





11/5/2024

**To:** Purchasing Department

**Through:** Nancy Gallinaro, Utilities Director

**From:** Mike Acosta, Utilities Engineering Manager

**Subject:** Asset Management Phase II

In 2023, Black & Veatch completed a Gap Analysis as part of the initial assessment of North Port Utilities (NPU) as part of a broader Asset Management program ultimately leading to International Organization of Standardization (ISO) 55001 certification. To complete the final Gap Analysis, the Black & Veatch team spent significant amounts of time with all levels of NPU staff developing a rapport with the staff as they asked questions about all aspects of NPU from understanding the organization through continual improvement. The Gap Analysis identified areas of improvement and set a roadmap for that improvement. In 2024 Black and Veatch guided NPU through the first year of the roadmap including the development of asset management objectives and strategies, including an updated mission statement, a Strategic Asset Management Plan, change management processes, risk management and initial forays into the development and use of Lucity, the City's computerized maintenance management system (CMMS) software. The next phase of the roadmap implementation has evolved into a deeper development of Lucity as the software of choice including adding assets and developing the tools to make the software an integral part of the everyday work of NPU staff. It is anticipated that the path to developing and implementing an Asset Management program, continuous improvement processes leading to ISO 55001 certification, will take approximately five years.

The initial launch of the path down the roadmap that includes the CMMS software is a vital component that will lead to continuous improvement and eventual certification. The Black & Veatch team has not only built a rapport with NPU staff, but also has the institutional knowledge that was developed during the development of the gap analyses and the first year down the roadmap will be invaluable in NPU taking the next step down the roadmap. NPU will benefit by using the Black & Veatch team because of the aforementioned institutional knowledge and their team's extensive knowledge and previous implementation of similar programs around the country and world. The Black & Veatch team is uniquely qualified for this assignment through its endorsement as an Institute of Asset Management (IAM) assessor for ISO 55001 assessments and through the asset management work already completed under the gap analysis, roadmap development, Year 1 implementation and Water Master Plan assignments. With these attributes, the Black and Veatch team will be able to complete the project faster and more efficiently than any another consultant coming into the project for the first time. Any other engineering firm would need to review what has been done to date, develop a plan and rapport with NPU staff before launching a program. This would add unnecessary time and cost to the project. The fee that Black & Veatch has provided is competitive with this type of service. For the reasons stated above, it is



11/5/2024

recommended that the Black & Veatch team be directly selected for this important assignment and that the NPU forego the request for letters of interest process for the work.

# **EXHIBIT A - SCOPE OF SERVICES**

## **CITY OF NORTH PORT UTILITIES UTILITY ASSET MANAGEMENT PROGRAM SUPPORT PHASE 2**

### **PROJECT DESCRIPTION**

Black & Veatch, (Consultant) entered into a Professional Engineering Services – Continuing Services Contracts (Agreement) Contract #2020-58-04 with the City of North Port, Florida (City) on October 13, 2020. Pursuant to this Agreement, North Port Utilities (NPU) has requested that the Consultant provide certain professional services in support of a Utility Asset Management Program Support (Project) as further detailed in this scope of services.

The Consultant recently completed a gap assessment of the NPU's water, wastewater and reclaimed water asset management approach using the requirements for the ISO 55001 asset management standard, developed a roadmap for implementation of recommended improvements.

Consultant will provide services to support the implementation of these recommended improvements, during another one-year period. The Consultant is uniquely qualified for this assignment through its endorsement as an Institute of Asset Management (IAM) assessor for ISO 55001 assessments and through the asset management work already completed under the Water Master Plan, the ISO gap assessment, roadmap development, and supporting the City with the implementation of Year 1 initiatives.

### **SCOPE OF SERVICES**

#### **TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION**

##### **A. Project Management and Coordination**

Consultant will perform project management and general administrative duties associated with the Project, including project set-up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing. Consultant will maintain project documentation and project cost accounting systems throughout the project duration including the following:

- Maintain a project filing system throughout duration of the Project to use for storage and retrieval of Project documents.
- Prepare monthly status reports and invoices for engineering services in the format required by the contract. Status reports will include a summary of work completed during the previous month.

Consultant will develop a project schedule based upon the NTP date and distribute the updated schedule at the project kickoff meeting. The project schedule will identify the following information:

- Key project tasks and deliverables
- Critical dates for data submission, deliverable reviews, decisions by NPU, meetings and workshops

Consultant will review, update, and submit to NPU the updated Project schedule periodically upon completion of major project elements.

#### B. Kickoff Meeting (Hybrid)

Consultant will coordinate and lead a project kickoff meeting with NPU Staff to review the project purpose and objectives, scope of work, schedule for project activities and deliverables, and initial discussions regarding NPU's goals and vision for asset management program development. Consultant will provide an overview of the roadmap initiatives included in this task order. This meeting is intended to be hybrid, with some consultant participants hosting the meeting in person and others attending virtually. Consultant will prepare an agenda for the meeting and will prepare and distribute meeting minutes.

#### C. Coordination Meetings (Virtual)

Consultant will coordinate and lead project coordination meetings with NPU Staff to review the project's progress on a biweekly basis. These meetings are intended to be virtual. Consultant will prepare an agenda for the meetings and will prepare and distribute meeting minutes.

### **TASK 2: STRATEGY AND PROGRAM DEVELOPMENT SUPPORT**

#### A. Roadmap Update

The roadmap developed as part of the ISO 55001 gap analysis requires an update. This update will be based on ISO 55001 version updates, revisions based on Year 1 activities, and revisions based on anticipated Year 2 activities.

##### Deliverables

- Updated roadmap.

##### NPU Responsibilities

- Final review and approval, and communication of the updated roadmap.
- Estimated level of resource commitment: 10 hours

## **TASK 3: ASSET DATA AND INFORMATION**

### **A. Technical and Functional Improvements**

Following the discovery and documentation from the Phase 1 task Functional and Technical Requirements Criteria and Roadmap, Consultant shall provide support to revamp NPU's Lucy environment to meet the needs of each user stakeholder group, including planner/schedulers, customer service, asset management, field operations, plant operations, utility finance, and utility leadership. The improvements to be made include:

- Review, refinement, and simplification of Lucy Mobile UI/UX
- Evaluation and update of PM/CM template configurations
- Implementing limit lists
- Evaluating use-case, planning, and implementing Lucy Slot Management functionality
- Evaluating use-case, planning, and implementing Lucy Equipment Management

#### Deliverables

- Guidance on revamping the Lucy environment to meet the needs of each stakeholder group.

#### NPU Responsibilities

- Participation in providing information on stakeholder needs through virtual and/or in-person 1-hour meetings
- Update of Lucy environment based on consultant guidance.
- Estimated level of resource commitment: 80 hours

### **B. Asset Lifecycle Management Support**

Implement CMMS and GIS workflows to capture critical asset and management information throughout lifecycle phases including, but not limited to:

- Developer Hand-over
- Capital Improvement Projects
- Engineering Projects
- Asset Rehabilitation (such as CIPP lining) & Replacements (such ARV, hydrant, and other appurtenance, vertical, and horizontal asset replacements)

To complete this task, the Consultant will conduct two workshops:

- Asset Lifecycle Management Support Workshop 1 (4 hours)
- Asset Lifecycle Management Support Workshop 2 (4 hours)

#### Deliverables

- Draft Asset Lifecycle SOP.
- Final Asset Lifecycle SOP.
- Support and guidance to implement changes to business processes.
- Support and guidance to assist with user adoption.

