

WORK ASSIGNMENT NO. 2016-01 PURSUANT TO
THE JUNE 28, 2016 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND JONES EDMUNDS & ASSOCIATES, INC.

WHEREAS, on June 28, 2016, the City of Venice, Florida (“OWNER”) and Jones Edmunds & Associates, Inc. (“CONSULTANT”), 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 **East Gate Terrace Water Main Replacement Project – Phase 1** as more particularly described in the Scope of Services here; and

WHEREAS, the CONSULTANT wishes to perform such professional services,

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the June 28, 2016, Agreement and this Work Assignment, the parties agree as follows:

1. General description of project: Provide engineering design and construction phase services to relocate the existing water mains currently located in rear easements to the front ROW for the Phase 1 area.
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 the sum of ***Two hundred eighty-seven thousand one hundred fourteen dollars (\$287,114)*** for performance of the professional services specified in this Work Assignment.
4. Time for completion. CONSULTANT shall complete the professional design services specified in the Work Assignment within one hundred eighty (**180**) days from the date of this Work Assignment, and will provide the bidding and construction phase services in accordance with the construction schedule to be determined by OWNER.
5. The terms and condition of the June 28, 2016 Agreement shall remain in full force and effect until the completion of the Work Assignment; and

IN WITNESS WHEREOF, the parties have executed this Work Assignment on the ____ day of _____, 20__.

JONES EDMUNDS & ASSOCIATES, INC.

CITY OF VENICE, FLORIDA

By: _____

John Holic, Mayor

ATTEST:

ATTACHMENT A

East Gate Terrace Water Main Replacement Project – Phase 1 Scope of Work 3/3/17

Project Overview

The East Gate Terrace Phase 1 is a residential area bounded by the US 41 Bypass on the west, Home Park Road to the east, East Venice Avenue to the north, and Groveland Avenue to the south. The work area includes Cypress Avenue, Laurel Avenue, Guild Avenue, and parts of Live Oak Street and Country Club Way. Sewer and water service is provided to some residential lots in this area via pipelines in the back of the lots. The purpose of this project is to relocate the water service connections that are behind the lots to the front right-of-way (ROW) and to abandon the existing 4-inch water lines that run in the back of the lots between Cypress and Laurel Avenues and between Laurel and Groveland Avenues.

The project will include designing new water lines in the ROW to accommodate the relocated services, installation of new water meters (provided by OWNER), restoration of each property, and associated abandonment of the existing water lines. The Scope of Work will include preliminary design including survey and subsurface utility engineering (SUE) services, Homeowner Agreements, final design, bidding assistance, and services during construction.

Scope of Work

Task 1– Project Kickoff Meeting

The CONSULTANT will coordinate a meeting with key OWNER staff to review the scope of work, project schedule, and identify the primary points of contact for the OWNER and CONSULTANT and primary contacts for the CONSULTANT's subconsultants. The meeting will address the method and schedule for initial notification of property owners and follow up communication procedures. The CONSULTANT will prepare the meeting agenda to be distributed before the meeting. The CONSULTANT will develop the meeting minutes and distribute them to the OWNER for review and comment.

Task 2 – Design Related Services

The CONSULTANT will conduct a detailed survey of the existing service locations and proposed new service locations and the routes for new water mains for the proposed lots. Prior to the commencement of the survey work, the affected residences will receive door hanger notifications. The CONSULTANT will contract with Hyatt Survey Services, Inc. to conduct the land survey of approximately 4,200 linear feet of ROW in the project area including Cypress Avenue, Guild Drive and Laurel Avenue. In addition, preliminary review indicates that the following services will need to be relocated: 15 units on the north side of Cypress Avenue will require 16 new water connections, 27 units on the south side of Cypress Avenue will require 28 new water service connections, 19 units on the north and 12 on the

south side of Laurel Avenue will require a total of 32 new water service connections. A total of 73 lot-specific surveys will be required to define the design and restoration efforts necessary to relocate the services. This includes planimetric survey for existing structure(s), tree/landscape, fence, sidewalks, etc. and boundary survey for one side of each lot. CONSULTANT will conduct a preliminary visual survey of each lot to determine obstacles and restoration requirements and to provide direction for which side of the lot to survey based on the ability to route the service to the front of the lot. Hyatt will also coordinate the collection of SUE data to locate the depths of existing reclaimed water, water, data/telephone and other utilities. SUE will not be conducted at the rear of lots due to accessibility restrictions. We do not believe this information will be necessary for the design.

The CONSULTANT will also subcontract with Tierra, Inc. to provide a geotechnical investigation along Cypress and Laurel Avenues. This effort will consist of 10 standard penetration tests (SPT) borings to a depth of 10 feet. Tierra will develop a set of recommendations for the construction of the new water mains.

