

**WORK ASSIGNMENT NO. 6 PURSUANT TO
THE JULY 13, 2010 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND HAZEN AND SAWYER**

WHEREAS, on July 13, 2010, the City of Venice, Florida (“OWNER”) and Hazen and Sawyer (“CONSULTANT”), entered into an Agreement whereby the CONSULTANT would perform professional services for the OWNER pursuant to an executed Work Assignment; and

WHEREAS, the terms and conditions of the July 13, 2010 Agreement shall remain in full force and effect until the completion of this Work Assignment; and

WHEREAS, on June 20, 2014, the OWNER and CONSULTANT entered into a renewal of the Agreement extending the term of the Agreement to July 13, 2016; and

WHEREAS, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning Venice Eastside Water Reclamation Facility (VEWRF) Reaeration Blowers and associated piping as more particularly described in the Scope of Services 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 this Work Assignment, the parties agree as follows:

1. General description of the project - Evaluate options and provide Technical Memorandum for resolving issues associated with VEWRF Reaeration Blowers, perform detailed design of the chosen option, and perform assistance during bidding and construction phase.
2. Scope of services to be performed. CONSULTANT shall perform the services described in the Scope of Services attached hereto as Attachment “A”.
3. Compensation to be paid. OWNER shall pay the CONSULTANT up to the sum of one-hundred six thousand three hundred ten dollars (\$106,310) for performance of the professional services specified in this work assignment.
4. Time for completion. CONSULTANT shall complete the professional design services specified in this work assignment within four hundred fifty days from the date of this work assignment.

IN WITNESS WHEREOF, the parties have executed this work assignment on the ____ day of ____, 2016.

HAZEN AND SAWYER

CITY OF VENICE, FLORIDA

ATTEST:

By: _____

Mayor

ATTACHMENT “A”

Scope of Services City of Venice Eastside Water Reclamation Facility Reaeration Blower Replacement Design, Permitting and Construction Phase Services

BACKGROUND

The OWNER plans to replace the existing centrifugal reaeration zone blowers and buried ductile iron air piping (DIP) due to age and pipe leaks. The Project is to include replacement of the two existing (2) centrifugal blowers with two (2) new centrifugal blowers. In addition, it has been observed that the existing buried DIP may be leaking air as evidenced by bubbles at the ground surface during rain events. This project will include an evaluation of replacement piping alternatives and the design to replace the piping to help to avoid leaking in the future. The OWNER desires assistance from CONSULTANT during the design, permitting, bidding and construction phases of the Project.

CONSULTANT will furnish professional services to the OWNER in accordance with the following Tasks:

TASKS

Task 1 – Preliminary Design Memorandum and Project Management

1. CONSULTANT will prepare an agenda for and attend a kickoff meeting with the OWNER staff, establish lines of communication, and review the scope of services and project schedule. CONSULTANT will request and/or receive existing information, drawings, and operational information during the kickoff meeting.
 - Drawings showing elevations for reaeration basins and blowers, routing of air piping and electrical/SCADA connection wiring information
 - Blower operating points (pressure, airflow)
 - Historical DO data from samples taken from reaeration basin
 - Shop drawings and/or O&M manuals for the blowers control panels, and motor control centers
 - Copies of control screen displays for the blowers
2. CONSULTANT will prepare a preliminary design memorandum (PDM) to evaluate existing blower requirements and blower piping replacement alternatives. The existing blower and piping structural supports, electrical, and control systems will also be evaluated to determine if they require replacement or modification with the new blowers and piping. CONSULTANT will include an opinion of cost, and schedule for design and construction in the PDM. This task also includes data review. The CONSULTANT will submit a Draft PDM to OWNER for review. CONSULTANT will attend one review meeting with the OWNER to obtain comments on the PDM. Meeting will be held after OWNER has been provided 2 weeks to review submission. CONSULTANT will prepare meeting minutes

within seven (7) days of the meeting. Subsequent to the review meeting, CONSULTANT will incorporate relevant comments and submit a final PDM to the OWNER

3. CONSULTANT will provide QA/QC for PDM, 75% and 100% design by experienced engineer with in blower technology.
4. CONSULTANT shall provide ongoing project management services over the duration of the project for an initial period not to exceed 450 days. This will include providing monthly status reports and overall project coordination for the duration of the project.