#### NPU Responsibilities

- Participation in providing information on business processes around asset onboarding, rehab/renewal, and decommissioning
- Final review and approval, and communication of the SOP
- Support with implementing process changes throughout the organization where identified
- Estimated level of resource commitment: 80 hours

### C. Data Standards and Editing Process Improvements

Following the results from the data gap assessment performed in Year 1, the Consultant shall assist NPU with implementing the necessary changes to asset registry and work activity standards to ensure data necessary to support O&M and Asset Management is collected as a part of routine daily activities. Provide guidance and process diagrams to assist with user adoption. Develop guidance and workflows for maintaining/editing asset data in both GIS and Lucity.

To complete this task, the Consultant will conduct two workshops:

- Data Standards and Editing Process Improvements Workshop 1 (4 hours)
- Data Standards and Editing Process Improvements Workshop 2 (4 hours)

#### Deliverables

- Guidance to assist with user adoption.
- Guidance for maintaining/editing asset data in both GIS and Lucity.
- Draft/Final workflows to assist with user adoption.
- Draft/Final workflows for maintaining/editing asset data in both GIS and Lucity.

#### NPU Responsibilities

- Implement the necessary changes to the asset registry and work activity standards to ensure data necessary to support O&M and Asset Management is collected as a part of routine daily activities with Consultant guidance.
- Final review and approval, and communication of the workflows associated with user adoption and maintaining/editing asset data in both GIS and Lucity.
- Estimated level of resource commitment: 80 hours

### D. Develop Lucity Training Program

Consultant shall develop a Lucity training program that defines:

- Role-based courses (Planner/Scheduler, Field User, Crew Lead, Supervisor, and others defined by Governance Committee)
- Curriculum requirements
- Training material standards
- Training delivery approaches
- Course credit system
- Training schedules (on-boarding and refresher)

The program, and the standards defined within it, will serve as the guidance framework if existing materials need to be updated, or if Consultant recommends new materials to be

developed by NPU. This training program framework will be presented to the Lucy Governance Charter for review, comment, and approval.

#### Deliverables

- Draft training program framework.
- Final training program framework.

#### NPU Responsibilities

- Provide existing Lucy training information.
- Participate in training program framework workshop.
- Final review and approval, and communication of the training program framework.
- Estimated level of resource commitment: 60 hours

#### E. Integration Evaluation and Implementation Support

A fully mature CMMS provides the most value to an organization when it is integrated and communicates with other business critical enterprise systems.

Consultant shall identify and document system integration requirements. This will include a review of any systems currently integrated with Lucy, as well as any other Enterprise system not currently integrated with Lucy (but whose integration could potentially bring substantial value to the organization). Consultant will help NPU with documenting and/or developing standard SOPs for the integrations, as well as assisting NPU with prioritizing each integration in a realistic order based on level of effort and value. Existing systems that are already known and may require integration with Lucy include:

- Navaline
- Cayenta
- Tyler MUNIS for material procurement
- GraniteNet
- GaugeList

Additionally, Consultant will use the defined SOPs for Navaline to provide guidance and evaluation support around updating the integration in NPU's test and production environment so that there is current customer information in Lucy. This is needed in order to streamline the service request entry by customer service, as well as meet City-wide initiatives of recording all service requests in Lucy.

To complete this task, the Consultant will conduct one workshop:

- Integration Evaluation and Implementation Support Workshop (4 hours)

#### Deliverables

- Draft System Integration Requirements.
- Final System Integration Requirements.
- Draft Standard SOPs for Integrations.
- Final Standard SOPs for Integrations.
- Updated integration in the test and production environment to provide current customer information in Lucy.



### NPU Responsibilities

- Participation in providing information on integration needs.
- Access to required environments for test and production updates.
- Perform recommended updates/changes to Lucity to support Navaline integration
- Final review and approval, and communication of the Standard SOPs for Integrations.
- Estimated level of resource commitment: 100 hours

### F. Material Management Evaluation and Implementation Plan

Consultant shall attend and lead three (3) half-day workshops to evaluate and document current business processes around warehouse and material management and identify future needs. The results of these workshops and the existing workflow diagrams that will be created, will help Consultant to develop proposed to-be business processes for implementing and configuring Lucity to support warehousing and material management best practices.

In addition to the proposed workflows, Consultant will develop a roadmap for implementation that will include City resources, anticipated changes, timelines, and expectations to fully implement warehousing and storeroom capabilities across NPU. This roadmap will be executed in Year 3 of NPU's Asset Management Program.

To complete this task, the Consultant will conduct three workshops:

- Material Management Evaluation and Implementation Plan Workshop 1 (4 hours)
- Material Management Evaluation and Implementation Plan Workshop 2 (4 hours)
- Material Management Evaluation and Implementation Plan Workshop 3 (4 hours)

### Deliverables

- Draft Workflow Diagrams.
- Final Workflow Diagrams.
- Draft Implementation Roadmap for material management.
- Final Implementation Roadmap for material management.

### NPU Responsibilities

- Participation in the workshop.
- Participation in providing information on business processes around warehouse and material management.
- Final review and approval, and communication of the workflow diagrams and implementation roadmap.
- Estimated level of resource commitment: 60 hours

### G. Technical Support

As Lucity and GIS continue to be central components to NPU's business processes and developing asset management program, there will be enhancements, configuration changes, system maintenance, and other efforts that need to be facilitated that are not identified as needs at the drafting of this task order. When a need arises and is communicated between NPU and Consultant, a brief statement and hours estimate will be provided for approval. Once approved,

the task will be completed with a summary of work performed and results will be provided to the NPU's Project Manager. Example tasks include, but are not limited to:

- Report and Dashboard Creation
- Ongoing End-User and Administrative Assistance
- Additional Software Configuration and Customization
- Enterprise GIS Support
- Technical Support for Lucity and GIS Application Updates/Upgrades as New Versions Become Available
- Additional Training Sessions
- Asset Hierarchy Refinement
- Asset Management Data Standards
- Asset Inventory Collection Planning and Support

Ongoing support efforts will be initiated by the NPU's Project Manager and Consultant will develop an hour and/or budget estimate for each request. Work will not commence on any requests without NPU's Project Manager's approval of hour/budget estimate. Consultant will make available senior Lucity, GIS, and Asset Management subject matter experts as-needed for support until the defined budget is consumed.

#### Deliverables

- Technical support as defined by NPU.

#### NPU Responsibilities

- Identification of technical support needs.
- Approval of hour/budget estimate.
- Participation of senior Lucity, GIS, and Asset Management subject matter experts.
- Estimated level of resource commitment: 80 hours

### **TASK 4: ASSET INVENTORY SUPPORT**

#### A. Data Evaluation and Field Inventory Support

Consultant will perform an assessment of NPU's vertical asset registry (treatment plants) for completeness, accuracy, and relevancy. A report will be developed detailing key data points such as manufacturer, model, serial number, installation date, EUL, RUL, Risk, and others to help NPU define the usefulness of their asset registry.

