



# SANTA ROSA COUNTY ENGINEERING DEPARTMENT

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## MEMORANDUM

TO: Tony Gomillion, County Administrator

FROM: Roger A. Blaylock, P.E., County Engineer 

DATE: May 31, 2016

RE: Task Order 31 – Navarre Beach Utilities Lift Station No. 7 Replacement

### Discussion:

Discussion of Task Order 31 to authorize CH2M HILL Engineers, Inc. (CH2M) to provide professional engineering services during the design, bid and construction phases for the Lift Station No. 7 replacement project with a budget ceiling of \$160,700.

### Background:

Santa Rosa County's Navarre Beach Utilities owns and operates the Navarre Beach Wastewater Treatment Facility and collection and conveyance system on Navarre Beach. Lift Station No. 7 is one of the main lift stations on Navarre Beach that serves the densely populated, eastern portion of Navarre Beach. A new hotel on the island is under construction and another hotel is in the planning stages. The lift station is nearly 40 years old, the wet well is relatively shallow, and the pumps have insufficient capacity for the projected near-term flows for that area of the island. The purpose of this project is to replace the existing lift station with a new lift station to ensure reliable, long-term pumping capacity for the future growth on Navarre Beach.

RAB/sjp

Enc.

# TASK ORDER 31

THIS TASK ORDER IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED –FEBRUARY 24, 2000 (AGREEMENT), FOR THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

## ***Professional Engineering and Consulting Services for the Navarre Beach Utilities Lift Station No. 7 Replacement***

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### **Article A. Background:**

Santa Rosa County's Navarre Beach Utilities (CLIENT) owns and operates the Navarre Beach Wastewater Treatment Facility and collection and conveyance system on Navarre Beach, Florida. Lift Station No. 7 is one of the main lift stations on Navarre Beach that serves the densely populated, eastern portion of Navarre Beach. A new hotel on the island is under construction and another hotel is in the planning stages. The lift station is nearly 40 years old, the wetwell is relatively shallow, and the pumps appear to have insufficient capacity for the projected near-term flows for that area of the island. The purpose of this project is to replace the existing lift station with a new lift station to ensure reliable, long-term pumping capacity for the future growth on Navarre Beach.

The purpose of Task Order 31 is to authorize and direct CH2M HILL Engineers, Inc. (CH2M) to provide professional engineering services during the design, bid and construction phases of the project to replace Lift Station No. 7.

### **Article B. Scope of Services:**

#### **Task 1 – Design Phase Services**

The purpose of this task is to prepare the design drawings, specifications and bid documents required for the bidding and construction of the project. The task includes the planning necessary to clearly define the scope of work, and to document a project implementation process. This task also includes the steps necessary for the execution of design services for the project. The project will be delivered in three phases: schematic design (30 complete), draft contract document preparation (90%), and final bid package (100%).

#### **Subtask 1.1 – Schematic Design**

As part of this subtask CH2M will perform the work necessary to develop the schematic design (30-percent complete) for the construction of the lift station. The objectives of this

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task are to communicate the design concepts and to develop a consensus with the CLIENT regarding these concepts before proceeding with the final design.

**Survey Services**

CH2M will contract with a surveying firm to perform a boundary and topographic survey for the project area and map those existing utilities that can be identified by utility locates.

**Geotechnical Investigation**

CH2M will contract with a geotechnical firm to perform a geotechnical investigation of the site, which will include up to six (6) soil borings for general soils identification and ground water monitoring to be used in the basis of the proposed design. CH2M will provide onsite observation of the borings for up to eight (8) hours.

**Pump Drawdown Testing and Review of Available Information**

CH2M will perform a pump drawdown test on the existing lift station to evaluate the current operating conditions. CH2M will also review existing documents provided by CLIENT to estimate the current and projected wastewater flowrates on the eastern end of the beach and develop a routing schematic of the gravity pipes and forcemains. The following information is requested for review if available:

- As-builts, shop drawings, and other information on the existing Lift Station No. 7 and valve vault.
- Information on the other existing lift station pumps that discharge to Lift Station No. 7, including manufacturer and model number and pump curves.
- Control panel information including make and model, wiring diagrams, etc.
- Instrumentation and control information including pump float levels and alarms to Panhandle Alarm.
- Information pertaining to other utilities in the project area, including the layout and routing of existing sewer force mains, gravity sewers, and lift stations.
- GIS shapefiles available including roadways and right of ways, sewer and water infrastructure, etc.
- Historical pump run times for the past 12 months.
- A list of anticipated future developments and number of rooms/customers per development.

