

DOCUMENT ROUTING FORM

③ ✓ 10/5/12 ①

NAME OF DOCUMENT: **HAZEN AND SAWYER, P.C. TASK ORDER 2012-02 - \$22,844 for PEELE-DIXIE INJECTION WELL INTERIM PRESSURE TEST ASSISTANCE**

Approved Comm. Mtg. on **SEPTEMBER 18, 2012**

CAR# 12-2017 ITEM: ☒ M-10

Routing Origin: ☒ CAO ☐ ENG. ☐ COMM. DEV. ☐ OTHER _____

Also attached: ☒ copy of CAR ☒ copy of document ☐ ACM Form ☒ 3 originals

By: LB forwarded to: **BARBARA HOWELL, ENGINEERING**
Initials

1.) Approved as to Content:

AL
Department Director

Capital Improvements defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, fixtures) that add value and/or extend useful life, inc. major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, real.

Please Check the proper box: CIP FUNDED ☐ YES ☒ NO
Capital Improvement Projects

2.) Approved as to Funds Available: by

Deborah Wood
Finance Director

Date: 9/30/12

Amount Required by Contract/Agreement \$ 22,844.00

Funding Source: PBS670305

Dept./Div.

PBS/ENG

Index/Sub-object

3199

Project #

N/A

3.) City Attorney's Office: Approved as to Form: # 3 Originals to City Mgr. By: **CARRIE SARVER**

CS
Carrie Sarver

RECEIVED
FT. LAUDERDALE
CITY ATTORNEY'S OFFICE
2012 SEP 20 PM 4:16

4.) Approved as to content: Assistant City Manager:

By:

Stanley Hawthorne, Assistant City Manager

By:

Susanne Torriente, Assistant City Manager

5.) Acting City Manager: Please sign as indicated and forward 3 originals to Mayor.

6.) Mayor: Please sign as indicated and forward 3 originals to Clerk.

7.) To City Clerk for attestation and City seal.

12 SEP 21 AM 11:33

INSTRUCTIONS TO CLERK'S OFFICE

8.) City Clerk: retains one original document and forwards 3 original documents to **BARBARA HOWELL**

☐ Copy of document to _____ ☒ Original Route form to **Linda Blanco, CAO**

☐ Attach _____ certified copies of Reso. # _____ ☐ Fill-in date

10/3

CITY OF FORT LAUDERDALE

TASK ORDER No. 2012-02

DIXIE INJECTION WELL INTERIM PRESSURE TEST ASSISTANCE

Dated the 18th day of September, 2012

BACKGROUND

On May 17, 2011, the City of Fort Lauderdale (**CITY**) Commission authorized an agreement with Hazen and Sawyer, P.C. (**H&S**), for the provision of consultant services associated with **CITY**'s water system ("Master Agreement"). Task Order No. 2012-02 will be completed under the Master Agreement between **H&S** and **CITY** approved May 17, 2011, as amended on June 5, 2012.

The **CITY** uses an injection well for the disposal of concentrate produced from Peele-Dixie nanofiltration water treatment plant. The **CITY** is required to retain a well contractor to conduct an interim casing pressure test to remain in compliance with Florida Department of Environmental Protection (FDEP) regulations.

SCOPE OF WORK

CITY has requested **H&S**'s assistance with the interim casing pressure test. **H&S**'s scope of work is described below.

Task 1 – Design, Permitting and Bid Assistance (not to exceed)

Design:

1. The design, testing and reporting shall be in accordance with FDEP current requirements and the conditions of permit no 0071616-002-UO (issued June 24, 2011).
2. Drawing production shall be limited to reusing and updating drawings previously prepared for the first casing pressure test conducted in mid June 2009. These previously prepared drawings will be updated as required to obtain FDEP approval for the testing.
3. Drawings prepared under this Task Order are exempt from **CITY** CAD standards. Drawings prepared under this Task Order shall be delivered in portable document file (PDF) format for reproduction. The drawings shall be visually acceptable to a panel of **CITY** engineering / procurement experts such that the appearance of electronic PDF files and hardcopy documents produced will generally match the appearance of drawings produced for other **CITY** in-plant and other non-right of way design projects. Drawings shall

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be printable in 8.5-inch x 11-inch or 11-inch x 17-inch size (as appropriate for the drawing content) for hard copy drawing production.