Consultant will provide two (2) staff members to assist with inventorying and documenting assets at the treatment facilities, for up to one (1) week. Data will be captured directly in Lucity, or in a 3<sup>rd</sup> party application, such as Esri FieldMaps, in a manner that is simple to import into NPU's Lucity environment and hierarchy.

#### Deliverables

- Vertical Asset Registry Assessment
- Two (2) staff members on-site to support and perform asset inventorying efforts
- Asset transfer into Lucity (if not captured directly into Lucity)

#### NPU Responsibilities

- Final review and approval, and communication of the asset registry assessment
- Assist Consultant inventory field efforts while on-site
- Estimated level of resource commitment: 80 hours

## **TASK 5: CHANGE MANAGEMENT**

### **A. Change Management Support**

Consultant will continue to support NPU to implement the change management activities identified in the Change Management Plan in Phase 1. The Consultant will also facilitate a workshop to refresh the Change Management Assessment completed in Phase 1 to ensure alignment with Phase 2 activities.

In addition to the above activities, the Consultant will conduct periodic surveys to measure effectiveness of change. This will help with monitoring and revising of the change management plan as necessary.

An allowance of 130 hours has been included in the budget for consultant support.

To complete this task, the Consultant will conduct one meeting:

- Change Management Assessment Refresh Workshop (4 hours)

### Deliverables

- Change Management Assessment refresh.
- Periodic surveys to measure effectiveness of change.
- Based on NPU requirements, provide up to 100 hours of change management and communications support, periodic check ins, review calls as needed.

### NPU Responsibilities

- Participation of NPU AM team and key internal stakeholders to support change management.
- Estimated level of resource commitment: 40 hours

## **DELIVERABLES**

The Consultant shall prepare and submit to NPU, including electronic format when applicable, the following deliverables:

<b>Task</b>	<b>Activity</b>	<b>Deliverables</b>
<b>1.A</b>	Project Management and Administration	<ul style="list-style-type: none"> <li>• Monthly Invoices</li> <li>• Monthly Status Reports</li> <li>• Project Schedule</li> </ul>
<b>1.B</b>	Kickoff Meeting	<ul style="list-style-type: none"> <li>• Meeting Minutes including presentation slides</li> </ul>
<b>2.A</b>	Roadmap Update	<ul style="list-style-type: none"> <li>• Updated roadmap</li> </ul>
<b>3.A</b>	Develop Lucy Training Program	<ul style="list-style-type: none"> <li>• Draft training program framework</li> <li>• Final training program framework</li> </ul>
<b>3.B</b>	Technical and Functional Improvements	<ul style="list-style-type: none"> <li>• Guidance on revamping the Lucy environment to meet the needs of each stakeholder group</li> </ul>
<b>3.C</b>	Integration Evaluation and Implementation Support	<ul style="list-style-type: none"> <li>• Draft System Integration Requirements</li> <li>• Final System Integration Requirements</li> <li>• Draft Standard SOPs for Integrations</li> <li>• Final Standard SOPs for Integrations</li> <li>• Updated integration in the test and production environment to provide current customer information in Lucy</li> </ul>
<b>3.D</b>	Material Management Evaluation and Implementation Planning	<ul style="list-style-type: none"> <li>• Draft Workflow Diagrams</li> <li>• Final Workflow Diagrams</li> <li>• Draft Implementation Roadmap for material management</li> <li>• Final Implementation Roadmap for material management</li> </ul>
<b>3.E</b>	Asset Lifecycle Management Support	<ul style="list-style-type: none"> <li>• Draft Asset Lifecycle SOP</li> <li>• Final Asset Lifecycle SOP</li> <li>• Support and guidance to implement changes to business processes</li> <li>• Support and guidance to assist with user adoption</li> </ul>
<b>3.F</b>	Data Standards and Editing Process Improvements	<ul style="list-style-type: none"> <li>• Guidance to assist with user adoption</li> <li>• Guidance for maintaining/editing asset data in both GIS and Lucy</li> <li>• Draft/Final workflows to assist with user adoption</li> </ul>

		<ul style="list-style-type: none"> <li>• Draft/Final workflows for maintaining/editing asset data in both GIS and Lucity</li> </ul>
<b>3.G</b>	Technical Support	<ul style="list-style-type: none"> <li>• Technical support as defined by NP</li> </ul>
<b>4.A</b>	Resource Planning and Development	<ul style="list-style-type: none"> <li>• Draft Resource Planning and Development Document</li> <li>• Final Resource Planning and Development Document</li> </ul>
<b>5.A</b>	Change Management Support	<ul style="list-style-type: none"> <li>• Change Management Assessment refresh</li> <li>• Periodic surveys to measure effectiveness of change</li> <li>• Based on NPU requirements, provide up to 100 hours of change management and communications support, periodic check ins, review calls as needed</li> </ul>

## **MEETINGS**

A summary of the proposed meetings, teleconferences and workshops is listed in the table below. Agenda and meeting minutes will be provided for each workshop and project meeting.

<b>Task</b>	<b>Meeting / Teleconference / Workshop</b>	<b>Duration</b>
<b>1.B</b>	Kickoff Meeting	2-hours (hybrid)
<b>3.C</b>	Integration Evaluation and Implementation Support Workshop	4-hours (in-person)
<b>3.D</b>	Material Management Evaluation and Implementation Plan Workshop 1	4-hours (in-person)
<b>3.D</b>	Material Management Evaluation and Implementation Plan Workshop 2	4-hours (in-person)
<b>3.D</b>	Material Management Evaluation and Implementation Plan Workshop 3	4-hours (in-person)
<b>3.E</b>	Asset Lifecycle Management Support Workshop 1	4-hours (in-person)
<b>3.E</b>	Asset Lifecycle Management Support Workshop 2	4-hours (in-person)
<b>3.F</b>	Data Standards and Editing Process Improvements Workshop 1	4-hours (in-person)
<b>3.F</b>	Data Standards and Editing Process Improvements Workshop 2	4-hours (in-person)
<b>4.A</b>	Task Kickoff Meeting	1-hour (virtual)

<b>Task</b>	<b>Meeting / Teleconference / Workshop</b>	<b>Duration</b>
<b>4.A</b>	Resource Planning and Development Workshop	4-hours (in-person)
<b>5.A</b>	Change Management Assessment Refresh Workshop	4-hours (in-person)

## **NPU RESPONSIBILITIES**

NPU will provide the following information to the Consultant and / or perform the following services related to the Project:

- NPU will provide review comments within 2 weeks of deliverable submittals
- NPU will provide Consultant with relevant data as requested, including strategy documents, plans, procedures, reports, and sample outputs from information systems.
- Data for review will be provided in electronic format.
- NPU will make staff available for interviews and meetings as stated in the scope of services.