Additional information may be needed and will be presented to the CLIENT as needed.

**Cost Opinion**

Utilizing the conceptual design layouts and equipment information, an opinion of construction cost will be developed. The opinion of construction cost will be considered a Class 4 estimate (American Academy of Cost Estimate (AACE) 17R-97) with an range of accuracy of +50% to -30%.

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### ***Schematic Design Summary***

Based on the information obtained from the CLIENT and from the survey and geotechnical firms, a schematic design will be developed. To convey the concepts of the design to the CLIENT, a preliminary lift station site and forcemain routing plan and a brief schematic design summary will be prepared and submitted to the CLIENT for review. CH2M will conduct a design workshop with CLIENT upon the completion of this phase of the project. Up to two (2) CH2M staff will attend a 4-hour workshop at the CLIENT's office and up to one (1) CH2M staff will attend via conference call. This workshop will be conducted after the CLIENT's review of the summary. The objectives of the workshop will be to discuss, refine, and "freeze" the design concepts. CH2M will update the schematic design summary based on the outcome of the workshop. Subsequent changes to these design decisions may result in a change in the scope of work and compensation.

### ***Deliverables***

Under this subtask, CH2M will deliver to CLIENT the following items:

- Boundary and topographic survey
- Geotechnical investigation
- Preliminary site and forcemain routing plan
- Cost opinion
- Schematic design summary
- Workshop agenda and meeting summary

### **Subtask 1.2 – Permitting**

CH2M will prepare a completed Notice of Intent to Use General Permit for Wastewater Collection/Transmission System, FDEP Form 62-604.300(8)(a). CH2M has contacted the Florida Department of Environmental Protection (FDEP) to discuss the permit requirements and has been informed that the general permit can be used. CH2M will complete the form using the information contained in the schematic design summary and submit the application to the FDEP.

### ***Deliverables***

Under this subtask, CH2M will deliver to CLIENT the following items:

- Completed FDEP Notice of Intent

### **Subtask 1.3 - Construction Document Preparation**

This task includes the work necessary to develop a draft (90-percent complete) bid package to include contract documents, drawings, and specifications. CH2M will submit copies of the draft documents to the CLIENT for review. CH2M will conduct a final review 4-hour workshop attended by up to two (2) CH2M staff and will then incorporate the comments from the review into the final bid package and submit to CLIENT.

### ***Deliverables***

Under this subtask, CH2M will deliver to CLIENT the following items:

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- Four (4) hard copies of draft (90%) bid documents, including drawings and specifications. CH2M will also provide an electronic version of the drawings in PDF format.
  - Three (3) hard copies of the final (100%) bid documents consisting of 11-by-17-inch drawings and technical specifications. CH2M will also provide an electronic version of the drawings in PDF format.

## **Task 2 – Bid Phase Services**

CH2M will prepare an advertisement for the project for the CLIENT to publicize. CLIENT will provide electronic copies of the bid documents to prospective bidders, equipment suppliers, or other parties upon request.

If necessary, CH2M will produce addenda to the bid documents to address questions and changes discovered during the bid phase.

CH2M will coordinate and attend a prebid meeting. CH2M will prepare meeting notes from the meeting and distribute to plan holders electronically as part of an addendum.

CH2M will attend the bid opening and tabulate the bid proposals, perform an analysis of the bids, and make a recommendation to the CLIENT for award of the contract pending legal review.

CH2M will prepare conformed documents that will incorporate the changes made during the addenda. These will be distributed to the CLIENT and selected Bidder for execution.

### ***Deliverables***

Under this Task, CH2M will deliver to the CLIENT the following items:

- Up to two (2) addenda
- Prebid agenda and meeting summary
- Bid tabulation and recommendation of award
- Upon selection of a Bidder by CLIENT, CH2M will prepare five (5) half-size sets of the Conformed Contract Documents for execution and use during construction. CH2M will also provide an electronic copy to the selected Bidder and CLIENT.

