



City of North Port

PURCHASING

Office: 941.429.7170

Fax: 941.429.7173

Email: purchasing@cityofnorthport.com



WORK ASSIGNMENT

Stantec Consulting Services Inc.

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

2020-58-12 - Professional Engineering Services - Continuing Services Contracts for City of North Port Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #

2022-03

AGENDA ITEM 22-2920 6/7/22 COMMISSION MEETING

SHORT TITLE

MCWTP Intake Structure Rehab

DATE SUBMITTED

5/5/2022

AMOUNT (LUMP SUM)

\$239,882.64

SCHEDULED COMPLETION

TBD - see attached schedule

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2022

	DEPARTMENT	CITYWIDE (completed by Purchasing) gd 5/18/22
TOTAL OF PREVIOUS ASSIGNMENTS	\$0.00	\$0.00
THIS WORK ASSIGNMENT	\$239,882.64	\$239,882.64
TOTAL WORK ASSIGNMENTS	\$239,882.64	\$239,882.64
ACCOUNT NO/PROJECT NO	420-6061-533.63-00/ U22WIS	VARIOUS

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this work assignment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS WORK ASSIGNMENT SHALL NOT EXCEED \$200,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$2,000,000 PER FLORIDA STATUTE 287.055.

SUBMITTED BY:

Stephen C MacEachern  05/06/2022  
Digitally signed by Stephen C MacEachern  
 DN: cn=Stephen C MacEachern,  
 o=Florida, c=US  
 Co: info: stephen.maceachern@stantec.com  
 Date: 2022.05.06 16:22:36-0400

CONSULTANT

DATE

APPROVED BY:

Nancy Gallinaro    
Digitally signed by Nancy Gallinaro  
 Date: 2022.05.17 07:27:44 -04'00'

DEPARTMENT DIRECTOR

DATE

Ginny Duyn    
Digitally signed by Ginny Duyn  
 Date: 2022.05.18 15:50:08  
 -04'00'

PURCHASING

DATE

 Date: 2022.05.23  
 14:26:50 -04'00'

ASSISTANT CITY MANAGER

DATE

Lisa Herrmann    
Digitally signed by Lisa Herrmann  
 Date: 2022.05.18 15:23:37  
 -04'00'

BUDGET ADMINISTRATOR

DATE

Lisa Herrmann    
Digitally signed by Lisa Herrmann  
 Date: 2022.05.18 15:24:07 -04'00'

FINANCE DIRECTOR

DATE



CITY MANAGER

DATE

6/16/22

Print Form

Clear All Fields



Stantec Consulting Services Inc.  
6920 Professional Parkway  
Sarasota, FL 34240

## EXHIBIT "A"

### CONTRACT 2020-58 PROFESSIONAL ENGINEERING SERVICES FOR NORTH PORT UTILITIES

WA #XX – CITY OF NORTH PORT MYAKKAHATCHEE CREEK SURFACE WTP INTAKE  
STRUCTURES REPAIRS, RENOVATIONS AND/OR UPGRADES (RLOI 2022-03)

#### SCOPE OF SERVICES

##### Introduction

The City of North Port Utilities Department (NPU) has requested engineering services from Stantec Consulting Services Inc. (Stantec) for design, permitting, bidding assistance, and providing limited oversight during construction of the Myakkahatchee Creek Surface Water Treatment Plant (MCWTP) raw water intake structure and pump house improvements described in the Scope of Improvements.

The source of raw water for the surface water portion of the MCWTP is from two intake structures on the Myakkahatchee Creek and an intake structure on the Cocoplum Waterway. Each of the two Myakkahatchee Creek intakes has two dedicated pumps located inside a pump house while the Cocoplum Waterway intake also has two dedicated pumps located on a concrete slab.