Task 2 - Blower/Piping Replacement Design and Permitting

1. Based on the approved PDM, CONSULTANT will develop the 75% design package for drawings and technical specifications for the blower and piping replacement and submit for review at the 75% design level. Updated cost and schedule information will be submitted with design package. It is assumed that seven (7) sheets will be developed as listed below:
 - Cover sheet
 - General, Notes and Legend sheet
 - One yard piping sheet
 - One (1) blower plan/section view sheet
 - One (1) process mechanical detail sheet
 - One (1) electrical sheet
 - One (1) instrumentation and control sheet
2. Based on review comments of 75% review meeting, CONSULTANT will develop design package including plans and specifications at the 100% design levels. It is assumed that the specifications will include the OWNER's front end documents (Division 0, General and Special Conditions, and bid forms). Updated cost and schedule information will be submitted at each design milestone.
3. CONSULTANT will attend 75% and 100% review meetings with the OWNER. Meetings will be held after OWNER has been provided 2 weeks to review submission. CONSULTANT will prepare meeting minutes and issue within seven (7) days of the meetings.
4. Based on the 100% review meeting, the CONSULTANT will prepare a final bid submittal which shall include plans, technical specifications, permits, and bid form.
5. It is anticipated the FDEP minor modification permit application will be required for this project. CONSULTANT will verify permit requirements and prepare the FDEP Minor Modification Permit Package for submittal by the OWNER, if necessary. CONSULTANT will assist the OWNER in responding to all RAIs that are reasonably necessary from FDEP. It is not anticipated that a building permit will be required. CONSULTANT will prepare the FDEP Certificate of Completion following the construction of the improvements.

CONSULTANT will be responsible for paying all permitting fees and the OWNER will reimburse the CONSULTANT.

Task 3 – Bidding

CONSULTANT will perform the following activities to assist the OWNER during the bidding of the project:

1. Pre-Bid Meeting: CONSULTANT will attend the pre-bid meeting to be conducted by the OWNER.
2. Addenda: CONSULTANT will assist the OWNER's Project Manager with the preparation of all addenda to the bid announcement, as reasonably necessary.
3. Bid Review: CONSULTANT will review the bid submittals, assist the OWNER in evaluating the bids, and provide a recommendation concerning bid award on the technical merits of the bids.
4. Conformed Documents: CONSULTANT will prepare consolidated drawings and specifications, based on RAIs and addenda, for the OWNER's use in providing construction documents to the contractor.

Task 4 – Construction

CONSULTANT will perform the following activities to assist the OWNER during the construction of the project:

1. Pre-Construction Meeting: CONSULTANT will prepare agenda, facilitate meeting and develop minutes for review by OWNER and finalize upon approval.
2. Shop Drawing Submittals: CONSULTANT will review and respond to all shop drawing submittals/resubmittals, including material samples, laboratory, samples, shop reports, and test reports, provided by the contractor. CONSULTANT's review of the shop drawing submittals shall consist of a review for general conformance with the design concept and compliance with the information presented in the construction contract documents. However, such review will not extend to the contractor's means, methods, sequences, techniques, or procedures of construction or to the contractor's safety precautions and programs.
3. Requests for Information (RFIs): CONSULTANT will review and respond, in writing, to all RFIs from the contractor to provide clarifications and interpretations of the construction contract documents.
4. Requests for Proposed Change (RPCs): CONSULTANT will assist the OWNER's staff in preparing documentation necessary to solicit responses from the Contractor for proposed changes to contract cost and/or time for all RPCs. In addition, CONSULTANT will assist

in evaluating the Contractor's responses and negotiating the proposed changes in order to incorporate them into change orders to the construction contract.