## EXHIBIT B – FEE SCHEDULE

For the Scope of Services described in this Work Assignment, CONSULTANT shall be compensated on a Lump Sum (LS) Basis. Compensation under this Agreement includes services defined in the scope and shall not exceed \$ 486,147

FEE SCHEDULE		
TASK	LUMP SUM SERVICES	FEE APPORTIONMENT
1	Project Management and Administration	\$60,290
2	Strategy and Program Development Support	\$10,920
3	Asset Data and Information	\$320,230
4	Organization and People	\$43,872
5	Risk and Review	\$50,835
<b>TOTAL FEE</b>		<b>\$486,147</b>

**Exhibit B - Fee Schedule**

	Project Director	Project Manager	Sr Technical Specialist	Sr. Technical Specialist	Senior Technical Specialist	Technical Expert	Engineering Manager	Senior Engineer I	Senior Technical Expert	Senior Technical Expert	Project Engineer I	Project Controls	Project Accountant	Administrative Assistant	Total Hours	Total Labor
Hourly Rate:	290	227	252	252	252	277	214	205	290	290	167	132	101	110		
<b>Task 1 - Project Management and Administration</b>	28	54	3	0	30	0	0	69	17	3	0	38	38	26	306	\$ 60,290
<b>A. Project Management and Coordination</b>	18	38						28				38	38	26	186	\$ 31,300
<b>B. Kickoff Meeting</b>	3	3	3		3			5	3	3					23	\$ 5,828
<b>C. Coordination Meetings</b>	7	13			27			36	14						97	\$ 23,162
<b>Task 2: Strategy and Program Development Support</b>	0	0	0	0	0	0	0	29	5	0	21	0	0	0	55	\$ 10,920
<b>A. Roadmap Update</b>								29	5		21				55	\$ 10,920
<b>Task 3: Asset Data and Information Systems</b>	0	0	47	529	294	167	189	70	0	0	0	0	0	0	1296	\$ 320,230
<b>A. Technical and Functional Improvements</b>			47	170	87			13							317	\$ 79,208
<b>B. Asset Lifecycle Management Support</b>				104	24			10							138	\$ 34,306
<b>C. Data Standards and Editing Process Improvements</b>					45		105	11							161	\$ 36,065
<b>D. Develop Lucity Training Program</b>					44		84	10							138	\$ 31,114
<b>E. Integration Evaluation and Implementation Support</b>				167	47			13							227	\$ 56,593
<b>F. Material Management Evaluation and Implementation Planning</b>					47	167		13							227	\$ 60,768
<b>G. Technical Support</b>				88											88	\$ 22,176
<b>Task 4: Asset Inventory Support</b>	0	0	0	0	56	0	0	80	0	0	80	0	0	0	216	\$ 43,872
<b>A. Data Evaluation and Inventory Support</b>					56			80			80				216	\$ 43,872
<b>Task 5: Change Management</b>	0	0	0	0	0	0	0	24	0	158	0	0	0	0	182	\$ 50,835
<b>A. Change Management Support</b>								24		158					182	\$ 50,835
<b>TOTAL HOURS</b>	28	54	50	529	380	167	189	272	22	161	101	38	38	26	2,055	
<b>TOTAL COST</b>	\$8,120.00	\$12,258.00	\$12,600.00	\$133,243.00	\$95,760.00	\$46,259.00	\$40,446.00	\$55,715.00	\$6,380.00	\$46,785.00	\$16,867.00	\$5,016.00	\$3,838.00	\$2,860.00	2,055	486,147



## **EXHIBIT C – PROJECT SCHEDULE**

The project is scheduled for a 1 year duration. See attached Gantt chart for the further breakdown.

## ATTACHMENT B – FEE SCHEDULE

### HOURLY BILLING RATE SCHEDULE

Project Position or Classification (Function to be Performed)	Hourly Billing Rate	Position or Classification Description
Staff Engineer I	\$110	Entry-level Engineer
Staff Engineer II	\$129	Engineer able to complete more complex tasks
Staff Engineer III	\$148	Engineer able to lead designs and studies
Project Engineer I	\$167	Professional Engineer able to lead projects
Project Engineer II	\$186	Professional Engineer able to be a design leader
Senior Engineer I	\$205	Engineering discipline leads & able to provide QA/QC
Senior Engineer II	\$224	Senior Engineering discipline leads & able to provide QA/QC
Engineering Manager	\$214	Engineer able to lead engineering teams & provide QA/QC
Senior Engineering Manager	\$239	Senior Engineer able to lead engineering teams & provide QA/QC
Architect I	\$176	Registered Professional Architect
Architect II	\$202	Registered Professional Architect able to lead designs
Senior Architect	\$227	Senior Registered Professional Architect & able to provide QA/QC
Hydrogeologist I	\$145	Professional Geologist able to provide hydrogeology services
Hydrogeologist II	\$202	Professional Geologist able to provide hydrogeology & lead projects
Senior Hydrogeologist	\$284	Senior Professional Geologist & Supervisor able to provide QA/QC
Cost Estimator/Scheduler I	\$189	Construction Cost Estimator or Project Scheduler
Cost Estimator/Scheduler II	\$233	Construction Cost Estimator or Project Scheduler able to lead teams
Senior Cost Estimator/Scheduler	\$277	Senior Construction Cost Estimator or Project Scheduler
Operations Lead	\$129	Water & Wastewater Operations Lead
Operations Specialist	\$167	Water & Wastewater Operations Specialist
Senior Operations Specialist	\$243	Senior Water & Wastewater Operations Specialist
Resident Inspector I	\$158	On-site Resident Inspector
Resident Inspector II	\$189	On-site Resident Inspector able to lead project teams
Resident Inspector III	\$205	On-site Resident Inspector serving as a technical specialist
Senior Resident Inspector	\$221	Senior on-site Resident Inspector Supervisor
Construction Manager	\$230	Construction Manager able to manage a construction project
Technician/Graphics I	\$110	Entry-level CAD technician or graphics specialist
Technician/Graphics II	\$135	CAD technician serving as a technical specialist or graphics specialist
Senior Technician/Senior Graphics	\$161	Senior CAD technician or graphics specialist able to coordinate staff
Senior Designer	\$186	Senior CAD technician with design responsibilities
Clerical	\$85	Administrative staff able to provide general project administration
Administrative Assistant	\$110	Senior Administrative staff able to provide project administration
Contract Manager	\$189	Profession providing management & administration of a project contract
Project Controls	\$132	Professional providing cost & schedule tracking for a project
Project Accountant	\$101	Accountant providing accounting for a project
Project Manager	\$227	Project Manager providing overall management of a project
Senior Project Manager	\$258	Senior Project Manager providing overall management of a project
Project Director	\$290	Project Director providing management of a client or geographical area
Technical Specialist	\$227	Engineering or Technical Specialist in a certain discipline
Senior Technical Specialist	\$252	Senior Engineering or Technical Specialist in a certain discipline
Technical Expert	\$277	Engineering or Technical Expert in a certain discipline
Senior Technical Expert	\$290	Senior Engineering or Technical Expert in a certain discipline

**City of North Port Finance Department/Purchasing Division  
Administrative Approval**

**1. DEPARTMENT MAKING REQUEST/NAME/EXTENSION:**

Utilities/Mike Acosta/8013

**2. DATE:**

September 10, 2023

**3. REQUESTED MOTION/ACTION:**

Recommend the City Manager to approve the first, one (1) year renewal of RFP No. 2020-58 Professional Engineering Services-Continuing Services Contract for the City of North Port Utilities Department effective September 13, 2023 through September 13, 2024 at the attached hourly rates.