##### Scope of Improvements

A summary of the improvements to be constructed as part of this project is as follows:

- **Myakkahatchee Creek Pump Station no. 1 and no. 2 Improvements**
  - Raw Water Intake Piping
    - A new T-inlet screen will be installed on each intake pipe along with additional support piles.
    - A new airburst system will be installed on a concrete pad, inside a premanufactured shade enclosure.
    - Air piping for the shared airburst system will be added to each intake pipe.
    - Existing support piles will be equipped with pile caps.
  - Civil, Mechanical, and Structural
    - Replacement of roof coverings, doors, and windows will be provided in each pump house.
    - Existing coatings on the interior pump house walls and floor will be removed. Interior concrete surfaces will be patched/repaired as needed and surfaces will be coated.



- New exhaust fans and louvers sized to provide 12 air exchanges per hour will be installed.
- The existing pumps will be removed and replaced with pumps meeting the same design flow rates and pressure heads of the existing pumps.
- New concrete pump pads will be constructed.
- Existing pump discharge piping, fittings, and valves will be removed and replaced, new wall penetrations will be constructed, new concrete housekeeping pad, and pipe supports/cradles will be provided.
- Additional piping and valving will be installed to interconnect intake piping.
- Existing bar grating installed on floor openings above the wetwells that do not completely cover the openings will be removed and replaced with bar grating cut to fit the openings appropriately.
- The existing wetwell slide gates will be removed and replaced.
- Intake piping from the Cocoplum Waterway Pump Station will be realigned to penetrate wetwell below finished grade.
- Electrical, Instrumentation, and Controls
  - Existing interior electrical conduit and wiring, lighting fixtures, outlets, and light switches will be removed and replaced.
  - New electrical feeder, wiring, conduit, and switches will be installed for the exhaust fans.
  - New electrical feeder will be installed for the airburst system.
  - New wetwell level sensors will be installed.
  - New electrical and control wiring and conduit will be installed for the level sensors and the sensors will be integrated with the existing pump controls.
- Site Improvements
  - New concrete maintenance pads will be provided below the pump discharge piping.
  - The area around the pump station buildings where stormwater ponding occurs will be regraded to provide better access to pump station building.
- **Cocoplum Waterway Pump Station Improvements**
  - Raw Water Intake Piping
    - A new T-inlet screen will be installed on intake pipe along with additional support piles.
    - A new airburst system will be installed on a concrete pad, inside a premanufactured shade enclosure.
    - Air piping for the airburst system will be added to the intake pipe.



- Existing support piles will be equipped with pile caps.
- Civil, Mechanical, and Structural
  - Existing bar grating around the wetwell slide gate will be removed and replaced with bar grating cut to fit the openings appropriately
  - Existing butterfly valve will be removed.
- Electrical, Instrumentation, and Controls
  - New electrical service to the airburst system will be provided.
  - The existing flow meter will be replaced with a magnetic flow meter.
  - The existing electrical and control wiring and conduit will be modified for the new flow meter.
  - The existing pump control panel with motor starters will be removed and replaced with a new pump control panel with VFDs starters. Control logic will be programmed into the existing PLC for the station based on operation requirements to be provided by NPU.
- Site Improvements
  - New concrete maintenance pads will be provided below aboveground piping at locations where gravel is currently placed.

### **Scope of Services**

The services to be provided by Stantec are described below.

#### 1.0 Project Management and Coordination

Stantec will coordinate with NPU to obtain information necessary for design and permitting of the improvements, attend a kick-off meeting with NPU staff, perform field survey, and perform an asbestos survey.

##### 1.1 Project Management

Stantec will manage project staff and coordinate with NPU for the project in accordance with Stantec's standard of practice. Stantec will also provide administrative services of support to project staff.

Stantec will participate in the project meetings detailed in the Scope of Services throughout the duration of the project. In-person meetings and virtual Teams meetings will both be considered acceptable meeting platforms.

##### 1.2 Data Request and Kick-Off Meeting

Upon receipt of Notice to Proceed, Stantec will submit a request for data. This request will include:



- Record drawings
- O&M manuals and design operating points for existing pumps
- Existing control logic and PLC programming
- Structural assessment report(s) for the pump houses
- Copy of existing FDOH/FDEP permit for MCWTP
- Any other data relevant to the work

Stantec will attend a design kick-off meeting held at the MCWTP. Members of Stantec's design team will attend in person or virtually. Representatives of NPU's engineering and operations divisions who are knowledgeable about plant operations and NPU's preferences will also be present. Topics discussed at the kick-off meeting will include NPU's project goals; data gaps and additional data needed for design; requirements for instrumentation, electrical, and controls; product/material preferences; permitting; and other project needs.

