



City of North Port
PURCHASING

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WORK ASSIGNMENT

CDM Smith, Inc

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

2020-58-05 - Professional Engineering Services - Continuing Contracts for City of North Port Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT # 2021-05
SHORT TITLE Myakkahatchee Creek Water Treatment Plant Phase 2 Improvements
DATE SUBMITTED 10/20/2020
AMOUNT (LUMP SUM) \$147,090.00
SCHEDULED COMPLETION TBD - see attached schedule

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2021

Table with 3 columns: DEPARTMENT, CITYWIDE (completed by Purchasing), and rows for TOTAL OF PREVIOUS ASSIGNMENTS, THIS WORK ASSIGNMENT, TOTAL WORK ASSIGNMENTS, and ACCOUNT NO/PROJECT NO.

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:

Jason Sciandra Digitally signed by Jason Sciandra Date: 2020.10.22 10:14:18 -04'00'

CONSULTANT DATE

APPROVED BY:

Richard Newkirk Digitally signed by Richard Newkirk Date: 2020.10.26 06:59:19 -04'00'

DEPARTMENT DIRECTOR DATE BUDGET ADMINISTRATOR DATE

PURCHASING DATE FINANCE DIRECTOR DATE

ASSISTANT CITY MANAGER DATE CITY MANAGER DATE

Print Form

Clear All Fields



Utilities Department
Administration Division
Office: 941.240.8000
Fax: 941.240.8022



TO: Purchasing Department

THRU: Rick Newkirk, Utilities Director

FROM: Michael Acosta, Utilities Engineering Manager

SUBJECT: MCWTP Improvements Project Phase 2 Engineering Services

DATE: October 22, 2020

In 2018, North Port Utilities (NPU) initiated a multi-year capital improvement project at the Myakkahatchee Creek Water Treatment Plant (MCWTP) to ensure that the plant would operate as intended for years to come. One of the initial projects was a structural evaluation of the surface water treatment trains constructed in 1964 and 1972. To that end, in early 2019 NPU contracted with CDM Smith to provide a comprehensive structural investigation/evaluation of all the treatment tankage. As part of the that investigation/evaluation CDM Smith produced a report, dated June 2019, that identified needed repairs. The repairs identified were across several process tanks and a significant dollar amount so NPU phased the improvement project over several years to reduce the budget impact with the most critical projects to be done first.

NPU then contracted with CDM Smith to design the repairs identified in the report. CDM Smith produced design drawings (not for construction) for the entire project and construction plans and specifications for the first, most critical, phase. That phase of the project is now complete and NPU has budgeted the Phase II improvements in the 2020/2021 fiscal year budget.

The Phase II project consists of the repairs identified by CDM Smith to the following process tankage: Clearwell #1, Pump Room #1, Filter #1, Flash Mixer, Clarifier #2, and the Chemical Feed Building. NPU will need to engage an engineering consultant to prepare 'for construction plans', specifications, assist with the bidding process, provide shop drawing and request for information review, prepare record drawing, and provide project oversight.

To date, CDM Smith has provided all engineering services for this project. NPU proposes to continue to use CDM Smith for this project and forego the request for letter of interest process. NPU will benefit from using CDM Smith because of their institutional knowledge of the project. With that knowledge they will be able to complete the design more quickly and efficiently than another consultant coming into the project for the first time. Any other engineering firm would need to confirm all the work that has been done to date or start from the beginning. This project is very technical in nature in that it involves structural engineering. Continuing with the original consultant will provide continuity to the project. The scope and fee that CDM Smith submitted is competitive, representing approximately ten (10%) percent of the estimated construction cost. As a reference, NPU uses fifteen (15%) percent of construction cost as a typical cost estimate for engineering services.

TASK AUTHORIZATION No. 2020-01
FOR
MYAKKAHATCHEE CREEK WATER TREATMENT PLANT (MCWTP)
STRUCTURAL EVALUATION PHASE II

This Authorization, when executed, shall be incorporated in and become part of the Agreement for Professional Services between the CITY of North Port, Florida (CITY), and CDM Smith Inc. (CONSULTANT), dated October 13, 2020, hereafter referred to as the Agreement.