(This section to be completed by the requesting Department)

**4. IS THIS ITEM BUDGETED (IF APPLICABLE):** YES  NO  **IF NO, STATE ACTION REQUIRED**

BUDGET DETAIL (LIST EACH PROJECT, ACCOUNT AND AMOUNT): Various accounts based on project.

FINANCIAL IMPACT SUMMARY STATEMENT (EXCEL FILE):

DETAILED ANALYSIS ATTACHED (SUPPORTING DOCUMENTS): YES  NO

**5. BACKGROUND: (WHY THE ACTION IS NECESSARY, AND WHAT ACTION WILL BE ACCOMPLISHED)**

On September 13, 2020 the City Commission approved the multi-award of RFP No. 2020-58 for Professional Engineering Services-Continuing Services Contract for the City of North Port for contracts 2020-58-01, 2020-58-02, 2020-58-03, 2020-58-04, 2020-58-05, 2020-58-06, 2020-58-07, 2020-58-08, 2020-58-09, 2020-58-10, 2020-58-11, 2020-58-12, 2020-58-13, 2020-58-14 between Ardaman & Associates, Inc., Ardurra Group, Inc., Arehna Engineering, Inc., Black & Veach Corp, CDM Smith, Inc., Giffels & Webster Engineers, Inc., Hanson Professional Services, Inc., Infrastructure Solutions Services, Jones Edmunds & Associates Inc, Kimley-Horn & Associates, CHA Consulting, Inc, Stantec Consulting Services, Inc, Tierra, Inc, and Universal Engineering Sciences, LLC.,

The RFP contains a renewal option for up to two (2) additional one (1) year terms at the same terms and conditions. Commission authorized the City Manager to approve renewals.

Original Term: 10/13/2020 to 10/13/2023

First Renewal Term: 10/13/2023 to 10/13/2024

Second and Final Renewal Term: 10/13/2024 to 10/13/2025

Consultants held their prices except for the following vendors: Giffels & Webster Engineers, Inc., Jones Edmunds & Associates Inc, Arehna Engineering, Inc., Kimley-Horn & Associates, Stantec Consulting Services, Inc, CHA Consulting, Inc.

Approval of contract renewal contingent upon FY2024 budget approval.

Recommend the City Manager to approve the first, one(1) year renewal of RFP No. 2020-58 for Professional Engineering Services-Continuing Services Contract for the City of North Port Utilities at the attached hourly rates.

**6. RECOMMENDED APPROVAL AND DATE**

DEPARTMENT DIRECTOR	BUDGET ADMINISTRATOR	PURCHASING	FINANCE DIRECTOR	ASST. CITY MANAGER	CITY MANAGER
Nancy Gallinaro <small>Digitally signed by Nancy Gallinaro Date: 2023.10.18 09:17:47 -04'00'</small>	Lisa Herrmann <small>Digitally signed by Lisa Herrmann Date: 2023.10.18 14:36:53 -04'00'</small>	Ginny Duhn <small>Digitally signed by Ginny Duhn Date: 2023.10.18 17:00:17 -04'00'</small>	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date:	Date:

Project	Account	Amount
U18UAB	420-6060-536.63-00	\$171,250
U23WHR	420-6061-533.63-00	\$200,000
U23PCB	420-6062-535.62-00	\$60,110
U23CFM	420-6062-535.63-00	\$200,000
ELECTRICAL STUDY	420-6061-533.31-05	\$180,000
U24WMP	420-6061-533.31-05	200,000
REUSE WELL STUDY	420-6062-535.31-05	\$100,000
SWWRF PERMIT RENEWAL	420-6062-535.31-05	\$150,000
WASTEWATER MASTER PLAN	420-6062-535.31-05	\$500,000

	Oct-20		Oct-21		Oct-22	Oct 23 (Assumed)	Calculated 10/1/2023		Requested 2023- 2024 Contract Rate	delta from oct 23
Clerical-Technical Services	\$ 60.00	10.74%	\$ 66.44	1.94%	\$ 67.73	1%	\$ 68.41		\$ 68.00	\$ (0.41)
Data Collection Assistant	\$ 65.00	10.74%	\$ 71.98	1.94%	\$ 73.38	1%	\$ 74.11		\$ 75.00	\$ 0.89
Construction Inspector	\$ 75.00	10.74%	\$ 83.05	1.94%	\$ 84.67	1%	\$ 85.51		\$ 85.50	\$ (0.01)
Engineer Technician/Designer	\$ 95.00	10.74%	\$ 105.20	1.94%	\$ 107.24	1%	\$ 108.32		\$ 108.00	\$ (0.32)
Senior Designer/Senior Engineering Technician	\$ 100.00	10.74%	\$ 110.74	1.94%	\$ 112.89	1%	\$ 114.02		\$ 114.00	\$ (0.02)
Design Engineer	\$ 125.00	10.74%	\$ 138.42	1.94%	\$ 141.11	1%	\$ 142.52		\$ 142.50	\$ (0.02)
Certified Building Inspector/Senior Designer	\$ 125.00	10.74%	\$ 138.42	1.94%	\$ 141.11	1%	\$ 142.52		\$ 142.50	\$ (0.02)
Construction Administrator	\$ 125.00	10.74%	\$ 138.42	1.94%	\$ 141.11	1%	\$ 142.52		\$ 142.50	\$ (0.02)
Project Manager/Senior Engineer, P.E	\$ 160.00	10.74%	\$ 177.18	1.94%	\$ 180.62	1%	\$ 182.43		\$ 182.00	\$ (0.43)
Principal Engineer P.E	\$ 180.00	10.74%	\$ 199.33	1.94%	\$ 203.20	1%	\$ 205.23		\$ 205.00	\$ (0.23)

US Bureau Of labor Statistics  
Sarasota North Port index

[https://data.bls.gov/timeseries/SMU1235840600000001?amp%253bdata\\_tool=XGtable&output\\_view=data&include\\_graphs=true](https://data.bls.gov/timeseries/SMU1235840600000001?amp%253bdata_tool=XGtable&output_view=data&include_graphs=true)

	index	percent	
Oct-20	41.9		
Oct-21	46.4	10.74%	1.107398568
Oct-22	47.3	1.94%	1.019396552
Oct-23	not printed		

July 14, 2023

Geoff Thomas  
**City of North Port**  
 4970 City Hall Boulevard  
 North Port, FL 34286

### Schedule of Rates

Contract No: **2020-58**  
 Project Title: **Professional Engineering Services Contracts for City of North Port Utilities Department – Geotechnical Services**  
 Consultant: **AREHNA Engineering, Inc.**

The following rates are AREHNA's proposed staff rates for the above referenced contract.