It is expected that all requested data will be received prior to the kick-off meeting so that Stantec is able to review the available data prior to the meeting.

### 1.3 Topographic Survey

A limited topographic survey for the Myakkahatchee Creek Pump Stations no. 1 and no. 2 will be conducted after the kick-off meeting to confirm the information presented on record drawings. Horizontal and vertical locations of exterior building corners, aboveground piping, and other aboveground features in the area of the work will be located. Horizontal and vertical control will be based on information presented on the record drawings provided by NPU. If no control is present in the vicinity of the survey area, assumed horizontal and vertical datums will be used and a minimum of two site control points will be set for use in design and construction. Interior dimensions of the main level of the two pump house buildings will be measured to confirm accuracy of the record drawings. No survey work will take place for the Myakkahatchee Creek wetwells or for the Cocoplum Waterway pump station site, existing record drawings will be used.

### 1.4 Asbestos Survey

Tierra, Inc., will perform an EPA NESHAP Asbestos Renovation Survey in support of the proposed building improvements for the Myakkahatchee Creek Pump Stations no. 1 and no. 2 pump houses. This will include a review of available past reports, specifications, drawings, and other documents provided by NPU that would assist in identifying suspect asbestos-containing materials (ACM); interviews with maintenance and operations personnel for their knowledge of the use of asbestos in the structure; and sample collection according to EPA guidelines, which dictate the number and location of samples to be collected. Up to 30 building material samples will be collected



and analyzed by Polarized Light Microscopy (PLM) and up to 3 samples will be analyzed using the point county method as specified by EPA NESHAP regulations. A final report will be prepared and delivered electronically.

## 2.0 Design and Permitting Phase Services

Design engineering drawings and technical specifications will be developed to be included in the final project bid documents. Stantec will prepare construction drawings and technical specifications to supplement NPU's Standard Specifications and Typical Details. Design will include the items described in the Scope of Improvements.

It is anticipated that the following sheets will be part of the final plan set:

<b>Sheet</b>	<b>Sheet Description</b>
G-001	Cover
G-002	General Notes, Abbreviations, and Symbols
C-101	Site Key Plan
C-102	Site Grading Plan
C-103	Best Management Practices
M1101	Myakkahatchee Creek PS no. 1 - Demolition
M1102	Myakkahatchee Creek PS no. 1 - Plan
M1103	Myakkahatchee Creek PS no. 1 – Section
M1104	Myakkahatchee Creek PS no. 1 – Intake Pipe
M2101	Myakkahatchee Creek PS no. 2 – Demolition
M2102	Myakkahatchee Creek PS no. 2 – Plan
M2103	Myakkahatchee Creek PS no. 2 – Section
M2104	Myakkahatchee Creek PS no. 2 – Intake Pipe
M3101	Cocoplum Waterway PS – Demolition
M3102	Cocoplum Waterway PS – Plan and Section
M3103	Cocoplum waterway PS – Intake Pipe
M-501	Mechanical Details
M-502	Mechanical Details
M-503	Mechanical Details
S-101	Structural General Notes and Typical Details
S-301	Myakkahatchee Creek PS Sections
S-501	Myakkahatchee Creek PS Structural Details
A-501	Architectural Details
A-502	Architectural Details
E-001	Electrical Legend, Abbreviations, and Notes
E-002	Electrical Legend, Abbreviations, and Notes
E-003	Electrical Legend, Abbreviations, and Notes
E-100	Electrical Demolition Plan