## **Task 3 – Construction Services**

### **Subtask 3.1 – Construction Administration**

CH2M will verify that the required permits, bonds, and insurance have been obtained and submitted by the Contractor. CH2M shall review the Contractor's applications for payment and the accompanying data and schedules. Such review shall only indicate an evaluation that, to CH2M's knowledge, information, and belief, the work has progressed to the point indicated and the quality of such work is in general accordance with the Contract Documents.

CH2M will coordinate the written communications among the Contractor, CH2M, and CLIENT during construction. CH2M will prepare written communications to the Contractor and provide recommendations to CLIENT for written communications between CLIENT and Contractor.

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### **Subtask 3.2 – Office Engineering**

#### ***Submittal Review***

CH2M shall review, or take other appropriate action, shop drawings and samples, the results of tests and inspections, and other data that the Contractor is required to submit, for general compliance with the Contract Documents.

#### ***Requests for Information (RFI)***

CH2M will review the Contractor's RFIs and provide clarification of the contract for construction. The scope of work assumes up to 15 RFIs. CH2M will coordinate such review with the design team and with CLIENT, as appropriate. CH2M will coordinate and issue responses to the requests. CH2M will track and log the Contractor's requests.

#### ***Interpretation of Claims***

CH2M shall advise CLIENT as to interpretations and clarifications of the Contract Documents and, in connection therewith, prepare customary change orders as required. CH2M will receive, log, and notify CLIENT about letters and notices from the Contractor concerning claims or disputes between the Contractor and CLIENT pertaining to the acceptability of the work or the interpretation of the requirements of the contract for construction. CH2M will review such letters and notices and will discuss them with the Contractor as necessary to understand each claim or dispute. CH2M will advise CLIENT regarding the Contractor's compliance with the contract requirements for such claims and disputes. CH2M will assist CLIENT in discussions with the Contractor to resolve claims and disputes.

### **Subtask 3.3 – Construction Observation**

#### ***Site Visits***

CH2M shall make visits to the site to attend the preconstruction meeting and monthly construction progress meetings, as well as additional visits at key milestones during construction. The object is to assist in observing the progress and quality of the executed work of the Contractor and to assist in determining, in general, if such work is proceeding in accordance with the Contract Documents. The schedule of these site visits is anticipated to be such that it can maximize the purpose of the visit at key points during construction.

#### ***Final Inspections***

CH2M will inspect the construction at the substantial completion and final completion stages. CH2M will prepare one (1) punch list of items requiring completion or correction. CH2M will make recommendations to CLIENT regarding acceptance of the work based on the results of the final inspection.

### **Subtask 3.4 – Post Construction**

CH2M will coordinate the Contractor's submittal of as-built drawings, specifications, and other as-built or record documents and transmit these to CLIENT. CH2M will revise the original design drawings to reflect available record information provided by the Contractor and equipment suppliers. Three (3) hard copies and one (1) CD with PDF format drawings will be submitted to CLIENT.

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## Assumptions and Specific Conditions

The following assumptions have been taken into consideration in the preparation of this Scope of Services and compensation. These assumptions are based on the project scope, which is to deliver to CLIENT a completed set construction documents, contract documents, plans, and specifications of sufficient detail to obtain a reasonably accurate bid for services to construct the proposed improvements and for the Contractor selected to be able to construct the facility and to monitor the construction of the project, and to provide post-construction services.

### Assumptions

- **Bid Documents**

- CH2M will use the CLIENT'S standard "front end" documents previously provided by CLIENT, including bidding instructions, bid form template, general conditions, specific conditions, and bond forms.
- The project will include a new precast concrete, duplex lift station (approximately 800 gpm capacity) and associated electrical equipment, an 8-inch diameter forcemain routed from the new lift station to the WWTF, and demolition of the existing lift station. The anticipated drawing list is provided in Table 1 below.