PROJECT BACKGROUND

Under a previous Task Authorization No. 2019-01, the CITY had obtained 100 % design drawings (NOT FOR CONSTRUCTION) from the CONSULTANT for the Myakkahatchee Creek Water Treatment Plant (MCWTP) for Phase II of the structural evaluations. Specifically, it is anticipated that the following portions identified in the CONSULTANT's Final Report dated June 2019 will be designed by the CONSULTANT and constructed by public competitive bidding as part of this phase of the work: Clearwell #1, Pump Room #1, Filter #1, Flash Mixer, Clarifier #2, and the Chemical Feed Building.

The CITY requires the CONSULTANT to provide professional engineering services for completing the Phase II of the MCWTP structural evaluations by providing services i) to complete the previous design to produce 100 % drawings and specifications for construction, ii) during bidding and iii) during construction.

SCOPE OF WORK

TASK 1 - PROJECT AND QUALITY MANAGEMENT

Subtask 1.1 Project Management and Coordination

Activities performed under this task include administrative and general functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's quality standards and CITY's requirements.

Following the issuance of a notice to proceed, the CONSULTANT will enroll this project, conduct an internal project planning and scope review meeting as a part of our internal quality management procedures and then subsequently conduct a project kick-off meeting with the City.

The CONSULTANT's project manager will prepare and submit monthly status reports on this project in the format requested by the CITY's project manager and keep them informed on the project status/progress on a monthly basis.

Subtask 1.2 Project Kick-Off and Progress Meetings

The CONSULTANT will plan for and conduct the following on-line meetings:

- Project kick-off meeting with the CITY's staff.

- Up to one meeting to review 100 % design (not for construction) documents consisting of drawings and specifications.
- Up to one meeting to review issued for bid (IFB) documents

CONSULTANT will prepare a summary of action items from these meetings and distribute to CITY staff by email.

The scope of work is limited to the following repairs:

- Clearwell and Pump Room No. 1
- Filter No. 1 and associated flash mixer
- Clarifier No. 2
- Chemical Feed Building

TASK 2 – SERVICES DURING DESIGN AND BIDDING

Subtask 2.1 Design Documents

The CONSULTANT will provide to the CITY:

- One electronic set of draft 100 % design (not for construction) documents consisting of approximately 15 drawings and 35 to 40 specifications. After addressing CITY's comments on these documents the CONSULTANT shall provide the 100% design (not for construction) documents to the CITY.
- Engineer's (CONSULTANT's) Opinion of Probable Construction Cost (EOPCC) along with design documents

CONSULTANT will review the CITY's Contract and General Specifications (Division 00 and 01) and provide comments on changes required by CITY to coordinate them with the design documents prepared by the CONSULTANT.

Subtask 2.2 Project Quality Control (QC) Technical Review

The CONSULTANT maintains a Quality Control (QC) program on all of its projects. An independent construction review will be performed for the construction documents by expert staff and review comments will be distributed to CITY by email. This review will take place prior to submittal of Issued for Bid (IFB) documents to the CITY.

Subtask 2.3 Bid Documents

The CONSULTANT will provide to the CITY:

- One electronic set of bid documents consisting of drawings and specifications and one paper copy.

The CONSULTANT will attend one pre-bid meeting and assist the CITY in answering contractor questions via addenda during the bidding process. CONSULTANT will review the bids submitted and available information to provide the CITY with a letter of recommendation for the bids.

Upon award of construction contract to the winning bidder by the CITY, CONSULTANT will provide an electronic copy and one paper copy of the conformed set of plans and technical specifications to the CITY.

TASK 3 – SERVICES DURING CONSTRUCTION

Subtask 3.1 Submittal Reviews and Coordination

The CONSULTANT will review up to 40 contractor's shop drawing submittals including re-submittals and review up to six requests for information (RFI's) and up to four change orders from the construction contractor or the City. If required, the CONSULTANT will conduct on-line meetings to address construction issues for these submittals and RFI's.

Co-ordinate with CITY and the contractor on shop drawings, RFI's, submittals and/or information requested from the construction contractor. If the response requires an interpretation of design, then the CONSULTANT shall assist the CITY in the interpretation of documents and correspond with the construction contractor.