Sheet	Sheet Description
E-101	Electrical Site Plan
E-102	Myakkahatchee Creek PS no. 1 Electrical Plan
E-103	Myakkahatchee Creek PS no. 2 Electrical Plan
E-104	Cocoplum Waterway PS Electrical Plan
E-501	Electrical Details
E-502	I/C Connection Details
E-601	Electrical One-Line Diagram
E-602	Typical VFD Control Schematic
I-001	Instrumentation Legend, Abbreviations, and Notes
I-501	Instrumentation Typical Details
I-601	P&ID – Myakkahatchee Creek PS
I-602	P&ID - Cocoplum Waterway PS
I-605	Pump Control Panel Schematic I
I-606	Pump Control Panel Schematic II

Stantec will complete two design milestone submittals—a 60-percent and a 90-percent submittal. The 90-percent level construction plans will be used as permitting plans for submittals to Sarasota County Health Department and Florida Department of Environmental Protection. The work included in this effort is discussed in detail below.

#### 2.1 60-Percent Design Submittal

Stantec will prepare construction plans, technical specifications, and an engineer's opinion of probable cost to a 60-percent design level. The formats for the plans and the specifications will follow those used by Stantec on previous NPU projects. The engineer's opinion of probable cost will be prepared based on the 60-percent plans and specifications. The line items will include all major components of construction.

For 60-percent milestone submittal, Stantec will deliver the following items:

- PDFs of the 60-percent construction plans, technical specifications, and engineer's opinion of probable cost

#### 2.2 60-Percent Design Review Meeting

Following NPU's review, a meeting will be held to review the 60-percent submittal and discuss questions and comments. Changes required as a result of the review will be documented with meeting minutes and mark-ups to the plans.

#### 2.3 90-Percent Design Submittal (Issued for Permit)

Following the 60-percent design review meeting, Stantec will prepare construction plans, technical specifications, and an engineer's opinion of probable cost. The 90-



percent design will include revisions made to address NPU's comments discussed at the 60-percent design review meeting.

For 90-percent milestone submittal, Stantec will deliver the following items:

- PDFs of the 90-percent (Issued for Permit) construction plans, technical specifications, and engineer's opinion of probable cost

#### 2.4 Permitting

Stantec will conduct a pre-application meeting with the Florida Department of Environmental Protection (FDEP) to review the State and Federal environmental permitting requirements. Stantec will then prepare the following permit applications:

- FDEP Notice of Intent to use an Environmental Resource General Permit (ERP) and a State 404 Permit
- Florida Department of Health (FDOH) Specific Permit to Construct PWS Components

The permit applications will be submitted electronically to NPU at the time of the 90-percent submittal for review and signature. Stantec will finalize the permit application packages and submit to the appropriate agencies using the 90-percent design plans as the Permit Plans.

Stantec is budgeted to respond to one request for additional information from each agency.

#### 2.5 90-Percent Design Review Meeting

Stantec will attend a review meeting at the end of NPU's review period for the 90-percent submittal. NPU's comments on the 90-percent submittal will be discussed at this meeting. Changes required as a result of the review will be documented with meeting minutes and mark-ups to the plans.

### 3.0 Procurement Phase Services

The project will be advertised publicly for bid by the City of North Port Procurement Department and a prime contractor will be retained who will be responsible for all aspects of the work. Stantec will provide support to NPU during the bidding process. The work included in this effort is discussed below.

#### 3.1 Issued for Bid Submittal

Following the 90-percent design review meeting and permit comments from reviewing agencies, Stantec will prepare "Issued for Bid" construction plans and technical specifications, an updated engineer's opinion of probable cost, and a bid form. The "Issued for Bid" construction plans and technical specifications revisions will include



changes necessary to address comments from the permitting agencies as well as comments received from NPU during the 90-percent review meeting. The engineer's opinion of probable cost reflecting the changes.

The "Issued for Bid" construction plans and specifications will be sealed, signed, and dated by qualified Professional Engineers who are licensed in Florida.

Stantec will provide the following to NPU for the "Issued for Bid" submittal:

- Electronically signed PDF set of "Issued for Bid" construction plans
- Electronically signed PDF set of "Issued for Bid" technical specifications
- Microsoft Excel version of the Bid Form
- PDF of the engineer's opinion of probable cost
- PDFs of the FDEP and FDOH permits
- PDF of the asbestos survey

### 3.2 Services During Procurement

Stantec will attend one pre-bid meeting at City Hall followed up with an onsite meeting at the MCWTP. The meeting will be led by the City of North Port Procurement Department and NPU. Stantec will discuss the scope of work and respond to technical questions asked during the meeting.

