



City of North Port

PURCHASING

Office: 941.429.7170

Fax: 941.429.7173

Email: purchasing@cityofnorthport.com



WORK ASSIGNMENT

CONSULTANT Kimley-Horn
CONTINUING CONTRACT NO. & TITLE Contract No. 2020-58.10, Category 1 Professional Engineering Services for NPU

THIS WORK ASSIGNMENT

WORKASSIGNMENT # 2023-09 Agenda Item No: 23-1119/Commission Mtg 7/25/23-avs
SHORT TITLE MYAKKAHATCHEE CREEK SURFACE WATER TREATMENT PLANT RAW WATER PIPELINE AND PIPELINE INTERCONNECTION BETWEEN THE GROUND STORAGE TANKS
DATE SUBMITTED 6/23/2023
AMOUNT (LUMP SUM) \$293,777.00
SCHEDULED COMPLETION TBD - See attached schedule

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2023

Table with 3 columns: Description, DEPARTMENT, CITYWIDE (completed by Purchasing) avs 7/10/11. Rows include 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 \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.

SUBMITTED BY:

Signature of consultant and date 6/30/23

APPROVED BY:

Nancy Gallinaro Digitally signed by Nancy Gallinaro Date: 2023.06.26 10:42:15 -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

ATTACHMENT A

RLI # 2023-09

TO THE CONTRACT FOR CATEGORY 1 PROFESSIONAL ENGINEERING SERVICES BETWEEN THE CITY OF NORTH PORT AND KIMLEY-HORN AND ASSOCIATES, INC.

FOR MYAKKAHATCHEE CREEK SURFACE WATER TREATMENT PLANT RAW WATER PIPELINE AND PIPELINE INTERCONNECTION BETWEEN GROUND STORAGE TANKS

PROJECT DESCRIPTION

The City of North Port Utilities (NPU) owns and operates the Myakkahatchee Creek Surface Water Treatment Plant (MCWTP). The MCWTP consists of both a surface water treatment plant and a reverse osmosis membrane plant. NPU is proceeding with the following improvements as part of its multi-year capital improvement plan to modernize components of the surface water treatment plant: replacement of approximately 330 linear feet of 18-inch raw water main, replacement of piping from the splitter box to the flocculation chambers, and installation of a new interconnect between the two (2) onsite ground storage tanks for operational purposes.

NPU has retained Kimley-Horn ("Consultant") to provide design, permitting, bid services, and construction certification services for the specified improvements.

SCOPE OF SERVICES

The Consultant will provide the services specifically set forth below.

Task 1: Project Management and Coordination

This task includes overall project management by the Consultant and coordination with NPU staff throughout design.

- A. Kickoff Meeting – The Consultant will facilitate a kickoff meeting with City staff to review the scope, budget, schedule, regulatory concerns, and reaffirm NPU's goals and expectations regarding the project. During this meeting, Consultant intends to discuss improvements and requirements that may be needed for the ground storage tank interconnections, including additional valving, chemical feed system modifications, and instrumentation & control (I&C) needs. Following the meeting, the Consultant will generate and distribute a meeting summary to attendees.
- B. Data Collection - The Consultant will collect and review available design information and record drawings for the MCWTP and other existing utilities within the project area. The Consultant will perform up to two (2) site visits to assist with confirmation of existing conditions, utility locations, and MCWTP operations and site accessibility. The Consultant will submit a formal data request list to NPU. NPU will make available existing drawings, reports, studies, technical analyses, operational information, and other documents relevant to the design.
- C. Project Management & Coordination Meetings - The Consultant assumes there will be an average of three (3) hours per week over the project design duration of twenty-six (26) weeks for overall project management and coordination meetings. This task includes regular coordination with NPU engineering staff and MCWTP staff for system operations and to solicit feedback on the proposed improvements and coordination with subconsultants.