5. Site Visits: CONSULTANT will perform weekly site visits during the anticipated 3-month active construction period to lead construction progress meetings (includes preparation of agenda and develop meeting minutes), assist the OWNER in addressing the contractor's questions, and observe the work to determine if it is proceeding in general accordance with the construction contract documents. This effort also includes 1-2 site visits by the electrical and controls engineer and 3-4 site visits by the project engineer to assist in reviewing particular items that come up during construction that we need to coordinate with the Contractor in the field.
6. Substantial Completion Inspection: CONSULTANT will perform one (1) site visit to assist the OWNER determine if the work has been substantially completed in general accordance with the construction contract documents and provide a list of deficiencies to the OWNER for use in preparing substantial completion documents.
7. Final Completion Inspection: CONSULTANT will perform one (1) final site visit to assist the OWNER and determine if the work has been completed in accordance with the construction contract documents and the substantial completion list of deficiencies. CONSULTANT will provide a brief written comments to the OWNER, if necessary. CONSULTANT will prepare and submit a Certification of Completion of Construction to FDEP.
8. Record Drawings: CONSULTANT will prepare, sign, and seal the record drawings for the project. The record drawings will be prepared solely based on the "as-built" drawings submitted by the contractor.
9. Operation and Maintenance Manuals: CONSULTANT will review manufacturer's operation and maintenance manuals, information, warranties, certifications, spare parts, and other documentation necessary to start, operate, and maintain the new equipment.
10. Start-Up: The CONSULTANT will provide one (1) day of on-site observation during the start-up and performance testing of the new equipment as it is placed into operation.

Task 5 - OWNER's Allowance

1. An OWNER's allowance of \$15,000 for unforeseen task(s) that may be required for this project, which will be used only with the written approval by the OWNER

DELIVERABLES

CONSULTANT will provide the following information, data, and documents to the OWNER:

1. PDM - Five (5) hard copies and one (1) copy in electronic format for the draft and final submittals.

2. 75% and 100% Design Package Submittal - Five (5) half-size (11x17) copies of drawings; one (1) full size (24"x36") copy of the drawings; one electronic pdf file copy of the drawings (set up for 11x17 printing); One (1) copy the technical specification with electronic copies in pdf and Word format; One (1) copy of Engineer's Opinion of Probable Construction Cost electronic copy in Excel format; and one (1) copy of updated construction schedule.
3. Final Bid Submittal - Two (2) signed and sealed sets of 11x17 drawings, a signed and sealed cover sheet for the specifications, two (2) electronic pdf file copies of the drawings (11x17 and 24x36) and one (1) electronic copy of the specifications, and bid form for the OWNER's use in preparing bid documents. One (1) electronic copy of dwg files from CAD.
4. Electronic copies of meeting summaries will be forwarded to all attendees.
5. Comment and stamped returned submittals made (equipment, maintenance of operations, O&Ms, training outlines, and test procedures)
6. Responses to RFIs submitted
7. FDEP certification forms, if required
8. Substantial and Final Punch List

OWNER REQUIREMENTS

During the duration of the above scope, the OWNER will provide the following, if available:

1. VEWRf operating and maintenance data as identified in Task 1 and which may be identified after the project has begun.
2. Distribution of all drawings and specifications to the OWNER's review team.
3. Access to the VEWRf site.
4. Assistance in arranging meetings with OWNER's staff.
5. Preparation of the General and Special Conditions and other front end documents (Division 0).
6. Coordinate and attend pre-bid meeting. Preparation and distribution of all Bid Documents and addenda.
7. The OWNER will provide part-time inspection during construction activities. Observed deviations from the contract documents will be reported to both the OWNER and the CONSULTANT.

ASSUMPTIONS

In order to provide the above engineering services per the described scope, the following assumptions were made:

1. No survey will be required as there will be adequate record drawing data provided to provide the background and information for the design CAD drawings
2. No geotechnical information will be obtained and no structural design effort is assumed for the design of new pads for the proposed equipment since existing spaces at the sites will be used.
3. CONSULTANT will be responsible for paying all permitting fees. It is anticipated that only a FDEP Minor Modification to a Wastewater Treatment Facility will be required with associated fee of \$500. If additional permits are necessary, the OWNER's allowance may be used upon written consent by OWNER.
4. The CONSULTANT will not be responsible for reviewing the front end of the specifications for potential conflicts with technical specifications or drawings.

COMPENSATION

CONSULTANT proposes to undertake this work on a Standard Hourly Rate "Not to Exceed" fee basis with a fee of \$106,310 as shown in the following **Fee Breakdown**. Rates will include all expenses. The upper limit will not be exceeded without written approval of the OWNER. Monthly invoices will be issued for work completed in the previous month.