Stantec will assist the Procurement Department in preparing addendums during bidding. The Procurement Department will prepare a draft addendum in Word format. The draft addendum will have all technical questions from bidders inserted into the document and spaces will be provided for responses by Stantec. Stantec will prepare written responses to the technical questions and will then return the addendum to the Procurement Department to be finalized and distributed to bidders. This scope of work assumes that no more than two addendums will be issued during bidding.

### 3.3 Bid Review and Award Recommendation

Following the bidding process, the Procurement Department will review all bids for responsiveness. All responsive bids will then be provided to Stantec in PDF format. Stantec will prepare a bid tabulation summarizing the responsive bids. Stantec will review the apparent low bid for conformance with the bidding requirements and will contact three references for the apparent low bidder. Stantec will prepare a letter summarizing the findings and (if appropriate) recommending award to the apparent low bidder.



#### 4.0 Construction Phase Services

The work will be constructed by a prime contractor who will be responsible for all aspects of the work. Stantec will provide services to support NPU during the construction phase. The work included in this effort is discussed below.

##### 4.1 Pre-Construction, Progress Meetings and Issued for Construction Documents

Stantec will attend a pre-construction meeting and up to three additional progress meetings. It is assumed that the meetings will be held on-site and lead by NPU.

In support of a building permit to be obtained by the Contractor, Stantec will provide one electronically signed set of Conformed Construction Documents and up to three half-sized Construction Plan sets after the pre-construction meeting. These will be used by the contractor to obtain a building permit from the City of North Port.

##### 4.2 Shop Drawing and Submittal Review

Stantec will review shop drawing and informational submittals for conformance with the bid documents. This scope of services assumes up to 50 shop drawing and informational submittals, including revised submittals, will be reviewed.

##### 4.3 Requests for Information

Stantec will prepare responses to requests for information (RFIs) received during construction. The Contractor will be required to submit RFIs using a standard RFI form. This scope of services assumes Stantec will respond to up to four RFIs.

##### 4.4 Change Orders

Stantec will review contractor change order requests and provide feedback to NPU regarding the change order requests. This scope of services assumes up to two change order requests will be reviewed by Stantec.

##### 4.5 Applications for Payment

Stantec will assist NPU with reviews of the contractor's applications for payment. NPU's inspector will confirm the quantities of the applications for payment prior to submitting them to Stantec for review. This scope of services assumes up to six contractor's applications for payment will be submitted by the Contractor.

##### 4.6 Periodic Inspections, Startup and Substantial Completion Walk-Throughs

Stantec will perform periodic inspections to observe construction progress. This scope of work assumes six site visits.

Stantec will witness startup and testing for the three pump stations. This scope of services assumes that startup and testing for the pumps and VFDs will not exceed three days in total.



Stantec will attend up to one substantial completion walk-throughs and will prepare a punch list for items to be addressed by the contractor. NPU's inspector will be responsible for confirming that the punch list items have been completed by the contractor for final completion. This scope of work assumes that the substantial completion walk-through will be for the three pump stations.

#### 4.7 Record Drawings and Permit Closeout

Stantec will prepare Record Drawings using redline as-built drawings and field survey (completed by a qualified surveyor who is licensed in Florida) provided by the contractor. The Record Drawings will be sealed, signed, and dated by qualified Professional Engineers who are licensed in Florida. Stantec will provide the following to NPU:

- PDF set of Record Drawing plans signed electronically
- ACAD DWG file of the Record Drawing plans

Stantec will submit information necessary to close out the permits obtained in Section 2.4.

#### 5.0 Design Allowance

This is an allowance added for additional work requested by NPU that is not expressly included in this scope of services.

No work will be completed under this task without written advance approval by NPU. Payment for work under this task will be performed on a time and materials basis. Any work completed under this task may impact the project schedule.