Task 2: Preliminary Design Services (30% Phase)

- A. The Consultant will prepare preliminary design drawings upon review of the collected data and will confirm existing conditions and the proposed improvements for NPU approval. The design drawings at this stage will consist of the following:
 - i. Cover sheet, Index Map, Table of Contents and Legend.
 - ii. Existing Conditions Plan.
 - iii. Horizontal alignment of proposed raw water main improvements.
 - iv. Conceptual site plan showing the design intent for the ground storage tank interconnection, which will include the placement of pipeline connections and manually operated valve locations. It is assumed no actuated valves or instrumentation and control components are included as part of the ground storage tank improvements.
 - v. Conceptual site plan for raw water main replacement and process piping layout, limited to the raw water main connection at the splitter box and the effluent piping from the splitter box to the flocculation tanks, excluding all under-slab piping.
- B. The Consultant will prepare a draft table of contents for the anticipated technical specifications that will be required for this project.
- C. The Consultant will submit the preliminary Design Drawings and Technical Specification Table of Contents PDF to the NPU project manager. Comments from NPU will be integrated into the Intermediate (60%) Design Documents. It is anticipated that comments will be obtained from NPU within the 2 weeks following the submittal date.
- D. The Consultant will facilitate a preliminary review meeting with NPU staff through MS Teams. Consultant will prepare a meeting summary and distribute to attendees.

Task 3: Surveying and Subsurface Utility Exploration (SUE) Services

The Consultant will contract with a survey and SUE subconsultant to provide surveying and SUE services for the anticipated raw water main route and within the proximity of the two (2) existing onsite ground storage tanks. The services will consist of the following tasks:

- A. Surveying Services
 1. A Topographic survey will be provided for the selected raw water main route and in proximity to the ground storage tanks. The survey will locate and identify the following within the survey limits:
 - i. Above ground features within 20-feet of the pipeline alignments, including utility poles, above ground utilities, culverts, fence lines, wetland jurisdiction lines, soil borings and other visible features which are pertinent to design and construction activities.
 - ii. Invert elevations on culverts, storm drain structures, and sanitary sewer structures.
 - iii. Locate swales and ditches, including top of bank.
 - iv. Appurtenances, paint marks, flagging and other indicators of the presence of underground utilities including SUE locates.

2. Site elevations will be taken at a maximum of 50-foot intervals, at grade breaks, at changes in direction on curbing/paving within the limits of the survey.
 3. Benchmarks (Vertical Control) – All elevations established will be in feet, shall be referenced to existing published NGS/Sarasota County benchmarks and shall refer to North American Vertical Datum (NAVD.) of 1988. A minimum of two (2) permanent benchmarks, establishing vertical control of the project, will be placed where appropriate. All monumentation found or set shall be identified on the survey drawing(s).
 4. All data will be referenced to Florida State Plane Coordinates – North American Datum (NAD) 83/11 datum – Florida West Zone.
- B. Subsurface Utility Explorations (SUE)
1. Provide traffic control within work areas while designating and locating the subsurface utilities.
 2. Utilizing conventional electronic designating equipment and Ground Penetrating Radar (GPR), designate and mark the horizontal location of found utilities within the topographic survey limits.
 3. Provide up to thirty (30) single test holes (VVH – verified vertical and horizontal) on identified utility conflicts (perpendicular and parallel) to the running of the proposed water main as identified in the selected route. Test holes will be placed in natural earth where practical.
 4. For each test hole, neatly cut and remove existing pavement or other surface material. Excavate the material through the cut, down to the utility in a way that avoids damage to wrappings, coatings, or other protective coverings of the utilities (i.e. vacuum/pressure excavations, hand digging, etc.). Backfill and compact with select material around the utility. Provide a restoration of the surface pavement, within the limits of the cut, at the time of backfill.
 5. Mark information in the field and provide a copy of SUE field notes along with a Surveyor's Report containing VVH test hole information to NPU.
- C. All work will be performed in accordance with the standards of practice outlined in Chapter 5J-17 of the Florida Administrative Code, pursuant to section 472.027, Florida Statutes.
- D. Utilization of the above equipment and methods is the industry recognized procedure for finding and locating underground utilities and features. Although effective and reliable, there is the possibility that all utilities may not be detected due to environmental conditions, soil conditions, water table, excessive depth, and/or feature makeup.