4. 100 percent complete contract documents (drawings and technical specification shall be prepared and submitted to **CITY**. **CITY** will provide **H&S** with its latest "front end". **H&S** shall modify "front end" document and incorporate it with the technical specifications. Six hard copy sets of the 100 percent complete contract documents shall be issued to **CITY** Public Works Department Water and Wastewater Treatment Division along with one hard copy to the Engineering Division.
5. Attend one progress review meeting with **CITY** staff to review 100 Percent Submittal and receive written comments from **CITY**.
6. Comments received during the progress review meeting shall be incorporated into the documents to create the Bid Set Contract Documents.
7. Submit one signed and sealed copy of the Bid Set Contract Documents to **CITY** Public Works Department Water and Wastewater Treatment Division along with one signed and sealed copy to the Engineering Division.
8. Submit one digital copy on compact disk of the Bid Set Contract Documents to **CITY** Public Works Department Water and Wastewater Treatment Division along with one digital copy on compact disk to the Engineering Division.
9. Submit to **CITY** two electronic copies of the Bid Set digital drawing and specification files on a compact disk. One set will be submitted the Engineering Division and the second set will be submitted to the Operations staff. The drawings shall be in Adobe Reader PDF format. The specifications shall be in Microsoft Word format.

Permitting Assistance:

1. Prepare a letter addressed to FDEP that requests permission to conduct the interim pressure test.
2. Prepare an injection well casing pressure testing plan and submit it to FDEP. Interim casing pressure test plan will be prepared in accordance with permit requirements.
3. After completion of the testing of the injection well, prepare and submit to the FDEP a signed and sealed report summarizing the results of the test. A copy of the report shall be issued via email to the **CITY**.

Bidding Services:

1. **CITY** will reproduce documents and handle the advertising, distribution, and maintenance of records of distribution of contract documents.
2. **H&S** shall attend a pre-bid conference with prospective contractor(s).

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3. **H&S** shall prepare one (1) written addendum document that provides responses to questions from bidder. **CITY** will be responsible for issuing the addendum.

Task 2 – Field Support (not to exceed)

H&S shall provide on-site assistance to the **CITY** during the mobilization of the contractor and during the performance of the test. It is assumed that the contractor will complete all work within five calendar days. **H&S** shall prepare and submit (via email) to **CITY** a field observation reports that document observations during testing. The field observation report(s) shall include selected photos documenting contractor activity.

H&S shall provide one observer during the testing. The observer shall provide services in the field, including documenting performance of the testing, coordinating with the contractor and the **CITY**, and preparing a photographic record of the contractor activity. The observer shall also provide services in the office, including communication with the contractor and **CITY**, review of approved testing plan, compiling field notes into digital field observation reports, archiving key documents (e.g., test results), and reviewing test results with senior personnel.

Additionally, a senior engineer with extensive knowledge of the original design and construction of the injection well will provide limited periodic oversight of the observer and performance of the testing. The oversight shall be provided via telephone communication or on-site as dictated by the needs of the project. The observer shall perform up to eight hours of observation per day. The daily duration of the observations will vary depending on the contractor's daily activities.

H&S shall provide up to **65 hours** for the engineering services noted in Task 2. If additional hours of engineering services are found to be necessary and are requested by **CITY**, the additional services shall be provided by an authorized Task Order Amendment or a new Task Order, as appropriate.

ASSUMPTIONS

1. **CITY** will provide access to the injection well location.
2. **CITY** will review documents within two weeks of receipt and provide written comments.
3. **CITY** will pay for all permit fees.
4. The contract documents for this work will be prepared as one bid package that **CITY** will bid competitively for award to a single contractor.
5. **CITY** will pay for all laboratory-testing required by the contract documents. **CITY** will be responsible for procurement of laboratory testing services.
6. **CITY** is responsible for ensuring that the injection well interim pressure test be completed on or before March 15, 2013 to comply with their operating permit.