**TABLE 1**  
Preliminary Drawing List

Sheet	Title
1	Cover Sheet
2	Index to Drawings and Project Map
3	Legend and Notes
4	Electrical Legend
5	Electrical Legend
6	Instrumentation and Control Legend
7	Erosion and Sedimentation Control Plan
8	Lift Station Site Plan
9	Forcemain Plan and Profile
10	Forcemain Plan and Profile
11	Forcemain Plan and Profile
12	Demolition Plan
13	Lift Station Plan and Sections
14	Electrical Site Plan and Diagram
15	Instrumentation and Control Panel
16	Erosion and Sediment Control Details
17	Project Details
18	Project Details
19	Project Details
20	Project Details

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- It is assumed that the new lift station and forcemain will be located within county rights of way. The scope of work does not include easement descriptions or easement acquisition services.
  - The scope of services includes the preparation and submission of a FDEP Notice of Intent to Use General Permit for Wastewater Collection/Transmission System. No other permits are anticipated or included in the scope of services.
  - The scope of services assumes that the National Pollution Discharge Elimination System (NPDES) Stormwater permit will be obtained by the selected Contractor.
  - In providing opinions of cost and schedules for the project, CH2M has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, CH2M makes no warranty that CLIENT's actual PROJECT costs or schedules will not vary from CH2M's estimates.
  - **Bid Services**
    - The project is anticipated to bid as a single project, inclusive of all aspects of the final bid documents, and does not include the prequalification of contractors prior to the bid advertisement.
    - The inquiry period for Bidders will be limited to the time specified by CLIENT, which is assumed not to exceed 30 calendar days.
    - Up to two (2) addenda will be prepared to address modifications or changes to the Contract Documents.
    - CLIENT will distribute bid documents and addenda to prospective bidders and suppliers.
  - **Litigation Services.** Services for participation in litigation or alternative dispute resolution of claims, preparation for and serving as a witness in connection with any public or private hearing or other forum related to the project and services to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by CLIENT are not a part of this proposal.
  - **Services During Construction.**
    - CH2M will conduct a Pre-Construction meeting as part of the scope of work. During the pre-construction meeting, the Contractor will provide the project schedule that is anticipated for construction. The time required by the Contractor to construct improvements will not exceed 8 months from issuance of the Contractor's Notice to Proceed until substantial completion of construction activity and 1 additional month to obtain final completion of construction activity.
    - CH2M will conduct up to twelve (12) 8-hour site visits during the duration of the construction, which includes project status meetings periodic site visits to observe the construction progress.

- CH2M assumes a maximum of two (2) change orders from the Contractor during construction.
- CH2M will review up to twenty (20) submittals from the Contractor, with up to one (1) resubmittal for each.
- Sheeting, dewatering, and water disposal plan will be prepared by the Contractor.
- In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of CH2M.
- CH2M will not have control of or be in charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction or safety programs and precautions in connection with the work.
- CH2M will not be responsible for the acts or omissions of the selected contractor, the contractor's subcontractors, or any other persons performing any of the work, or for failure of any of them to carry out the work in accordance with the Contract Documents.
- CH2M and CH2M's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except CH2M's own personnel. The presence of CH2M's personnel at a construction site is for the purpose of providing to CLIENT a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s).

**Article C. Compensation Provisions:**

As compensation for providing the services described within Task Order 31 CLIENT shall pay CH2M in accordance with Article 2 of the Standard Master Agreement, based on CH2M's Salary Costs plus 115 percent of CH2M's Salary Costs for the actual time worked on the PROJECT, plus Direct Expenses plus 5 percent of Direct Expenses incurred for the Project. There will be a budget ceiling of \$160,700, which shall not be exceeded without a revision to Task Order 31. CH2M will keep CLIENT informed of progress so that the budget and/or work effort can be adjusted if found necessary.

**Article D. Period of Service:**

The schedule for the Project within Task Order 31 is as follows:

Authorization to Proceed	June 1, 2016
Termination of Task Order	December 31, 2017

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**Article E. Authorized Representatives:**

The Authorized Representatives designated below are authorized to act with respect to Task Order 31. Communications between the parties and between CH2M's subcontractors shall be through the Authorized Representatives:

<b>For CLIENT</b>	<b>For CH2M</b>
<b>Name:</b> Roger Blaylock, County Engineer	<b>Name:</b> William J. Klaus, P.E.
<b>Address:</b> 6051 Old Bagdad Highway Suite 300 Milton, Florida, 32583	<b>Address:</b> 25 W. Cedar Street Suite 560 Pensacola, Florida 32502
<b>Telephone:</b> (850) 981-7100	<b>Telephone:</b> (850) 941-7276

**Article F. Authorization:**

Task Order 31 is effective _____, 2016.	
<b>Accepted for CLIENT by:</b>	<b>Accepted for CH2M HILL Engineers, Inc. by:</b>
Name	Name
Title	Title

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End

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