Subtask 3.2 Site-Visits and Engineering Support

Conduct up to ten site visits for observing construction progress over an approximate construction contract period of up to 6 months. The CONSULTANT has assumed that our site visit's will be to observe conditions during 8 site visits with one more site visit for substantial completion and one more site visit to confirm the contractor's completion of the final punch-list of items. The CONSULTANT has assumed that the CITY will provide a CITY staff construction inspector to provide oversight over the construction contractor with limited assistance from the CONSULTANT's field observations. The CONSULTANT will provide site visit reports for project records in form of emails or letter reports.

Proposed Change Orders (PCOs) – The CONSULTANT will provide reviews and evaluations for up to four proposed change orders. These include changes that are either initiated by the contractor or by the CITY (based on design modifications during the construction phase).

Subtask 3.3 Record Drawings

The CONSULTANT will prepare record drawings from as-built survey and redline markups provided by the construction contractor. The final record drawings will be provided in paper and electronic format to CITY.

ASSUMPTIONS

The above described services are based upon the following assumptions:

1. CITY will provide their specifications in Microsoft word format to the CONSULTANT for review and edit them on their own after receipt of CONSULTANT's comments.
2. The CONSULTANT will use and provide drawings in AutoCAD format consistent with our own standards.
3. The CONSULTANT is not responsible for schedule delays due to construction contractor or due to CITY's review and feedback including providing project information. The CONSULTANT may seek additional compensation from the CITY if the services provided under this authorization exceed the timeline mentioned under "Schedule".

4. The review of work progress and/or comparison and estimation of work completed and/or approval of contractor's payment applications is not in the CONSULTANT's scope of work; and the CONSULTANT has assumed that this work will be directly managed by the CITY.
5. Progress Meetings – The CONSULTANT will NOT attend any meetings throughout the duration of construction.
6. CONSULTANT's services do not include review or preparation of maintenance of plant operations plans.
7. Architectural or aesthetic repairs or permitting services are not included under the scope of this work.
8. Under this authorization from the CITY, the CONSULTANT will NOT provide any services other than those specifically identified herein.

SCHEDULE

The project will be enrolled by the CONSULTANT within 2 weeks of the receipt of authorization/ notice-to-proceed receipt from CITY. CONSULTANT will prepare a schedule and provide to CITY within one week of project enrollment and this will become the baseline schedule for this project. The estimated baseline schedule for this project is shown below:

TASK	DURATION
Task 1	Throughout the life of the Project
Task 2	Task 2 overall completion to be decided in accordance with CITY's schedule but within 6 months of project authorization. Task 2.1 'design documents' to be completed within 60 days of project baseline start date; Task 2.3 'bid documents' to be completed within 30 days of receiving CITY's comments on design documents.
Task 3	To be decided in accordance with CITY's schedule but within 12 months of project authorization. The CONSULTANT has assumed that the construction contract period is up to 6 months.
Project Total	Estimated up to 12 Months from receipt of CITY's Purchase Order for CONSULTANT's authorization

COMPENSATION AND PAYMENT

In the Basic Services performed under the Scope of Work, the CITY agrees to pay the CONSULTANT as follows: For work done by the CONSULTANT at the hourly billing rate for the category of the individual performing the work, for time directly chargeable to the project. The CONSULTANT's Fee Estimate based on the schedule of Hourly Billing Rates is attached as Exhibit A.

CONSULTANT will perform the SCOPE OF SERVICES on a time and materials basis in accordance with the terms of the master services agreement for a not-to-exceed fee for \$147,090.