Task 4: Intermediate Design Services (60% Phase)

- A. The Consultant will prepare intermediate (60%) design drawings consisting of information presented in the preliminary design drawings, incorporating survey data, information from utility service providers, and NPU standard details.
- B. The Consultant will prepare a set of draft technical specifications based on the approved table of contents provided with the preliminary design submittal. The draft technical specifications will be based on the most recent version of NPU's Standard Specifications. The Consultant will modify NPU's Standard Specifications and incorporate supplemental sections specific to the project.
- C. The Consultant will prepare an Opinion of Probable Construction Cost (OPCC) associated with the intermediate design drawings. Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of

construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost.

- D. The Consultant will submit the intermediate Design Drawings, draft Technical Specifications, and updated OPCC in PDF to the NPU project manager. Comments from NPU will be integrated into the Final Design Documents as discussed in the subsequent tasks. It is anticipated that comments will be obtained from NPU within the 2 weeks following the submittal date.
- E. The Consultant will facilitate an intermediate design review meeting with NPU staff through MS Teams. Consultant will prepare a meeting summary and distribute to attendees.

Task 5: Permitting Services

- A. The Consultant will prepare for and attend a pre-application meeting with the Florida Department of Health (FDOH) to verify the type of permit needed. If it is determined a permit is required for the construction of the proposed improvements, the Consultant will prepare the permit application package and submit to FDOH and will address up to two (2) RFIs. It is understood NPU will pay for all permit fees required for this portion of the work.

Task 6: Final Design Services and Contract Documents (90% and Final Phase)

- A. The Consultant will prepare draft final design documents (90%) in response to NPU's intermediate design review comments. The deliverables will be as follows:
 - 1. Updated design drawings will incorporate information previously presented in the intermediate design phase as well as as-built information from utility service providers if available; Subsurface Utility Engineering (SUE) data; site improvements, connections to existing utilities, surface restoration, chemical feed modifications, and I&C improvements; Standard details and project specific details.
 - 2. Updated draft Technical Specifications.
 - 3. Refined OPCC with design and quantities from the draft final design drawings.
- B. The Consultant will submit the draft final design drawings (11" x 17"), draft technical specifications, and updated OPCC to the NPU project manager electronically in PDF. Comments from NPU will be integrated into the Final Design Documents as discussed in the subsequent tasks. It is anticipated that comments will be obtained from NPU within the 2 weeks following the submittal date.
- C. The Consultant will facilitate a draft final design review meeting with NPU staff through MS Teams. Consultant will prepare a meeting summary and distribute to attendees.
- D. The Consultant will incorporate NPU comments from the draft final design review into the Final Design Documents. The Final Design Documents will consist of the following:
 - 1. Final Design Drawings - One (1) signed and sealed hard copy set of the plans (11"x17") and one (1) electronically signed and sealed set of plans in PDF. One (1) thumb drive containing the AutoCAD files for the drawings in AutoCAD 2022 format.
 - 2. Technical Specifications - One (1) electronically signed and sealed set of specifications in PDF. One (1) set of final technical specifications in MS Word Format.
 - 3. Blank bid form in MS Excel format.

4. Final OPCC.
5. Construction duration schedule.

Task 7: Bid Phase Services

The Consultant will coordinate with NPU to provide the following bid phase services for the project:

- A. Provide electronic copies and unbound bid documents to NPU. The Consultant will review general and supplemental contract conditions (provided by NPU) for consistency with the technical specification requirements.
- B. The Consultant will respond to up to four (4) requests for information (RFI) from bidders regarding interpretation and clarification of bid documents and will assist with preparation of addenda as appropriate.
- C. In conjunction with NPU, the Consultant will attend a pre-bid meeting for prospective bidders for the project.
- D. Based on the responsive bids submitted, the Consultant will contact and review references and prepare a contractor qualification and recommendation letter to NPU.
- E. Upon completion of the bid phase, the Consultant shall develop and provide conformed sets of the construction documents that will include any changes that were made during the bid phase to NPU. Consultant will also provide one (1) thumb drive containing the AutoCAD drawings of the conformed construction documents in AutoCAD 2022 format.

