

WORK ASSIGNMENT NO. 07
PURSUANT TO THE JULY 13, 2010 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND
ATKINS NORTH AMERICA, INC. (ATKINS)

WHEREAS, on July 13, 2010 the parties entered into an Agreement whereby the CONSULTANT would perform professional services for the OWNER pursuant to an executed Work Assignment; and

WHEREAS, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning the **Venetian Parkway Water and Sanitary Sewer Service Relocation** as more particularly described in the Scope of Services contained herein; and

WHEREAS, the CONSULTANT wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the July 13, 2010 Agreement and in this Work Assignment, the parties agree as follows:

- I. General description of the project. The water and sanitary sewer for certain residents of the East Gate Terrace community in the City of Venice are serviced from the back of the property. The OWNER intends to relocate the services, including water meters to the front of these properties facing the roadway.
- II. Scope of services to be performed. CONSULTANT shall perform the services described in the scope of services attached as Attachment "A".
- III. Compensation to be paid. OWNER shall pay the CONSULTANT a total amount not to exceed \$306,028, including permitting and owner's allowances, for performance of the professional services specified in this work assignment.
- IV. Time for completion. CONSULTANT shall complete the professional services specified in Tasks 2.1 through 2.6 of this work assignment within 320 calendar days from the date of this work assignment. Tasks 2.7 & 2.8 will be provided in coordination with the City of Venice's bidding and construction schedule. The time of completion for each task is subject to the full cooperation and responsiveness of the residents and property owners for the affected properties.
- V. Any special conditions. None

IN WITNESS WHEREOF, the parties have executed this work assignment on the ____ day of _____, 2014.

CONSULTANT

By: 

R. Christopher Sharek, P.E., BCEE, PMP
Project Director

CITY OF VENICE, FLORIDA

By: _____

Mayor

ATTEST:

City Clerk

Attachment "A" – Scope of Services
City of Venice – Venetian Parkway Water and Sanitary Sewer Service Relocation

1.0 Background

The OWNER has requested CONSULTANT to provide professional engineering services for improvements to replace the water and sanitary sewer services to certain residents in East Gate Terrace along Venetian Parkway, Barbara Drive, Roberts Street, Hope Street, Lillian Street, Elaine Street, and Karen Drive in the City of Venice, Florida. The project will serve approximately 166 properties.

Currently the water and sanitary sewer services for most of the properties are located on the rear side of the lot away from the road right-of-way (ROW).

The nature of the improvements generally will be as follows:

- Water system – Where existing water mains do not exist within the ROW in front of the properties, new mains will be designed within the road ROW. New water meters (provided by the OWNER) will be installed along the edge of the ROW on existing and new watermains and service lines will be installed from the new meter location to the house connection.
- Sewer system – Where existing gravity sewer does not exist in front of the property, new sanitary sewer collection lines within the ROW will be considered and, where possible, designed. New sewer services will be installed from the building connection directly to the existing or new sanitary sewer lines within the ROW.

2.0 Scope of Work

CONSULTANT shall provide the following professional services under each of the following tasks.

2.1 Survey

- 2.1.1 Research the public records for existing Rights-of-Way created by the subdivision plat, condominium plats or other public available maps of record related to the subject properties.
- 2.1.2 Prepare- by a *combination* of aerial and terrestrial field survey methods- an existing conditions base map (topographic survey) of the project area. The Topographic data will be obtained within the area as outlined on the attached aerial "Exhibit A". The data will include "at grade" attributes of visible utilities, edge of pavement, curbing and sidewalks. The Topographic data map will be prepared at 1"=20' display scale and sufficient spot elevations at tops, depressions, saddles and in other areas as needed to depict the topography of the ground. The following visible features will be included within the Survey limits: edge of pavement for all paved surfaces including curbs, curb cuts, parking lots, drives and shoulders, dirt roads and drives, trails, sidewalks, concrete pads, tanks, railroads, fences and walls, athletic fields, signs, utility poles, manholes, CATV and telephone boxes, storm drainage structures, water

valves, flagpoles, mail boxes, meters, fire hydrants and visible indications of other utility systems, shorelines, ditches, streams, outlines of apparent wetlands, bulkheads, piers, docks, bridges and other pertinent features. Terrestrial field survey will verify visible and accessible below grade attributes of storm water and sanitary sewer systems (if accessible and include inverts, pipe sizes and material), tree species and diameter (for all trees 4-inches and larger at breast height), jurisdictional wetland limits if any- (as identified on the ground by others) and other observed pertinent physical features. Obtain the ground level finish floor elevations of each of the structures.

2.1.3 Horizontal & Vertical control points will be set along the route at approximately six hundred foot (600') intervals. Horizontal data will be referenced to state plane coordinates- Florida West Zone, North American Datum 1983. Vertical datum will be referenced to National Geodetic Vertical Datum of 1929 (NGVD 1929).