STAFF CLASSIFICATION	DESCRIPTION	BILLING RATE (\$/HR)
<b>Project Manager</b>	Project management duties, coordination with the City on all task	\$194.25
<b>Senior Engineer</b>	Task management duties, senior oversight of all projects, geotechnical engineer of record	\$183.75
<b>Chief Engineer</b>	Oversight for all QA/QC processes	\$168.00
<b>Engineer</b>	Task management, engineering oversight, analysis and report preparation	\$131.25
<b>Project Coordinator</b>	Project and utility coordination, MOT coordination and permitting support	\$99.75
<b>Engineer Intern</b>	Field oversight and coordination, soil classification, report preparation	\$99.75
<b>Senior Designer</b>	Preparation of soil profiles and report of core borings and soil survey sheets	\$105.00
<b>Senior Engineering Technician</b>	Field testing and inspection, monitoring and coordination of drilling activities.	\$81.90
<b>Engineering Technician</b>	Field testing and reporting	\$52.50
<b>Secretary/Clerical</b>	Clerical and administrative support	\$57.75

We look forward to working with you on the contract. If you have any questions or require further information, please contact our office at 813-944-3464.

Sincerely,



Jessica McRory, PE  
 President

**Standard Items and Item Descriptions for Geotechnical and Materials firms**

Item #	Item Description	Unit	Unit Price
100	Aggregate Acid Insol Retained 200 Sieve FM 5-510	Test	\$ 124.24
101	Aggregate Carbonates & Organic Matter FM 5-514	Test	\$ 136.90
102	Aggregate Org. Impurities S& for Concrete AASHTO T21	Test	\$ 63.10
103	Aggregate Shell Content of Coarse Aggregate FM 5-555	Test	\$ 124.24
104	Aggregate Sieve Anlsys of Fine & Coarse AASHTO T27	Test	\$ 94.07
105	Aggregate Soundness AASHTO T104	Test	\$ 369.88
106	Aggregate Specific Gravity/Absorption Coarse AASHTO T85	Test	\$ 118.68
107	Aggregate Total Moisture Content by Drying AASHTO T255	Test	\$ 51.64
108	Aggregate Unit Mass & Voids AASHTO T19	Test	\$ 87.08
109	Aggregate Specific Gravity/Absorption Fine AASHTO T84	Test	\$ 173.25
200	Asphalt Bulk Specific Gravity FM 1-T166	Test	\$ 75.16
201	Asphalt Content FM 5-563	Test	\$ 163.38
203	Asphalt Gradation & Content FM 1-T030 & FM 5-563	Test	\$ 235.00
204	Asphalt Gradation FM 1-T030	Test	\$ 102.90
206	Asphalt Los Angeles (LA) Abrasion Coarse Agg FM 3-C535	Test	\$ 396.64
207	Asphalt Los Angeles (LA) Abrasion Small Agg FM 1-T096	Test	\$ 382.13
208	Asphalt Max Specific Gravity FM 1-T209	Test	\$ 173.10
209	Asphalt Pavement Coring - 4in dia with Base Depth Check	Each	\$ 259.37
210	Asphalt Pvmt. Coring - 4in dia without Base Depth Check	Each	\$ 212.50
211	Asphalt Pavement Coring - 6in dia with Base Depth Check	Each	\$ 260.00
212	Asphalt Pvmnt Coring - 6in dia without Base Depth Check	Each	\$ 210.00
300	Concrete Beam Flexural Testing ASTM C78	Test	\$ 65.10
301	Concrete Compressive Strength of Grout\Mortar ASTM C109	Test	\$ 37.80
302	Concrete Cylinder Curing, Capping & Breaking ASTM C39	Test	\$ 35.00
303	Concrete Drilled Cores & Sawed Beams ASTM C42	Test	\$ 75.00
304	Concrete Masonry Unit Sampling & Testing ASTM C140	Test	\$ 195.00
305	Concrete Pavement Coring - 4in Dia	Each	\$ 205.07
306	Concrete Pavement Coring - 6in Dia	Each	\$ 268.89
401	Geo Auger Borings-H& & Truck/Mud Bug	LF	\$ 12.34
404	Geo Backhoe (Rental without labor)	Task	\$ 760.64
406	Geo Barge (Rental without labor)	Task	\$ 6,000.00
407	Geo Chainsaw (Owned)	Day	\$ 149.80
408	Geo Concrete Pad & Cover for Monitoring Wells	Each	\$ 349.94
415	Geo Double Ring Infiltration ASTM D3385	Each	\$ 587.50
417	Geo Dozer (Rental without labor)	Task	\$ 1,081.03
418	Geo Drill Crew Support Vehicle	Day	\$ 233.94
427	Geo Extra SPT Samples-Truck/Mud Bug 0-50 Ft	Each	\$ 73.71
428	Geo Extra SPT Samples-Truck/Mud Bug 50-100 Ft	Each	\$ 76.40
429	Geo Extra SPT Samples-Truck/Mud Bug 100-150 Ft	Each	\$ 89.91
430	Geo Extra SPT Samples-Truck/Mud Bug 150-200 Ft	Each	\$ 115.00
431	Geo Extra SPT Samples-Truck/Mud Bug 200-250 Ft	Each	\$ 120.00
432	Geo Field Perm 0-10 Ft Open-End Borehole Method	Each	\$ 400.00