### **Scope Assumptions and Clarifications**

The following assumptions are included in this scope of work.

- NPU will designate a project manager who will serve as the primary contact throughout the project and who will work to provide prompt responses to inquiries from Stantec.
- NPU will provide data requested by Stantec in advance of the kick-off meeting, including:
  - Record drawings for the intake pump stations
  - Record drawings for the yard piping
  - O&M manuals and design flow rates and pressure heads for the intake pump station pumps
  - Record drawings for existing electrical room including motor control centers (MCCs)
  - Existing control logic and PLC programming
  - Structural assessment report(s) for the pump houses
- No structural assessment of wetwell or buildings of any kind is included. It is assumed that the existing pump house structure will accommodate new roofs covering and new pump pads. It is assumed that no wetwell improvements are required.
- Pump performance data for the raw water pumps are available from the pump manufacturer based on information on the pumps or in NPU records.
- It will not be necessary for Stantec to develop interior mechanical layout drawings for existing features.
- The construction plans will show demolition and “remove and replace” items using photographs.
- The existing motor control centers (MCCs) are sufficiently sized to house new Cocoplum Waterway Pump Station VFDs.
- The existing PLC and PLC software are capable of supporting the programming required for the new Myakkahatchee Creek Pump Station level sensors.
- Permitting agencies will issue permits within 30 days of receipt of the permit applications.
- Other permits not included in this scope that are necessary will be obtained by others.
- Modifications to the construction plans and technical specifications during the bid phase will be minor and production of “conformed for construction” plans and specifications will not be necessary.
- NPU will assign a qualified inspector who is knowledgeable of the work and will provide the necessary day-to-day construction observation during the construction phase.
- The contractor will be responsible for obtaining building permits.
- The contractor retained will maintain redline as-built drawings during construction that indicate the work constructed.



Reference: WA #XX (Contract 2020-58) MCWTP Intake Structure Repairs, Renovations and/or Upgrades

Items not specifically detailed in the scope of services are excluded at this time but can be added through mutual agreement by Stantec and NPU. Items that are excluded from the scope include but are not limited to:

- Boundary surveys
- Bathometric surveys in Myakkahatchee Creek or Cocoplum Waterway
- Subsurface exploration
- Geotechnical investigations
- Cultural resource assessment survey
- Wetland delineations
- Contamination assessment
- Submittal of a Sunshine State One Call design ticket
- Pre-application meetings or site visits with permitting agencies
- Obtaining building permits or other permits not explicitly indicated herein
- Structural assessments or structural improvements
- Testing
- Hydraulic modeling

### **Schedule**

<u>Task</u>	<u>Weeks to Complete</u>	<u>Weeks from Kick-Off</u>
Receipt of Requested Data and Kick-Off Meeting	0	1
Field Survey	6	6
60-percent Milestone	14	14
City Review and Meeting	2	16
90-Percent Milestone	6	22
Permit Submittal	3	22
City Review and Meeting	2	23
Permitting Agency Review *	4	26
Issued for Bid Submittal	TBD	TBD
Bid Phase Services	TBD	TBD
Construction Phase Services	TBD	TBD

\* Review time is an estimate



Page 13 of 13

Reference: WA #XX (Contract 2020-58) MCWTP Intake Structure Repairs, Renovations and/or Upgrades

## **Fees**

See Exhibit B for a summary of hours and fees.



## Contractual Hourly Rates

CITY OF NORTH PORT  
 CONTRACT NO. 2020-58-12  
 PROFESSIONAL ENGINEERING SERVICES-  
 CONTINUING SERVICES CONTRACT FOR CITY OF NORTH PORT UTILITIES