2.1.4 Prepare a "right-of-way" layer within the AutoCAD base map. This layer will be based on the input of the existing rights-of-way of record and will be "best fit" to found property line and right-of-way monumentation located during the terrestrial survey fieldwork.

2.1.5 Prepare a project notification letter and mail (with return receipt request) to the existing owners of record. The owner information will be taken from the Sarasota County tax collector public data base and will be delivered via the United States Postal Service (USPS).

NOTE- There may be residents that are not the owners of record and may not receive the official notification letter.

2.1.6 Knock on all property doors and if no one is home, leave a door hanger on the front door briefly explaining the need for access.

2.2 Conceptual Design

2.2.1 Review existing as-built drawings provided by the OWNER and the Survey from Task 2.1

2.2.2 Identify up to three (3) alternative conceptual water distribution and sanitary sewer collection improvements to determine an efficient design to relocate the services for as many properties as practical. Only one of the alternatives will be selected for the design of the service connections.

2.2.3 Prepare a conceptual design plan for each alternative to include:

2.2.3.1 Approximate location for all proposed distribution and collection mains.

2.2.3.2 Identification of proposed properties served by the improvements.

2.2.3.3 Approximate location of any required easements.

2.2.3.4 Estimate of probable cost.

- 2.2.4** Meet with the OWNER to discuss any comments or questions to the proposed alternatives and to determine the approved alternative.

Deliverables:

- Five (5) conceptual design plans (hard copy 11"x17") and one (1) electronic copy for each alternative will be delivered to the OWNER for review.

2.3 Water & Sanitary Sewer Relocation Agreements

- 2.3.1** The CONSULTANT will contract the services of a Right-Of-Way Acquisition company to perform the following tasks:

- 2.3.1.1** Site review limits of project and individual properties with 60% plans.
- 2.3.1.2** Obtain City Meter Location list for East Gate Terrace properties and review list for streets / properties within project limits.
- 2.3.1.3** Review existing water service meter relocation Agreement and letter with City Staff. Coordinate finalization of Agreement(s) and letter to include Sewer services. Coordination will include revision to existing Agreement and letter and/or e-mails, telephone discussions, meeting with City Staff / City Attorney.
- 2.3.1.4** Prepare spreadsheet of owners based on 60% construction plans (Task 2.4.1) and Property Appraiser (PA) data; print PA info sheet for owner.
- 2.3.1.5** Verify ownership on Clerk of Court website – print deed or ownership conveyance document for each property.
- 2.3.1.6** Prepare file folder for each plan sheet with individual owner information.
- 2.3.1.7** Prepare letter and Agreement(s) for each owner.
- 2.3.1.8** Research phone number for owner, call owner, advise of project and offer method to receive Letter, Agreement(s) and plan sheet copy of their property: on site meeting, meeting at City Hall, e-mail or US Mail.
- 2.3.1.9** Respond to owner according to choice in 2.3.1.8; if by US Mail, include return envelope addressed to City Utilities, Warfield Ave address.
- 2.3.1.10** Attempt hand delivery of letters one time - to owners who do not have published phone number or correct phone number on record with City and if not at home, US Mail info with return envelope to City Utility office on Warfield Ave.
- 2.3.1.11** Respond to owner calls / e-mails; review properties at owner requests, coordinate with Engineer for onsite meetings as necessary.

- 2.3.1.12 Prepare e-mails with results of on-site meetings and telephone conversations with owners if applicable to plan sheet details and/or construction activity.
- 2.3.1.13 Follow-up with task 2.3.1.11 if necessary - with owner and by phone, e-mail or site visit.
- 2.3.1.14 Coordinate witnessing of Agreements with owner by referring to City Clerk's office staff. Witness Agreements only when specifically asked.
- 2.3.1.15 Review existing Thank you letter from previous projects with City Staff and finalize.
- 2.3.1.16 Prepare thank you letter for executed Agreements – approximately every 30 days – and coordinate delivery of letters and Agreements to City Manager and City Clerk for execution. Either mail or e-mail owner thank you letter with copy of Agreement.
- 2.3.1.17 Prepare list of fully executed original Agreements and deliver to the City Clerk– approximately every 30 days in conjunction with 2.3.1.12.
- 2.3.1.18 On-going update of Spreadsheet in numerous formats.
- 2.3.1.19 Follow-up with non-responsive owners.
- 2.3.1.20 Recommend delivery of certified “second” letter from City to Owners who are non-responsive – coordinate and finalize same.
- 2.3.1.21 Prepare binders of owner information - by plan sheet with spreadsheet for each plan sheet with owner information and copy of Executed Agreement(s), owner contact info, correspondence and property information.
- 2.3.1.22 Respond to Engineer / City / Plumber / Contractor / Owner questions after acquisition of Agreement phase is complete, prior to construction and during construction.
- 2.3.2 The budgeted fee for Task 2.3 is based on providing up to ½ hour of coordination per property with the Right-Of-Way Acquisition Company.