Task 8: Engineer of Record Services During Construction

- A. The Consultant will attend a pre-construction conference with the contractor and NPU staff to discuss contract requirements and responsibilities.
- B. The Consultant will review and provide written response to Shop Drawings and other data which Contractor is required to submit within the time specified in the Contract Documents, but only for conformance with the NPU standards and information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- C. The Consultant will provide written response to reasonable and appropriate Contractor for up to four (4) requests for information (RFIs) and issue necessary clarifications and interpretations of the Contract Documents to NPU as appropriate to facilitate the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by NPU.
- D. The Consultant shall log receipt of, and review and respond to, RFI's and Shop Drawings.
- E. The Consultant will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- F. The Consultant shall determine the acceptability, subject to NPU approval, of material substitutions proposed by the Contractor.
- G. The Consultant will conduct up to four (4) periodic site visits, which includes the Substantial Completion walkthrough, to determine if work generally conforms to the construction documents prepared by the Consultant. At such times, record information will be confirmed using the Contractor's field red-lined set of Construction Documents.

- H. The Consultant will review and provide comments for the forms and supporting documentation for substantial completion and final completion punch-lists prepared by the Contractor.
- I. Based upon as-built information provided by the Contractor, the Consultant will prepare draft record drawings by incorporating the as-built data into the plan view of the conformed construction drawings. The draft record drawings will be submitted to NPU electronically in PDF for review and comment. The Consultant will incorporate comments from the draft record drawing review into the final record drawing submittal, which will consist of the following:
 - i. One (1) electronic copy on a thumb drive in AutoCAD 2022 and PDF.
 - ii. Two (2) sets of hard copy (11"x17"), signed and sealed record drawings.

NPU RESPONSIBILITIES

NPU will be responsible for the following:

- A. Providing requested information, if available.
- B. Provide information from concurrent design and construction projects within the project limits, details of which will be incorporated into interim design documents for this project.
- C. Assigning a Project Manager, who will serve as the primary point of contact for the Consultant during the project.
- D. Provide site access for data collection.

FEES & EXPENSES

Kimley-Horn will perform the services in Tasks 1 – 8 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

TASK	DESCRIPTION	FEE
1	PROJECT MANAGEMENT AND COORDINATION	\$32,738
2	PRELIMINARY DESIGN SERVICES (30% PHASE)	\$17,878
3	SURVEYING AND SUE SERVICES (SUBCONSULTANT)	\$50,123
4	INTERMEDIATE DESIGN SERVICES (60% PHASE)	\$53,931
5	PERMITTING SERVICES	\$5,022
6	FINAL DESIGN SERVICES AND CONTRACT DOCUMENTS (90% AND FINAL PHASE)	\$68,929
7	BID PHASE SERVICES	\$17,148
8	ENGINEER OF RECORD SERVICES DURING CONSTRUCTION	\$48,008
TOTAL LUMP SUM FEE		\$293,777

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ADDITIONAL SERVICES

Additional services not specifically addressed in the scope of services that can be provided include, but are not limited to, the following:

- A. City of North Port Site Development Review (SDR) permitting process.

ATTACHMENT B

PRODUCTION SCHEDULE

SERVICES	Duration (Calendar Days)	START DATE	END DATE
Project Management And Coordination	182	July 25, 2023	January 23, 2024
Preliminary Design Services (30% Phase)	42	July 25, 2023	September 5, 2023
Surveying And Sue Services (Outside Services)	60	July 25, 2023	September 23, 2023
Intermediate Design Services (60% Phase)	74	September 5, 2023	November 18, 2023
Permitting Services	30	September 5, 2023	October 5, 2023
Final Design Services And Contract Documents (90% And Final Phase)	66	November 18, 2023	January 23, 2024
Bid Phase Services	TBD	-	-
Engineer Of Record Services During Construction	TBD	-	-

ATTACHMENT C

PERSON-HOUR ESTIMATE

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: NPU Raw Water Main Replacement & GST Interconnect
 Project Number: 2023-09
 Date Prepared: 4/20/2023
 Estimated By: Madeline Kender