### ATTACHMENT B – FEE SCHEDULE

Stantec Consulting Services Inc. Contract 2020-58 Billing Rate Table	
Staff Category	Rate
Principal	\$ 225.00
Senior Project Manager	\$ 192.00
Project Manager	\$ 174.00
Senior Engineer / Architect / Scientist	\$ 183.00
Project Engineer / Architect / Scientist	\$ 149.00
Staff Engineer / Architect / Scientist	\$ 137.50
Junior Engineer / Architect / Scientist	\$ 123.00
Senior CADD Designer	\$ 123.00
CADD Designer	\$ 108.00
CADD Technician	\$ 98.00
Senior Construction Manager	\$ 192.00
Construction Inspector	\$ 123.00
Professional Surveyor	\$ 174.00
One Person Survey Crew	\$ 98.00
Two Person Survey Crew	\$ 135.00
Admin. Assistant	\$ 98.00

**Principal:** The Principal-in-Charge is a registered professional who holds full project responsibility and authority to represent the firm. It is the Principal-in-Charge’s responsibility to assure that all the necessary corporate and staff resources are available. The authority of the Principal-in-Charge provides the project team and staff with strong leadership, technical direction, and expert supervisory guidance of all work undertaken by the firm.

**Senior Project Manager:** Project Manager with a minimum of 15-years of experience including managing unique and complex projects.

**Project Manager:** Licensed professional with a minimum of 10-years of experience who is responsible for accomplishing the stated project objectives. Key project management responsibilities include following the Stantec Project Management Framework (ISO 9001 Quality Management Standard) which includes creating clear and attainable project objectives through the Project Plan and managing the cost, time, and quality of the deliverable. This is the person who is the client contact for the specific Work Order, the person who works with the client to fully understand the project, and the person who schedules and directs staff to accomplish the Project Plan goals and complete the Work Order

deliverable. The Project Manager may also perform work on the Work Order to complete the deliverables.

**Senior Engineer / Architect /Scientist:** Licensed Professional with a minimum of 15 years of experience or a Stantec technical expert.

**Project Engineer / Architect /Scientist:** Licensed Professional with a minimum of 10 years of experience who is responsible for a particular technical aspect of the project and who usually does the layout or calculations for the Project Manager or their delegated authority.

**Staff Engineer / Architect /Scientist:** Recently licensed Professional working under the Project Engineer or Project Manager who is typically responsible for completing tasks for a technical aspect within a Work Order. Work developed is reviewed by the supervising Engineer / Architect /Scientist.

**Junior Engineer / Architect /Scientist:** Graduate of a 4-year college in their respected profession currently working toward earning their professional registration. Work is closely reviewed by the Project Engineer / Architect /Scientist or the Project Manager.

**Senior CADD Designer:** CADD Designer with 10-years of experience who may perform the CADD duties or supervise other CADD Designers/Technicians to complete the drawing component of the deliverable.

**CADD Designer:** CADD operator with a minimum of 5 years of experience that is fluent with the CADD software for the specified project and able to work independently to layout the drawings/systems from defined or limited sketches or direction from the Project Engineers/Architects/Scientists or Project Manager.

**CADD Technician:** CADD operator taking explicit direction from the CADD Designer, Engineering Staff, or Project Manager to complete the drawings of the deliverable.

**Senior Construction Manager:** Construction Inspector with 15 years of experience and a minimum of 5 years supervising the construction inspections or a Stantec technical expert to complete the inspection services of the Work Order.

**Construction Inspector:** Inspector with 10 years of experience performing inspection duties as outlined in the Work Order.

**Professional Surveyor:** Registered Professional Surveyor performing surveying duties of the Work Order.

**One Person Survey Crew:** One person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

**Two Person Survey Crew:** Two person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

**Admin. Assistant:** Personnel whose primary job is the engagement of office work such as but not limited to: communication, filing, word processing, spreadsheets, deliveries, proposals, copying, and scanning.

- Direct costs are not reimbursable. Direct costs are defined as, but not limited to, the use of communication equipment, computers, copiers, and all other equipment required to perform services. Mileage and meals are considered direct costs and are not reimbursable.
- Permit Fees: Cost
- The City will allow rate adjustments to be submitted for each successive year prior to the end of the current contractual year. Rates are to be firm for each one-year period. No price adjustments will be considered mid-year. Adjustments should not exceed the Bureau of Labor Statistics, Producer Price Index for the industry in the North Port market area.

**END OF ATTACHMENT B**