2.4 Design Plans & Specifications

- 2.4.1 Prepare 60% construction plans, which shall consist of a coversheet, general notes, and plan views (no profiles). Approximate locations for the relocated water and sewer services will be provided with the 60% submittal. Following the submittal of the construction plans, the CONSULTANT will attend a review meeting with the OWNER. The 60% construction plans will be provided to the Right-Of-Way Acquisition Company.
- 60% Deliverables:

- Three (3) sets of plans (hard copy) and one (1) electronic copy for the 60% construction plan sets will be delivered to the OWNER for review.
- One (1) electronic copy of an opinion of probable costs for the 60% design plans in PDF format will be delivered to the OWNER for review.

2.4.2 Prepare 90% construction plans. The 90% plans will incorporate comments from the 60% review by the OWNER. Following the submittal of the construction plans, the CONSULTANT will attend a review meeting with the OWNER.

2.4.3 Preliminary technical specifications (Division 1 through Division 16) will be prepared by the Engineer of Record.

90% Deliverables:

- Three (3) sets of plans and technical specifications (hard copy) and one (1) electronic copy for the 90% construction plan sets and technical specifications will be delivered to the OWNER for review.
- One (1) electronic copy of each permit application in PDF format will be delivered to the OWNER for review.

2.4.4 Prepare a final set of construction plans and specifications. The final design plans and specifications will incorporate comments received from the 90% review by the OWNER.

2.4.5 Final construction plans shall consist of a cover sheet, general notes, key map, overall water plan, overall sanitary sewer plan, site plan sheets at a scale adequate to show service connection for each individual property, and detail sheet(s).

2.4.6 Final Technical Specifications (Division 1 through Division 16) will be prepared by the Engineer of Record and submitted with the final construction plans. The final specifications will incorporate comments received from the 90% review by the OWNER.

2.4.7 Final bid specifications will be provided to the City in a single PDF document to be assembled with the standard City front end documents and forms as provided by the OWNER.

Final Design Plans & Specification Deliverables:

- Five (5) sets of plans, one (1) set of technical specifications (hard copy), one (1) electronic copy for the final construction plan set in PDF format, and one (1) electronic copy of the bid form in Microsoft Excel format will be delivered to the City.
- One (1) electronic copy of the final opinion of probable costs in PDF format will be delivered to the OWNER for review.

2.5 Engineer's Opinion of Probable Cost

- 2.5.1** Prepare an opinion of probable costs for the construction required to complete the proposed improvements included in the 60% design plans
- 2.5.2** Prepare a final opinion of probable costs for the construction required to complete the proposed improvement included in the final construction plans.

2.6 Permitting

- 2.6.1** Prepare, process, and provide the wastewater construction permit (FDEP Form 62-604.300.8(a), required by the Florida Department of Environmental Protection (FDEP) for the gravity collection and force main wastewater improvements within the project corridor. This document will be submitted to the City for signature and CONSULTANT will submit the permit application package to FDEP.
- 2.6.2** Prepare, process, and provide the water construction permit (FDEP Form 62-900(7), required by the Florida Department of Health (FDOH) for the potable water improvements within the project corridor. This document will be submitted to the City for signature and CONSULTANT will submit the permit application package to FDOH.
- 2.6.3** Respond to comments and questions from FDEP and FDOH that pertain to the project's proposed improvements.
- 2.6.4** CONSULTANT cannot guarantee permit issuance from the above regulatory authorities. However, thorough and complete applications will be prepared for submittal. CONSULTANT will respond to reasonable requests for additional information (RAIs) from each of the agencies.
- 2.6.5** CONSULTANT has estimated the permit fees as outlined below and we have included a permit fee allowance in this work assignment in the sum of this amount. Remaining funds from this permit allowance will be returned to the City. These costs will be paid for by the CONSULTANT directly to each permitting agency as part of each permit application package.
 - FDEP Permit Fee: \$ 650
 - FDOH Permit Fee: \$ 900
 - **Total Permit Allowance: \$ 1,550**

2.7 Bidding Services

- 2.7.1** Prepare the bid form. The bid form will be a part of the contract documents and utilized in conjunction with City front end documents and forms as well as the technical specifications prepared by the CONSULTANT.
- 2.7.2** Attend the pre-bid meeting and assist the OWNER with the development of any resulting addendum, as necessary.