Item #	Item Description	Unit	Unit Price
433	Geo Field Perm 10-25Ft Open-End Borehole Method	Each	\$ 565.00
440	Geo Grout Boreholes- Truck/Mud Bug 0-50 Ft	LF	\$ 6.95
441	Geo Grout Boreholes- Truck/Mud Bug 50-100 Ft	LF	\$ 8.40
442	Geo Grout Boreholes- Truck/Mud Bug 100-150 Ft	LF	\$ 12.14
443	Geo Grout Boreholes- Truck/Mud Bug 150-200 Ft	LF	\$ 16.78
444	Geo Grout Boreholes- Truck/Mud Bug 200-250 Ft	LF	\$ 17.00
445	Geo Grouted Monitor Well 2in 0-50 Ft	LF	\$ 40.47
446	Geo H& Auger with DCP (0-50 ft) ASTM D1452	LF	\$ 26.21
447	Geo H& Auger with SCP (0-50 ft) ASTM D1453	LF	\$ 23.29
450	Geo Piezometer 2in 0-50 Ft	LF	\$ 60.14
462	Geo Rock Coring Truck/Mud Bug 0-50 Ft 4in ID & over	LF	\$ 60.57
463	GeoRocCoring Truck/MudBug 0-50 Ft less than 4in ID	LF	\$ 51.25
464	Geo Rock Coring Truck/Mud Bug 50-100 Ft 4in ID over	LF	\$ 72.73
465	GeoRocCoring Truck/MudBug 50-100 Ft less than 4in ID	LF	\$ 69.94
466	GeoRocCoring Truck/MudBug 100-150 Ft 4in ID & over	LF	\$ 81.41
467	GeoRocCoring Truck/MudBug 100-150 Ft less than 4in ID	LF	\$ 81.50
468	GeoRocCoring Truck/MudBug 150-200 Ft 4in ID & over	LF	\$ 97.07
469	GeoRocCoring Truck/MudBug 150-200 Ft less than 4in ID	LF	\$ 102.17
470	GeoRocCoring Truck/MudBug 200-250 Ft 4in ID & over	LF	\$ 124.55
471	GeoRocCoring Truck/MudBug 200-250 Ft less than 4in ID	LF	\$ 105.00
472	Geo Saximeter Testing	Hour	\$ 153.34
478	Geo SPT Truck/Mud Bug 0-50 Ft	LF	\$ 16.97
479	Geo SPT Truck/Mud Bug 50-100 Ft	LF	\$ 20.65
480	Geo SPT Truck/Mud Bug 100-150 Ft	LF	\$ 33.50
481	Geo SPT Truck/Mud Bug 150-200 Ft	LF	\$ 44.62
482	Geo SPT Truck/Mud Bug 200-250 Ft	LF	\$ 54.80
488	Geo Temp Casing 3in Truck/Mud Bug 0-50 Ft	LF	\$ 11.59
489	Geo Temp Casing 3in Truck/Mud Bug 50-100 Ft	LF	\$ 15.10
490	Geo Temp Casing 3in Truck/Mud Bug 100-150 Ft	LF	\$ 18.37
491	Geo Temp Casing 3in Truck/Mud Bug 150-200 Ft	LF	\$ 23.10
492	Geo Temp Casing 3in Truck/Mud Bug 200-250 Ft	LF	\$ 24.25
498	Geo Temp Casing 4in Truck/Mud Bug 0-50 Ft	LF	\$ 12.89
499	Geo Temp Casing 4in Truck/Mud Bug 50-100 Ft	LF	\$ 16.06
500	Geo Temp Casing 4in Truck/Mud Bug 100-150 Ft	LF	\$ 19.16
501	Geo Temp Casing 4in Truck/Mud Bug 150-200 Ft	LF	\$ 20.79
508	Geo Temp Casing 6in Truck/Mud Bug 0-50 Ft	LF	\$ 18.73
509	Geo Temp Casing 6in Truck/Mud Bug 50-100 Ft	LF	\$ 21.98
510	Geo Temp Casing 6in Truck/Mud Bug 100-150 Ft	LF	\$ 26.68
511	Geo Temp Casing 6in Truck/Mud Bug 150-200 Ft	LF	\$ 27.58
514	Geo Truck/Mud Bug Mobil (30 miles straightline distance)	Each	\$ 625.00
519	Geo Undisturbed Samples Truck/Mud Bug 0-50 Ft	Each	\$ 202.36
520	Geo Undisturbed Samples Truck/Mud Bug 50-100 Ft	Each	\$ 242.66
521	Geo Undisturbed Samples Truck/Mud Bug 100-150 Ft	Each	\$ 315.00
522	Geo Undisturbed Samples Truck/Mud Bug 150-200 Ft	Each	\$ 325.00
525	Geo Well Development	Hour	\$ 247.74



Item #	Item Description	Unit	Unit Price
531	Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	\$ 260.27
532	Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	\$ 316.82
538	Geo Clearing Equipment	Day	\$ 2,100.00
539	Geo Wash Boring, 0-50 Ft	LF	\$ 12.50
540	Geo Wash Boring, 50-100 Ft	LF	\$ 14.50
541	Geo Wash Boring, 100-150 Ft	LF	\$ 22.00
542	Geo Wash Boring, 150-200 Ft	LF	\$ 23.00
543	Geo Wash Boring, 200-250 Ft	LF	\$ 24.13
602	Mobilization - Vibration Monitoring Equipment	Each	\$ 377.50
603	Mobilization Asphalt Coring Equipment	Each	\$ 399.00
606	Mobilization Concrete Coring	Each	\$ 399.00
612	Mobilization Drill Rig Truck Mount	Each	\$ 552.24
700	MOT Arrow Board	Each	\$ 96.56
701	MOT Attenuator Truck	Hour	\$ 251.12
702	MOT Channelizing Devices - Type I, II, VP, Drum (each)	Each	\$ 4.50
703	MOT Light Tower	Each	\$ 235.00
704	MOT Portable Changeable Message Sign (PCMS)	Each	\$ 225.00
705	MOT Portable Lighting	Each	\$ 126.34
706	MOT Portable Sign	Each	\$ 53.57
707	MOT Post Mounted Sign	Each	\$ 30.52
708	MOT Provide Channelizing Devices - Cone	Each	\$ 6.00
710	MOT Shadow Vhcle w/ Adv. Warning Arrow & Attenuator	Hour	\$ 269.25
711	MOT Shadow Vhcle w/ Advanced Warning Arrow Board (AWA)	Hour	\$ 135.89
712	MOT Support Vehicle	Hour	\$ 144.84
800	Soils Chloride Soil or Water FM 5-552	Test	\$ 96.31
801	Soils Consol-Addtl Incrmnts AASHTO T216 (13 to 24 Loads)	Each	\$ 129.15
802	Soils Consol-Addtl Incrmnts AASHTO T216 (up to 12 Loads)	Each	\$ 665.16
803	Soils Consolidation - Constant Strain ASTM D4186	Test	\$ 603.36
804	Soils Consol-Extend Load Incrmnts AASHTO T216	Day	\$ 182.95
805	Soils Corrosion Series FM 5-550 through 5-553	Test	\$ 284.44
806	Soils Direct Shear Consolid Drained/ Point FM 3-D3080	Test	\$ 436.82
808	Soils Flexible Wall Permeability ASTM D5084	Test	\$ 497.08
809	Soils Hydrometer Only AASHTO T88	Test	\$ 157.17
810	Soils Limerock Bearing Ratio (LBR) FM 5-515	Test	\$ 437.00
811	Soils Liquid Limit AASHTO T89	Test	\$ 68.78
812	Soils Materials Finer than 200 Sieve FM 1-T011	Test	\$ 52.50
817	Soils Moisture Content Laboratory AASHTO T265	Test	\$ 18.86
818	Soils Moisture Content Microwave AASHTO D4643	Test	\$ 23.01
819	Soils Organic Content Ignition FM 1 T-267	Test	\$ 50.87
821	Soils Particle Size Anlys AASHTO T88 (Incl. Hydrometer)	Test	\$ 200.00
822	Soils Particle Size Anlys AASHTO T88 (No Hydrometer)	Test	\$ 77.50
823	Soils Permeability Constant Head AASHTO T215	Test	\$ 395.00
824	Soils Permeability Falling Head FM 5-513	Test	\$ 359.41
825	Soils pH Soil or Water FM 5-550	Test	\$ 49.72
826	Soils Plastic Limit & Plasticity Index AASHTO T90	Test	\$ 76.12

Item #	Item Description	Unit	Unit Price
827	Soils Proctor Modified FM 1-T180	Test	\$ 165.00
828	Soils Proctor Standard AASHTO T99	Test	\$ 165.00
829	Soils Resistivity Soil or Water FM 5-551	Test	\$ 70.00
830	Soils Shrinkage Factor AASHTO T92	Test	\$ 104.50
831	Soils Specific Gravity AASHTO T100	Test	\$ 91.22
832	Soils Split Tensile Strgth of Rock Cores ASTM D3967	Test	\$ 160.05
833	Soils Sulfate Soil or Water FM 5-553	Test	\$ 73.50
834	Soils Swell Potential ASTM D4546	Test	\$ 183.75
835	Soils Triaxl Consl-Drain (CD) Per Point\Cell ASTM D7181	Test	\$ 620.81
836	Soils Tri Cnsl-Undrn (CU) Pt\Cell AASHTO T297/ASTM D4767	Test	\$ 620.00
837	Soil Tri Uncl-Undrn (UU) Pt\Cell AASHTO T296/ASTM D2850	Test	\$ 495.00
838	Soils Unconfined Compression - Rock ASTM D7012, Method C	Test	\$ 163.52

The pricing listed is our standard fee schedule and is the pricing used for all projects.