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Senior Professional III \$	Senior Professional I \$	Professional \$	Analyst \$	Senior Technical Support \$	Technical Support \$	Support Staff	Total
1.0	PROJECT MANAGEMENT AND COORDINATION								
	Kick-Off Meeting		2	4	4		4		14
	Data Collection (record review, site visits, etc.)		12	30	42		8		92
	Project Management & Coordination Meetings		24	44	10				78
	Subtotal (Hours)	0	38	78	56	0	12	0	184
	Task Total (Fee)	\$0	\$9,728	\$13,650	\$8,400	\$0	\$960	\$0	\$32,738
2.0	PRELIMINARY DESIGN SERVICES (30% PHASE)								
	Design Drawings		8	16	28	10	40		102
	Technical Specifications		1	2	4				7
	Review Meeting with City		4	4	8				16
	Subtotal (Hours)	0	13	22	40	10	40	0	125
	Task Total (Fee)	\$0	\$3,328	\$3,850	\$6,000	\$1,500	\$3,200	\$0	\$17,878
3.0	SURVEYING AND SUP SERVICES (SUBCONSULTANT)								
	Task Total (Fee)								\$30,221
4.0	INTERMEDIATE DESIGN SERVICES (60% PHASE)								
	Design Drawings	3	12	36	56	20	96		223
	Technical Specifications	3	12	25	50				90
	Engineer's Opinion of Probable Cost		8	10	16				34
	Review Meeting with City		4	4	6				14
	Subtotal (Hours)	6	36	75	128	20	96	0	361
	Task Total (Fee)	\$1,710	\$9,216	\$13,125	\$19,200	\$3,000	\$7,680	\$0	\$53,931
5.0	PERMITTING SERVICES								
	FDEP Permitting Pre-application Meeting & Exemption Verification		2	10	16				32
	Subtotal (Hours)	0	2	10	16	0	0	4	32
	Task Total (Fee)	\$0	\$512	\$1,750	\$2,400	\$0	\$0	\$560	\$5,022
6.0	FINAL DESIGN SERVICES AND CONTRACT DOCUMENTS (90% AND FINAL PHASE)								
	Draft Final Design Drawings	3	10	20	60	20	80		193
	Draft Final Technical Specifications	3	4	20	40				67
	Draft Final OPCC & Bid Form	0	2	6	12				20
	Draft Final Review Meeting	0	4	4	6				14
	Final Design Drawings	2	8	10	40	15	55		130
	Final Technical Specifications	2	4	10	20	36			36
	OPCC & Bid Form	0	1	4	6				11
	Construction Duration Schedule	0	1	1	4				6
	Subtotal (Hours)	10	34	75	188	35	135	0	477
	Task Total (Fee)	\$2,850	\$8,704	\$13,125	\$28,200	\$5,250	\$10,800	\$0	\$68,929



PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: NPU Raw Water Main Replacement & GST Interconnect
 Project Number: 2023-09
 Date Prepared: 4/30/2023
 Estimated By: Madeline Kender

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Senior Professional II \$	Senior Professional I \$	Professional \$	Analyst \$	Senior Technical Support \$	Technical Support \$	Support Staff	Total
7.0	BID PHASE SERVICES								
	RFI's	2	4	8	12	4	8	2	40
	Pre-bid meeting		3	2	4				9
	Bid Review, Tabulation, and Recommendations		2	4	4			2	12
	Confirmed Design Drawings and Technical Specifications		4	8	12	6	24	2	56
	Subtotal (Hours)	2	13	22	32	10	32	6	117
	Task Total (Fee)	\$570	\$3,328	\$3,850	\$4,800	\$1,500	\$2,560	\$540	\$17,148
8.0	ENGINEER OF RECORD SERVICES DURING CONSTRUCTION								
	Pre-Construction Meeting		2	4	6	4		1	17
	Shop Drawings		10	30	60	2		2	102
	RFI's	2	4	10	16			6	38
	Change Orders		4	6	12	24		4	14
	Site Visits (4)		4	8	12	10		4	48
	Substantial Completion & Final Punch Lists		2	4	4	16		2	74
	Record Drawings		4	28	94	54	40	15	309
	Subtotal (Hours)	4	28	74	94	54	40	15	309
	Task Total (Fee)	\$1,140	\$7,168	\$12,950	\$14,100	\$8,100	\$3,200	\$1,350	\$48,008
	Grand Total (Fee)	\$6,270	\$41,984	\$62,300	\$83,100	\$19,350	\$28,400	\$2,250	\$273,875