- 2.7.3 Assist the OWNER in developing and issuing any additional required addendum, as necessary.
- 2.7.4 Prepare and provide revised construction plans and specifications required for any addendum, as necessary.
- 2.7.5 Prepare conformed documents which revise the construction plans and specifications to include changes from all addenda.
- 2.7.6 Review bids, compile bid tabulation, check bids for completeness, check bidder references, and prepare a letter of recommendation of award to the lowest responsible/responsive bid, which meets all contract requirements.

Deliverables:

- One (1) electronic copy of revised construction plans and specifications in PDF format for each applicable addendum will be delivered to the City.
- One (1) electronic copy in PDF format of the bid tabulation will be delivered to the City.
- One (1) electronic copy in PDF format of any applicable recommendation of award to the lowest responsible/responsive bidder will be delivered to the City.
- One (1) electronic copy in PDF format of the conformed documents.
- Two (2) sets of 24"x36" or 22"x34" conformed documents (hard copy).

2.8 Construction Phase Services

- 2.8.1 Coordinate and attend the pre-construction meeting. An agenda and meeting notes will also be prepared and distributed.
- 2.8.2 Up to one (1) original set and one (1) revised set of required shop drawings/submittals will be reviewed for conformance to contract documents.
- 2.8.3 Request for Additional Information will be reviewed and clarifications will be issued as required.
- 2.8.4 Attend monthly progress meetings during construction. Delays in construction outside of the CONSULTANT's control may require additional services outside of this scope.
- 2.8.5 Up to four (4) site visits during construction as necessary.
- 2.8.6 Monthly applications for payment will be reviewed and processed as required.
- 2.8.7 Conduct a substantial and final completion inspection, prepare permit certifications, and approve record drawings prepared by the contractor.
- 2.8.8 Review applicable testing results.

3.0 Project Assumptions

- 3.1** CONSULTANT will assign a Project manager, together with such other qualified personnel as necessary to assure faithful execution and timely delivery of services pursuant to the requirements of this agreement
- 3.2** Title research and Ownership & Encumbrance (O&E) reports are not included in the scope of services.
- 3.3** The existing sanitary sewer connections at the structures will be searched for but if not visible may require additional SUE location and supplemental survey.
- 3.4** Survey crews will need to access the rear yards of the properties to complete the terrestrial locations needed for existing conditions and existing sanitary sewer clean outs at the structures.
- 3.5** If the rear yards are not accessible due to locked gates, unfriendly dogs, difficult residents, and other impediments to the field survey, additional fees may be required for additional mobilization to the site. The OWNER will be contacted for each occurrence and the CONSULTANT will await further direction before remobilizing.
- 3.6** Hydraulic modeling is not included in this scope of work. Pipe sizes are provided by the City of Venice.
- 3.7** Construction is estimated to take no more than 180 days from the notice to proceed to the contractor.

4.0 Fee Proposal

The proposal fee for all tasks except 2.3 of the above scope of work will be charged as a lump sum and will be invoiced monthly based on percentage completion of each task. The following table shows the fee by task.

This Work Assignment includes a permitting allowance of \$1,550 for permitting fees as described in this scope of work and will be used only to reimburse the CONSULTANT for fees required by FDEP and FDOH for permit applications.

This Work Assignment includes an Owner's Allowance of \$25,000 for unforeseen tasks required to complete the project, which will be used only with the written approval of the City. A scope description and fee breakdown will be provided to the City for any proposed use of the Owner's Allowance.

Fee Proposal			
Task	Description	Basis	Fee
2.1	Survey	LS	\$51,920
2.2	Conceptual design	LS	\$15,310
2.3	Water & Sanitary Sewer Relocation Agreements	TM	\$67,475
2.4	Design Plans & Specifications	LS	\$105,772
2.5	Engineer's Option of Probable Cost	LS	\$4,236
2.6	Permitting	LS	\$3,537
2.7	Bidding Services	LS	\$9,468
2.8	Construction Phase Services	LS	\$21,760
	Total		\$279,478
	Permit Allowance		\$1,550
	Owner's Allowance		\$25,000
	Total (including allowances)		\$306,028

Engineer reserves the right to re-allocate funds between subsequent lump sum tasks as long as the total fee is not exceeded.

5.0 Schedule

The project schedule is outlined below. The schedule provides time from start to completion of each task in calendar days from notice to proceed. The notice to proceed will be effective the date this Work Assignment is approved by the City.

Project Schedule (Calendar Days from Date of Work Assignment)			
Task	Description	Start	Complete
2.1	Survey	1	70
2.2	Conceptual design	70	100
2.3	*Water & Sanitary Sewer Relocation Agreements	180	300
2.4	Design Plans & Specifications	115	320
2.5	Engineer's Opinion of Probable Cost	200	320
2.6	Permitting	260	320
2.7	Bidding Services	Per City Schedule	
2.8	Construction Phase Services	Per City Schedule	

* Task 2.3 will begin when the 60% construction plans are complete, which is estimated to be 180 days from the notice to proceed.