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COMPENSATION

The compensation for engineering services provided under this task order shall be on a not-to-exceed basis.

A cost breakdown by task is outlined below. Exhibit 1 provides a more detailed breakdown.

Description	Cost
Labor¹	
Task 1 – Design, Permitting and Bid Assistance	\$12,204
Task 2 – Field Support	\$10,640
Project Total	\$22,844

Note:

¹ Time sheets will be submitted with invoices when billing time and materials labor tasks.

SCHEDULE

- The design for Task 1 shall be completed within 30 calendar days of the notice to proceed for this task order.
- Task 2 is on an “as-needed” basis during the performance of the testing.

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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF FORT LAUDERDALE

WITNESSES:

CITY OF FORT LAUDERDALE, a municipal
corporation of the State of Florida:

By _____
JOHN P. "JACK" SEILER, Mayor

Print Name

By _____

LEE R. FELDMAN, City Manager

Print Name

(SEAL)

ATTEST

By _____
JONDA K. JOSEPH, City Clerk

Approved as to form:

CARRIE SARVER

Assistant City Attorney

HAZEN AND SAWYER

CITY OF FORT LAUDERDALE
TASK ORDER NO. 2012-02

HAZEN AND SAWYER, P.C.

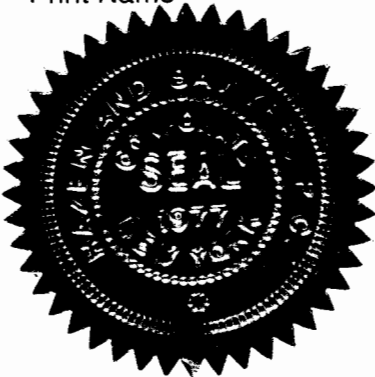
WITNESSES:

George A. Brown

George A. Brown, P.E.
Print Name

J. Philip Cooke

J. Philip Cooke, P.E.
Print Name



HAZEN AND SAWYER, P.C.

a New York corporation
authorized to do business in Florida

By Patrick A. Davis
Patrick A. Davis, P.E., Vice President

By Gary W. Bors
Gary W. Bors, P.E., Vice President

ATTEST:

Pet. Can

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 31st day of August 2012, by Patrick A. Davis and Gary W. Bors, as vice presidents of **HAZEN AND SAWYER, P.C.**, a New York corporation, on behalf of the corporation. They are personally known to me or have produced _____ as identification and did not (did) take an oath.

Annie A. Brown
Notary Public, State of Florida
(Signature of Notary taking Acknowledgement)

Annie A. Brown
Name of Notary
Accounts Receivable Coordinator
(Typed, Printed or Stamped)

My Commission Expires: 02/28/2015

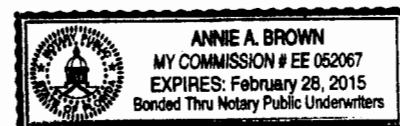


EXHIBIT 1

City of Fort Lauderdale

HAZEN AND SAWYER, P.C. TASK ORDER NO. 2012-02

DIXIE INJECTION WELL INTERIM PRESSURE TEST ASSISTANCE

TASK	DESCRIPTION	Vice President	Principal Engineer	Designer	Secretarial / Word Processor	Total H&S Hours	H&S Labor Cost
1	Design, permitting and bid assistance (not to exceed)	10	60	4	8	82	\$12,204
2	Field support (not to exceed)	10	55	0	0	65	\$10,640
	Sub-total (labor hours)	20	115	4	8	147	\$22,844
<p>Note: The above is for informational purposes only to establish a total labor cost by task. The estimate of employee categorical hours per task and subtask may vary during actual performance of work.</p>							
	Labor Cost (Not-to-Exceed)	\$22,844					
	Categorical Rates	Vice President	Principal Engineer	Designer	Secretarial / Word Processor		
	Fee hourly rates (\$ / hour)	\$206.00	\$156.00	\$100.00	\$48.00		