  
 Jessica McRory, PE  
 President  
 AREHNA Engineering, Inc.

**ATTACHMENT B - FEE SCHEDULE  
CHA CONSULTING, INC.  
HOURLY RATE SCHEDULE  
CITY OF NORTH PORT CONTINUING SERVICE CONTRACT  
#2020-58-11**

<b>Labor Category</b>	<b>Bill Rate (2020)</b>	<b>Bill Rate (2023)</b>	<b>Percentage Increase</b>
Senior Project Manager	\$225	\$265	17.8%
Project Manager	\$190	\$220	15.8%
Senior Project Engineer III	\$200	\$235	17.5%
Senior Project Engineer II	\$180	\$190	5.6%
Senior Project Engineer I	\$160	\$165	3.1%
Project Engineer III	\$135	\$140	3.7%
Project Engineer II	\$120	\$125	4.2%
Project Engineer I	\$105	\$115	9.5%
Principal	\$280	\$325	16.1%
Client Services Manager	\$245	\$280	14.3%
Quality Control Officer	\$260	\$280	7.7%
CADD Manager	\$130	\$145	11.5%
CADD Operator	\$90	\$105	16.7%
Technician II	\$60	\$70	16.7%
Technician I	\$55	\$60	9.1%
Engineering Intern	\$50	\$55	10.0%
Administrator II	\$90	\$105	16.7%
Administrator I	\$50	\$55	10.0%

**ATTACHMENT B - FEE SCHEDULE**

**HOURLY BILLING RATE SCHEDULE**

**CITY OF NORTH PORT PROPOSED ANNUAL RATES  
 October 12, 2023 - October 12, 2024**

<b>Labor Category</b>	<b>Hourly Rate</b>
Project Officer	\$ 285
Senior Project Manager	\$ 257
Project Manager	\$ 201
Chief Engineer or Scientist	\$ 257
Senior Engineer	\$ 246
Senior Scientist	\$ 184
Project Engineer	\$ 195
Project Scientist	\$ 173
Engineer or Scientist	\$ 151
Engineer Intern (PhD)	\$ 140
Engineer Intern or Associate Scientist	\$ 117
Designer	\$ 140
Senior CADD Designer	\$ 134
CADD Designer	\$ 128
Senior CADD Technician	\$ 106
CADD Technician	\$ 95
Systems Analyst	\$ 195
Senior GIS Analyst or Senior GIS Programmer	\$ 151
GIS Analyst or Programmer	\$ 117
Senior GIS Technician	\$ 95
GIS Technician	\$ 84
Senior Database Administrator	\$ 195
Database Administrator	\$ 162
Environmental Data Analyst	\$ 106
Senior Field Technician Environmental	\$ 112
Field Technician Environmental	\$ 100
Senior Construction Administrator	\$ 184
Construction Administrator	\$ 162
Senior Field Representative Construction	\$ 123
Field Representative Construction	\$ 100
Construction Project Coordinator	\$ 89
Senior Administrative Assistant	\$ 100
Administrative Assistant	\$ 78
Senior Technical Editor	\$ 140

- 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.
- PPI change from October 2020 (175.6) to June 2023 (194.933, most recent available) is 11.6%



July 7, 2023

Gary Nadeau  
**Kimley-Horn and Associates, Inc**  
1777 Main Street, Suite 200  
Sarasota FL 34236  
Telephone: 941-379-7600  
E-mail: gary.nadeau@kimley-horn.com

**RE: Continuing Contract 2020-58-10 Professional Engineering Services Continuing Services contracts for City of North Port Utilities Department**

Mr. Nadeau:

**CONTRACT NO. 2020-58-10 Professional Engineering Services Continuing Services for City of North Port Utilities Department** expires October 13, 2023. By mutual agreement, this contract may be extended for an additional one (1) year term, through October 13, 2024, under the same terms and conditions with an option to adjust hourly rates upon first renewal based upon and substantiated by the Producer Price Index for Engineering Services in the North Port market area. If requesting an increase, please return the new hourly rates and the PPI documentation with this letter.

Fiscal Year Funding: It is understood that all Work Assignments under this contract are subject to fiscal year appropriation of funds by Commission.

Please respond below and e-mail this letter back to me at your earliest convenience, as I will need your signed approval to formalize the renewal, provided both parties agree.

If you have any questions regarding this, please do not hesitate to contact me.

Yours Truly,  
*Geoff Thomas*

Geoff Thomas,  
Contract Administrator I  
P: 941.429.7102  
F: 941.429.7173  
E-Mail: gthomas@northportfl.gov

APPROVED FOR FIRST RENEWAL THRU **October 13, 2024**

*GARY J. NADEAU*  
Print Name (Authorized to Bind Firm)

Date: 7/13/23

*Gary J. Nadeau*  
Sign Name (authorized to Bind)



Achieve Anything  
[www.cityofnorthport.com](http://www.cityofnorthport.com)

Purchasing: 941.429.7170, 4970 City Hall Boulevard, North Port, FL 34286

**ATTACHMENT B – FEE SCHEDULE**

**HOURLY BILLING RATE SCHEDULE**

Kimley-Horn and Associates, Inc.		
Title	Description	Rate
Analyst	Entry level w/engineering degree	\$140-210
Professional	Entry level Professional Engineer	\$195-\$245
Senior Professional I	Licensed Professional Engineer w/12+ years of post-registration experience	\$230-\$290
Senior Professional II	Professional Engineer w/20+ years of post-registration experience	\$280-\$315
Technical Support	Entry level technical support w/ HS degree or equivalent, non-registered, non-degreed	\$85-\$120
Senior Technical Support	10+ years of design experience, non-registered, non-degreed	\$130-\$200
Support Staff	Entry level support staff, non-registered, non-degreed	\$90-\$120

**END OF ATTACHMENT B**

## City of North Port Rates and Position Descriptions

### Stantec Consulting Services Inc.

Stantec Consulting Services Inc. Contract 2020-58 Renewal Billing Rate Table	
Staff Category	Rate
Principal	\$ 245.00
Senior Project Manager	\$ 210.00
Project Manager	\$ 200.00
Senior Engineer / Architect / Scientist	\$ 200.00
Project Engineer / Architect / Scientist	\$ 165.00
Staff Engineer / Architect / Scientist	\$ 150.00
Junior Engineer / Architect / Scientist	\$ 135.00
Senior CADD Designer	\$ 135.00
CADD Designer	\$ 129.00
CADD Technician	\$ 110.00
Senior Construction Manager	\$ 200.00
Construction Inspector	\$ 135.00
Professional Surveyor	\$ 200.00
One Person Survey Crew	\$ 140.00
Two Person Survey Crew	\$ 200.00
Admin. Assistant	\$ 110.00

**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.