRACTOR to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the CONTRACTOR furnishing and performing the work. It is anticipated that the construction period will be nine (9) months. Specific services to be performed by CONSULTANT are outlined below.

Task 101- Construction Administration Support Services

A. CONTRACTOR's Schedule. Determine if CONTRACTOR's schedule is consistent with the construction contract documents with emphasis on milestone dates, construction sequencing, and operation of existing facilities during construction. CONSULTANT's review shall not include an analysis of CONTRACTOR's approach, means or methods of construction to perform the work specified in the construction contract documents.

1. Review and comment upon the CONTRACTOR's initial construction schedule.

2. Review and comment upon updated schedules monthly.
- B. CONTRACTOR's Estimates of Monthly Payments. Review the CONTRACTOR's initial and updated schedule of estimated monthly payments and advise CITY as to acceptability.
 - C. Shop Drawing Review. Review drawings and other data submitted by the CONTRACTOR as required by the construction contract documents. CONSULTANT's review shall be for general conformity to the construction contract documents and shall not relieve the CONTRACTOR of any contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Manufacturer's O&M manuals received in CONTRACTOR submittals will be passed on to CITY without review.
 - D. Operation and Maintenance Data. Collect and organize two (2) sets of operation and maintenance data provided by the CONTRACTOR. Each set will be placed in separate binders, the binders indexed, and a table of contents provided. Binders will be submitted to CITY.
 - E. Requests for Information, Change Orders, and Claims.
 1. Requests for Information. Interpret construction contract documents when requested by CITY or the CONTRACTOR. Requests for clarification or information shall be in writing and copies of CONSULTANT's response shall be distributed to CITY.
 2. Change Orders. Review CITY or CONTRACTOR requests for project changes.
 - a. Review documentation
 - b. Prepare any additional documentation required
 - c. Administer the processing of change orders
 - d. Review applications for extension of construction time
 - e. Evaluate the cost and scheduling
 - f. Submit recommendations to CITY
 - g. Assist CITY in negotiations with CONTRACTOR to obtain a fair price for the work.
 3. Claims. Act on claims of CITY and the CONTRACTOR relating to the acceptability of the work or the interpretation of the requirements of the construction contract documents.
 4. CONTRACTOR Pay Requests. Review and process the CONTRACTOR's monthly payment requests, and forward to CITY if appropriate. CONSULTANT's review shall be for the purpose of making a full independent mathematical check of the CONTRACTOR's payment request. Because CONSULTANT will not be providing a resident engineer, CITY is responsible for verifying the quantities of work which are the basis of the payment requests.

5. Drawings Conformed to Construction Records. Upon completion of the project CONSULTANT will revise the construction contract drawings to conform to the construction records. Submit to the CITY two (2) hard copies and one (1) copy in electronic format.

Task 102 Field Support Services

- A. Preconstruction Conference. Attend the preconstruction conference at a date and time selected by the CITY and at a facility provided by the CITY. Elements of the conference will include:
 1. Agenda prepared by CONSULTANT
 2. CONSULTANT prepare and distribute minutes
 3. Discussion of CONTRACTOR's tentative schedules
 4. Procedures for transmittal and review of CONTRACTOR's submittals
 5. Special Inspections Program
 6. Processing applications for payment
 7. Critical work sequencing
 8. Change orders
 9. Record documents
 10. CONTRACTOR's responsibilities for safety and first aid
- B. Construction Progress Review Meetings and Monthly Site Visit. Participate in the monthly progress construction meeting. Visit the construction site to observe progress of the work, and consult with the CITY and the CONTRACTOR. A total of nine (9) site visits are included.
- C. Punch List. Upon substantial completion, inspect the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project. Submit results of the inspection to the CITY and the CONTRACTOR. The substantial inspection will include CONSULTANT's Engineering Manager.
- D. Final Inspection. Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed. Provide written recommendations to CITY concerning final payment, including a list of items, if any, to be completed prior to making such payment. The substantial inspection will include CONSULTANT's Engineering Manager.

Task 103 Permitting

- A. CONSULTANT will attend meetings with regulatory agencies to identify permit requirements. Two meetings are anticipated with FDEP for the Minor Revision to a Wastewater Facility Permit.

- B. CONSULTANT will prepare permit application including the necessary contract documents, design calculations and plans for obtaining the following permit:
1. Florida Department of Environmental Protection (FDEP) Application for a Minor Revision to a Wastewater Facility or Activity Permit (Chapter 62-620).
 2. Notification of Completion of Construction for Wastewater Facilities or Activities (Chapter 62-620).
- C. CONSULTANT will provide responses to two inquiries and request for clarification from FDEP from the Minor Revision to a Wastewater Facility Permit application.

Task Series 100 Deliverables

The following deliverables are included in Task Series 100:

- Pre-construction meeting documents (agenda, attendance list, meeting minutes).
- Monthly progress construction meetings documents (agenda, attendance list, meeting minutes).
- Monthly site visit reports.
- Punch list.
- Certificate of final completion.
- Record Documents (including drawings and specifications).

BUDGET

Tasks as described in this scope of work would have the following lump sum fees:

TASK SERIES	LUMP SUM FEES
Task 100 – Construction Phase Services	\$77,112
Direct Costs	\$2,635
LUMP SUM TOTAL	\$79,747

CITY OF KEY WEST

BLACK & VEATCH CORPORATION

By: _____

By: _____

By: _____

By: Rafael E. Frias III, P.E

(Print Name)

(Print Name)

Title: _____

Title: Associate Vice President

Date: _____

Date: _____