EXHIBIT A CONSULTANTS FEE ESTIMATE

Task Description	Officer	Principal-in-Charge	Principal (PM)	Senior Engineer (EOR)	Sr. Professional	Sr. Field Services/Jr. Professional	Professional CADD	EI	Project Controls/Contract Admin.	Admin. Support	Total Hours	Total Budget
Contract Billing Rate:	\$285.00	\$255.00	\$235.00	\$235.00	\$190.00	\$145.00	\$160.00	\$115.00	\$135.00	\$95.00		
TASK 1 - PROJECT AND QUALITY MANAGEMENT	4	4	56	8	0	8	0	0	22	10	112	\$ 22,280.0
Subtask 1.1 Project Management and Coordination	4	4	48	0	0	0	0	0	20	4	80	\$ 16,520.0
Subtask 1.2 Project Kick-Off and Progress Meetings	0	0	8	8	0	8	0	0	2	6	32	\$ 5,760.0
TASK 2 – SERVICES DURING DESIGN AND BIDDING	1	3	32	44	40	14	52	16	4	44	250	\$ 43,420.0
Subtask 2.1 Design Documents	0	0	6	18	24	6	24	4	0	32	114	\$ 18,410.0
Subtask 2.2 Project Quality Control (QC) Technical Review	1	1	6	10	8	4	8	0	4	0	42	\$ 8,220.0
Subtask 2.3 Bid Documents	0	2	20	16	8	4	20	12	0	12	94	\$ 16,790.0
TASK 3 – SERVICES DURING CONSTRUCTION	0	2	76	84	72	116	44	24	8	20	446	\$ 81,390.0
Subtask 3.1 Submittal Reviews and Coordination	0	0	32	34	40	8	4	24	8	8	158	\$ 29,510.0
Subtask 3.2 Site-Visits and Engineering Support	0	0	40	30	12	100	16	0	0	8	206	\$ 36,550.0
Subtask 3.3 Record Drawings	0	2	4	20	20	8	24	0	0	4	82	\$ 15,330.0
Total Project	5.00	9.00	164.00	136.00	112.00	138.00	96.00	40.00	34.00	74.00	808.00	\$ 147,090.0

Reviewed 10-26-2020-gd



ATTACHMENT B – FEE SCHEDULE

HOURLY BILLING RATE SCHEDULE FOR CDM SMITH AND SUBCONSULTANTS

WA RATES VERIFIED WITH CONTRACT
 RATES (10-26-2020) gd.

CDM SMITH	
Labor Category	Hourly Rate
Officer/Associate	\$285.00
PrInclpal/Sr. Speciallst	\$255.00
Sr. Project Manager/ Sr. Engineer	\$235.00
Specialist	\$215.00
Sr. Professional/In-House Consultant	\$190.00
Professional	\$160.00
Sr. Field Services /Jr. Professional	\$145.00
Project Controls /Contract Administrator	\$135.00
Field Services/Staff Support/ Engineering Intern	\$115.00
Adminlstrative Support	\$95.00
YPC CONSULTING GROUP, P.L.	
Labor Category	Hourly Rate
Sr. Geotechnical Engineer	\$125.00
Project Geotechnical Engineer	\$100.00
CADD	\$50.00
Clerical	\$50.00
AIM Engineering & Surveying, Inc.	
Labor Category	Hourly Rate
Surveyor/Mapper	\$140.00
CADD Technician	\$86.00
Survey Crew - 2 man	\$140.00
Survey Crew - 3 man	\$161.00
Survey Crew - 4 man	\$189.00

- 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 to 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.