Upon completion of the sub-consultant tasks, the CONSULTANT will initiate detailed design of the project. The design documents will include technical specifications (Divisions 1 through 16 as needed) and drawings. The OWNER will provide the front-end specifications to include Divisions 0 and general and supplemental conditions (EJCDC). The CONSULTANT will develop the Bid Form for the project to be provided electronically in Excel format. We anticipate the set of drawings to contain 12 sheets.

The land survey will be checked against the field notes developed by the CONSULTANT's designers and engineers to confirm the design approach and document restoration requirements at each location. The survey maps will be updated with information collected during the site visits.

The plan sheets will be set up using the field-verified survey information to provide the necessary detail for the new service connections and required restoration activities. Approximately 5 plan sheets will be required.

The CONSULTANT will develop the project design documents to an approximate 50-percent completion level and submit them to the OWNER for review and comment. This submittal will include all anticipated technical specification sections. This submittal will include any revisions to the preliminary plan design drawings. This submittal will also include an engineer's opinion of probable construction cost (EOPCC). The CONSULTANT will provide 5 paper copies and one electronic copy of the technical specifications and drawings for OWNER review. The OWNER will have two weeks to review this submittal. The CONSULTANT will meet with the OWNER to receive comments. The CONSULTANT will prepare the meeting agenda to be distributed before the meeting. The CONSULTANT will develop a list of review comments and resolutions and distribute them to the OWNER for review and comment.

The CONSULTANT will develop the project design documents to the 100-percent completion level. This submittal will represent the Bid Documents to be combined with the front-end specifications provided by the OWNER. This submittal will include any revisions to the 50-percent design documents. This submittal will also include an update to the EOPCC. The CONSULTANT will provide 5 paper copies and

one electronic copy of the bid documents for OWNER review. The OWNER will have two weeks to review this submittal. The CONSULTANT will meet with the OWNER to receive comments. The CONSULTANT will prepare the meeting agenda to be distributed before the meeting. The CONSULTANT will develop a list of review comments and resolutions and distribute them to the OWNER for review and comment. The CONSULTANT will make needed revisions to the documents and issue final bid documents for bidding the project.

Task 3 – Property Owners’ Agreements

Upon completion of the 50-percent design documents and the OWNER’s confirmation of the design approach, the CONSULTANT will subcontract with Arlena Dominick to use the previously developed individual property owner agreement form to allow the OWNER to conduct the work envisioned on each property. Ms. Dominick will use the agreement form to obtain agreements with the property owners. The CONSULTANT will work with Ms. Dominick to help facilitate agreements with property owners. Property owner agreements for temporary easements will require approximately 2 months to obtain, starting at the 50-percent design phase.

Task 4 – Permitting Assistance

The CONSULTANT will provide the following services related to the permitting of the project:

- Coordinate and attend a pre-application meeting with the Sarasota County Department of Health (SCDOH) to discuss the permitting and application requirements for the project.
- The SCDOH permit application will be for a General Permit.
- An allowance of \$650 is included for permit application fees.

Task 5 – Bidding Assistance

1. The CONSULTANT will attend one pre-bid meeting with the OWNER and prospective bidders to review project, answer questions, and assist in providing a tour and description of work to be performed for the project. The CONSULTANT will assist the OWNER with responses to questions during the bidding period and prepare written responses for addenda to Contract Documents as required during the bidding phase of the project.
2. The CONSULTANT will prepare a tabulation of bids, and assist the OWNER in evaluating bids to determine the lowest responsive bidder.
3. The CONSULTANT will prepare a recommendation for award for the selected lowest responsive bidder.
4. The CONSULTANT will prepare a conformed set of drawings and specifications that incorporates the revisions issued in the addenda during the bidding phase.

Task 6 – Construction Phase Services

1. **Pre-Construction Meeting:** The CONSULTANT will prepare agenda, attend pre-construction conference, and assist the OWNER in conducting the meeting outlining lines of communication, submittal requirements, resident inspection, safety requirements, construction schedule, payment application procedures, and date and time of monthly meetings. The CONSULTANT will prepare and distribute meeting minutes within 5 days following the meeting date to all attendees for comment.
2. **Monthly Construction Meetings and On-Site Inspection:** The CONSULTANT will attend monthly construction meetings with the OWNER and contractor(s). Attendance at six meetings is included to cover the estimated 8-month construction schedule for Phase I. The CONSULTANT

will prepare and distribute meeting minutes within 5 days following the meeting date to all attendees for comment. The OWNER will provide part time inspection services on the project. CONSULTANT will rely on the OWNER's Representative's inspection reports and review and confirmation of record drawing information for project record drawings and certification.