Fee Breakdown

Task No.	Description	Estimated Fee
1	PDM	\$18,420
2	75%, 100% and Final Design Submittals	\$39,320
3	Bid Services	\$5,710
4	Construction Services	\$27,860
5	OWNER's Allowance	\$15,000
Total		\$106,310

SCHEDULE

The schedule for these services will be as follows:

Task	Completion from NTP (calendar days)
PDM	45 days
75% Design Package	105 days
100% Design Package	150 days
Bid Package	180 days
Construction NTP	285 days
Substantial Completion	405 days
O&M Manual	415 days
Final Completion	435 days
Record Drawings	450 days.

EXHIBIT B - Task and Fee Proposal
City of Venice Blower Replacement
Professional Engineering Services

Tasks	Principal	Senior Associate	Project Manager	Associate	Senior Principal Engineer	Assistant Engineer	Senior Field Coordinator	Senior CADD	Clerical	Labor Hours	Labor Dollars	Sub	Total ODCs	Total Dollars
(Hourly Rates)	\$235	\$225	\$185	\$160	\$150	\$125	\$130	\$115	\$75					
Task 1 - Preliminary Design Memorandum and Project Management														
1.1 Data Review, Kick-Off Meeting and Site Visit		4	4	8						16	\$2,920	\$0	\$0	\$2,920
1.2 Preliminary Design Memorandum		6	4	12		16		16		54	\$7,850	\$0	\$0	\$7,850
1.3 QA/QC	4	6		6						12	\$2,310	\$0	\$0	\$2,310
1.4 Project Management	2		24		0				12	36	\$5,340	\$0	\$0	\$5,340
TASK 1 TOTAL	6	16	32	26	0	16	0	16	12	118	\$18,420	\$0	\$0	\$18,420
Task 2 - Design Services														
2.1 75% Design Submittal		6	2	24	0	40		60	12	144	\$18,360	\$0	\$0	\$18,360
2.2 100% Design Submittal		4	2	16	0	24		48	8	102	\$12,950	\$0	\$0	\$12,950
2.3 Review Meetings		2	2	6	0					10	\$1,780	\$0	\$0	\$1,780
2.4 Final Bid Submittal		2	2	4	0	8		16		32	\$4,300	\$0	\$0	\$4,300
2.5 Permitting			6	2						8	\$1,430	\$0	\$500	\$1,930
TASK 2 TOTAL		14	14	52	0	72	0	124	20	296	\$38,820	\$0	\$500	\$39,320
Task 3 - Bidding Phase Services														
3.1 Pre-Bid Meeting				6						6	\$960	\$0	\$0	\$960
3.2 Addenda		2		4						6	\$1,090	\$0	\$0	\$1,090
3.3 Bid Review			2	6						8	\$1,330	\$0	\$0	\$1,330
3.4 Conformed Documents		2		6				8		16	\$2,330	\$0	\$0	\$2,330
TASK 3 TOTAL		4	2	22	0	0	0	8	0	36	\$5,710	\$0	\$0	\$5,710
Task 4 - Construction Phase Services														
4.1 Pre Construction Meeting				8			6			14	\$2,060	\$0	\$0	\$2,060
4.2 Shop Drawing Review		4		6		16				26	\$3,860	\$0	\$0	\$3,860
4.3 RFI Review		2		6						8	\$1,410	\$0	\$0	\$1,410
4.4 RPC Review		2		4				4		10	\$1,550	\$0	\$0	\$1,550
4.5 Construction Site Visits		4		12			40			56	\$8,020	\$0	\$0	\$8,020
4.6 Substantial Completion			4	6			6			16	\$2,480	\$0	\$0	\$2,480
4.7 Final Completion			4	6			6			16	\$2,480	\$0	\$0	\$2,480
4.8 Record Drawings		2		4			4	16		26	\$3,450	\$0	\$0	\$3,450
4.9 Operation and Maintenance Manual		2		2		4				8	\$1,270	\$0	\$0	\$1,270
4.10 Startup Assistance				8						8	\$1,280	\$0	\$0	\$1,280
TASK 4 TOTAL		16	8	62	0	20	62	20	0	188	\$27,860	\$0	\$0	\$27,860
Task 5 - Additional Services														
5.1 OWNERS Allowanace										0	\$15,000	\$0		\$15,000
TASK5 TOTAL		0	0	0	0	0	0	0	0	0	\$15,000	0	0	\$15,000
TOTAL Tasks 1 to 4		50	56	162	0	108	62	168	32	638	\$105,810	\$ -	\$500	\$106,310