COM SMITH AND SUBCONSULTANTS: JOB DESCRIPTIONS	
COM SMITH	
Labor Category	Job Description
Officer/Associate	The Officer or Associate is responsible for contract/project management and/or to assure that all necessary corporate and staff resources are available. Responsibility includes providing the project team and staff with strong leadership, and expert supervisory guidance of all work or parts of work undertaken by the firm.
Principal/ Sr. Specialist	The Principal in Charge holds full project responsibility and authority to represent the firm. It holds responsibility to assure that all necessary corporate and staff resources are available. The authority of the Principal in Charge, correlated with extensive understanding of the work to be performed, provides the project team and staff with strong leadership, technical direction and expert supervisory guidance of all work undertaken by the firm. The Principal is ultimately responsible and accountable to provide excellent Customer Service and Quality for all company work performed. Duties include management and oversight of all personnel, projects, production control, budgeting, task scheduling, coordination, and review. The Principal holds responsibility specific for a project or part of a project only. The Sr. Specialist is considered a local and/or firm wide expert in a specific discipline or engineering field. Provides OACQ and/or design direction and/or engineering design leadership for projects.
Sr. Project Manager/Sr. Engineer	The Senior Project Manager is assigned projects of broad scope and impact. This position may occasionally assume the role and responsibility of the Project Manager. The Sr. Engineer is a licensed Professional Engineer who leads the design of the project. Works closely with the Project Manager to ensure the reach of the client is being met along with ensuring the product design meets the standard of care required for the design of the project and is in accordance with current codes and rules. This job may have varying degrees of supervisory responsibility at the project or task levels. May plan, schedule, coordinate and oversee the work of task leads or lower level engineers or technicians who assist with particular projects.
Specialist	A Specialist has specific qualifications through education and/or experience for a specific aspect of project design/implementation. Generally a professional occupation who is responsible for a specific aspect of the project. Collaborates with the Senior Engineer and/or Project Manager.
Sr. Professional/In House Consultant	A Sr. Professional has specific qualifications through education and/or experience and licensing and is assigned for project technical supervision and/or control. Professional occupation with proficiency at a practice level. Includes grades V and higher. An In House consultant has specific qualifications through experience and is assigned for providing specific assistance for project direction during delivery. Generally assists team in technical supervision and consults for COM Smith on a project basis.
Professional	A Professional has specific qualifications through education and/or experience. Can be a licensed professional with proficiency at a practice level. Generally works under the guidance from Project Manager or Designer/Technical Staff. Includes Sr. Designer/Designer, Drafting Lead and/or Drafting Approver and/or grades III through V.
Sr. Field Services/Sr. Professional	The Sr. Field Services staff performs field assignments to obtain and record field construction data. Interprets specifications, working drawings and conveys intent to the contractor. Responsible for observation of testing, testing coordination, equipment and equipment maintenance. Performs field observations or inspection as a representative of the project in charge and/or Project Manager. (Also called as Resident project Representative or RPR for full time on-site construction services support or Sr. Technicians). The Sr. Professional staff on a professional career track and performs assigned work using established procedures and works independently for routine assignments and under supervision for complex projects.
Project Controls/Contract Administrator	The Project Controls staff provide project set-up and monitoring support to a department, group, or similar organizational unit or to the Project Manager. Create and track project schedules and budget information. The Contract Administrator staff provide project enrollment that up, monitoring and providing support to a department, group, or similar organizational unit or to the Project Manager. Create and track project budget and invoice information.
Field Services/Staff Support (Engineering Team)	The Field Services staff performs field assignments to obtain and record field construction data. Interprets specifications, working drawings and conveys intent to the contractor. Responsible for observation of testing, testing coordination, equipment and equipment maintenance. Performs field observations or inspection as a representative of the project in charge and/or Project Manager. (Also called as Resident project Representative or RPR for full time on-site construction services support or Technicians). The Engineering Team (ET) staff use established procedures and working under immediate supervision, performs assigned tasks. Work schedule and instructions are usually detailed.
Administrative Support	The Administrative Support staff provide administrative support to a department, group, or similar organizational unit and/or to a project.
YFC CONSULTING GROUP, P.L.L.	
Labor Category	Job Description
Sr. Geotechnical Engineer	Sr. Engineer licensed in Geotechnical and/or Geophysical engineering.
Project Geotechnical Engineer	Professional or Professional with an engineering degree in civil and/or geotechnical engineering or equal with experience in geotechnical discipline.
CAO Technician	The CAO Technician works under the direction of technical and/or engineering staff and produces the CAO plans.
Clerical	Support staff which provide administrative support to a department, group, or similar organizational unit and/or to a project.
AIM Engineering & Surveying, Inc.	
Labor Category	Job Description
Surveyor/Mapper	Rate of Florida Registered Land Surveyor/Mapper. Plans, organizes, and directs work of one or more survey parties engaged in surveying earth's surface to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, mapping, land division, titles, mining or other purposes; assembles previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed for survey. Coordinates findings with work of engineering and architectural personnel, clients and others concerned with project. Assumes legal responsibility for work.
CAO Technician	The CAO Technician works under the direction of technical and/or engineering staff and produces the CAO plans.
Survey Crew - 2 man	Party consists of Survey Crew Chief, Survey Technician and equipment and materials to perform work.
Survey Crew - 3 man	Party consists of Survey Crew Chief, Survey Instrument Person, and Survey Technicians and equipment and materials to perform work.
Survey Crew - 4 man	Party consists of Survey Crew Chief, Survey Instrument Person, and two Survey Technicians and equipment and materials to perform work.

END OF ATTACHMENT B