3. **Monthly Payment Applications:** The CONSULTANT will review and recommend the amounts the contractor will be paid and approve the contractor's monthly payment applications for submission to the OWNER for payment.
4. **Shop Drawing Review and Approval:** The CONSULTANT will review and process shop drawing submittals and send final approved submittal copies to the contractor and the OWNER.
5. **Response to Contractor's Request for Information:** The CONSULTANT will respond to the contractor's written requests for information (RFIs), interpret the requirements of the Contract Documents required for proper execution of the work, and prepare written response documenting decision including Field Orders (no-cost changes) authorizing minor variations from the Contract Documents.
6. **IFCAs:** The CONSULTANT will review costs, prepare interim field change authorizations (IFCA), and review IFCAs with the OWNER for final approval.
7. **Change Orders:** The CONSULTANT will review costs, prepare Change Order summaries, and review Change Orders with the OWNER for final approval.
8. **Record Drawings:** The CONSULTANT will prepare, sign, and seal final record drawings (in electronic format) based on Contractor supplied data and Certified As-Builts provided by Contractor's licensed professional surveyor.
9. **GIS Requirements:** Record drawings will be submitted in accordance with the City GIS standards.
10. **Permit Clearances:** CONSULTANT will prepare application for permit clearances for portions of the work that are ready to be put into service. It is assumed that three separate clearances could be requested on this project. It is further assumed that contractor as-built markups will be suitable for this purpose.
11. **Substantial and Final Completion and Construction Certification:** The CONSULTANT will conduct inspections at the contractor's request for "Substantial Completion" and "Final Completion" milestones and prepare "Construction Certification" for submission to FDEP as requirement for grant and loan funding.

Task 7 – Project Management and Administration

The CONSULTANT will track the project schedule and budget and prepare a monthly progress report to be submitted with the monthly invoice. The CONSULTANT will communicate with the OWNER's Project Manager weekly at a minimum.

Deliverables

The following deliverables are anticipated for this project:

1. Kickoff meeting agenda and meeting minutes
2. 50-Percent Complete Drawings, Specifications and EOPCC
3. 50-Percent Design review meeting agenda and meeting minutes
4. 100-Percent Complete Drawings, Specifications and EOPCC
5. 100-Percent Design review meeting agenda and meeting minutes
6. Final Bid Documents
7. SCDOH general permit application for water distribution system

8. Bidding question responses as needed
9. Bid tabulation and recommendation for award
10. Conformed Construction Documents
11. Pre-construction meeting agenda and meeting minutes
12. Construction submittal log
13. Requests for information log
14. Construction progress meeting agendas and minutes
15. Substantial Completion punch list
16. Notice of Substantial Completion
17. Final Completion punch list
18. Notice of Final Completion
19. Record Drawings
20. GIS Deliverable
21. Certificate of Completion

Assumptions

1. The CONSULTANT is providing no public outreach activities associated with the project other than the efforts related to obtaining property owner agreements as outlined in Task 3.
2. Hydraulic modeling will not be required for this project. Line sizes will remain unchanged or be upgraded to match minimum standards as needed.
3. The existing water line pressures are adequate for the new installations.
4. No legal services will be provided by the CONSULTANT.

Owner's Allowance

This Work Assignment includes an OWNER's Allowance of \$30,000 for unforeseen tasks required to complete the project, which will only be used with written approval of the OWNER. A scope description and fee breakdown will be provided to the OWNER for any proposed use of the Owner's Allowance.

Proposed Project Schedule

The proposed Project Schedule for the design and construction of the East Gate Terrace Phase 1 Water and Sewer Main Replacement is outlined below. The Notice to Proceed (NTP) shall be the date of approval of this Work Assignment by the OWNER. The following schedule assumes the OWNER reviews will be completed in 2 weeks.

DELIVERABLE OR ACTIVITY	TARGET COMPLETION FROM NTP
Kickoff Meeting	0.5 Months
Survey	2.5 Months
SUE Report (Concurrent with Survey)	2.5 Months
Geotechnical Report (Concurrent with Survey)	2.5 Months
50 Percent Design Documents	4 Months
50 Percent Design Review Meeting	4.5 Months
Completion of all Property Owner Agreements	6 Months
Permit Applications	4.5 Months

100 Percent Final Design Documents	5 Months
100 Percent Design Review Meeting	5.5 Months
Final Bid Documents	6 Months

Bidding and Construction Phase services will be in accordance with the City's schedule.

Proposed Fee

The East Gate Terrace Phase 1 Scope of Work will be completed for a not-to-exceed fee of \$257,114 as detailed on the following table. The project fee will be invoiced as a lump sum percent complete by task, except for Task 3 which will be invoiced on a time and materials basis. In addition, an Owner's Allowance of \$30,000 is included as part of this Work Assignment, which brings the total project budget to \$287,114.

Task No.	Task Name	Total Fee
1	Kickoff Meeting	\$1,880
2	Design Related Services	\$145,545
3	Property Owners' Agreements	\$40,003
4	Permitting Assistance	\$3,505
5	Bidding Assistance	\$14,334
6	Construction Phase Services	\$42,182
7	Project Management and Administration	\$9,665
	SUBTOTAL	\$257,114
	Owner's Allowance	\$30,000
	GRAND TOTAL	\$287,114