

DOCUMENT ROUTING FORM

③ ✓ 9/14/12 ④

DOCUMENT: TASK ORDER #3 – CDM SMITH INC. – NTE \$79,125 FOR LOHMEYER WWTP  
Approved Comm. Mtg. on **AUGUST 21, 2012** CAM# 12-1277 ITEM #10<sup>m-</sup>

Routing Origin: ☒ CAO ☐ ENG. ☐ COMM. DEV. ☐ OTHER \_\_\_\_\_

Also attached: ☒ copy of CAR ☒ copy of document ☐ ACM Form ☐ # \_\_\_\_\_ originals

By: Linda Blanco forwarded to: **BARBARA HOWELL, PUBLIC WORKS ENGINEERING**

1.) Approved as to Content: Albert JC  
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 Dee Dee Date: 8/28/12  
Finance Director

Amount Required by Contract/Agreement \$ 80,707.50 Dept./Div. PBS

FUNDING SOURCE: Index/Sub-object P11609.451/6599 Project # 11609

3.) City Attorney's Office: Approved as to Form 3 Originals to City Mgr. By: CAO

**CARRIE L. SARVER** CS

RECEIVED  
FLAUDALE  
CITY ATTORNEY'S OFFICE  
2012 AUG 28 AM 11:14

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

By: \_\_\_\_\_ By: \_\_\_\_\_  
Stanley Hawthorne, Assistant City Manager Susanne Torriente, Assistant City Manager

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

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

12 AUG 29 PM 12:15

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

INSTRUCTIONS TO CLERK'S OFFICE

8.) City Clerk: retains one original of document and forwards 2 originals of each document to:

**BARBARA HOWELL, PUBLIC WORKS ENGINEERING**

☐ Copy of document to \_\_\_\_\_ ☒ Original Route form to Linda Blanco, CAO  
☐ Attach \_\_\_\_\_ certified copies of Reso. # \_\_\_\_\_ ☐ Fill-in date

## Task Order No. 3

Dated the 21st day of August 2012

### GEORGE T. LOHMEYER REGIONAL WASTEWATER TREATMENT PLANT

PROJECT NO. 11689

### DEWATERING BUILDING ELECTRICAL AND CONDUIT REPLACEMENTS

June 15, 2012

### CDM Smith Inc. f/k/a Camp Dresser & McKee Inc. (Consultant) FOR CITY OF FORT LAUDERDALE PUBLIC WORKS UTILITIES OPERATIONS (City)

On May 3, 2011, the City Commission authorized a Continuing Services Agreement with CDM Smith Inc., formerly known as Camp Dresser & McKee Inc., (Consultant), for the General Wastewater Consulting Professional Architectural - Engineering Services (RFQ No. 606-10482) associated with the City's wastewater and stormwater systems ("Master Agreement") as amended and approved by City Commission on May 1, 2012. This task order is being performed under the terms and conditions of the Amended Master Agreement.

### BACKGROUND

The City has identified in the planned annual renewal and replacement analyses, that three sludge feed wet well mixers are scheduled for replacement at this time.

The City has requested the Consultant to support replacement of electrical conduit, wire and motor control bucket for each of the three wet well mixers. The three wet well mixers will be purchased and installed by the City outside of this task order.

## SCOPE OF SERVICES

**1.0 Design Definition Services** consists of scheduling and facilitating a site visit with the City to examine the existing motor control center and interposing relays. The Consultant will generate and distribute a trip log of findings.

**2.0 Conceptual Design Service** consists of discussing during the site visit with the City any limitations to how long each sludge feed wet well mixer can be taken off line. The Consultant will include the findings in the trip log.

**3.0 Preliminary Design Services** consists of selecting materials of construction during the site visit for the following:

- a. New electrical conduit/wire/motor control bucket from each of the three existing local disconnect switches for each of three sludge feed wet well mixers back to the existing motor control center; and interposing relays for available, not available, running, not running, start, stop, remote, auto; and conduit supports; and
- b. New electrical conduit/wire/outlets to each of the eight electrical outlets on the third floor of the dewatering building.

**4.0 Design Service for 60 Percent Design** consists of creating the table of contents for the technical specifications and creating the list of drawings on a cover sheet drawing necessary to implement the electrical and conduit replacements identified above. These documents will be uploaded to a safe City's file transfer protocol site in a portable document format.

**5.0 Design Services for 90 Percent Design** consists of development of drawings and specifications necessary to implement the electrical and conduit replacements identified above. Services include detailed drawings for the proposed work in the City computer aided design standard format. These drawings will consist of electrical sheets. Technical specifications, utilizing the Construction Specifications Institute 16-Division format, will be prepared and will consist of written technical descriptions of materials, construction, systems, standards and workmanship as applied to this project. Services include internal quality technical reviews for the design. Design drawings and specifications will be uploaded to a safe file transfer protocol site in a portable document format.

**6.0 Final Design Services** for bid set drawings consist of drawings and specification necessary to obtain construction bids to implement the electrical and conduit replacements identified above. These documents will include review comments from regulatory agencies, the City, and the Consultant on the 90 percent submittal documents. Services include detailed drawings for the proposed work in the City computer aided design standard format. These drawings will consist of electrical sheets. Technical specifications will be prepared and will consist of written technical descriptions of materials, construction, systems, standards and workmanship as applied to this project. Services include internal quality technical reviews for the design. Design drawings will be uploaded to a safe file transfer protocol site in a portable document format. Specifications will be uploaded to a safe file transfer protocol site in a portable document format.

**7.0 Permitting Services** consist of preparation of necessary construction permit applications to the various regulatory agencies having jurisdiction on this project. Permits may be required from the following regulatory agencies:

- a. Broward County Development and Environmental Regulation Division.
- b. Florida Department of Environmental Protection.

Permit applications will be delivered by the Consultant to the appropriate regulatory agencies. The City shall provide all permit fees based on the fee value provided by the regulator. Consultant will certify the completed work, produce record drawings based on construction red-lined drawing, and close-out both permits.

**8.0 Bidding Services** include the work necessary to assist the City with bidding of the project. The work includes the following:

- a. Provide to the City written responses to communications from plan holders on technical aspects of bid documents for an addendum;
- b. Attend the pre-bid conference and bid opening. The City will reproduce and distribute the contract documents, maintain plan holders list, tabulate bids; and
- c. Review and analyze the lowest bid and prepare a letter of recommendation for the lowest responsive bidder. Bidding services will end with the recommendation of the award.

**9.0 Construction Services** include assistance during construction of the project by the City's general contractor.

- a. Attend progress meetings with the City and contractor;
- b. Respond to requests for information from the City and contractor;
- c. Track, review and code shop drawings, samples and submittals from the City and contractor;
- d. Review construction change order requests and make recommendations to the City;
- e. Prepare change orders;
- f. Approve contractor progress payments based on periodic observations of construction progress for general conformance with contract documents;
- g. Prepare a punch list during the assessment of the completion of the work;
- h. Read, understand, acknowledge receipt of and document control minutes, emails, shop drawings, and requests for information;

- i. Incorporate the City's wet well mixer vendor-provided digital operation and maintenance manuals into the City's electronic operation and maintenance manual; and
- j. Update the City's Sheet No. E-14 and E-15 of the Electrical System Study One Line Diagram to reflect changes resulting from this task order.

## DATA OR ASSISTANCE TO BE PROVIDED BY THE CITY

- A. Develop forms, bidding instructions and administration procedures (front ends);
- B. Review and provide comments on the preliminary, 60 percent and 90 percent design documents;
- C. Provide assistance with regulatory agencies, transmit permit applications and provide payment for permit fees;
- D. Advertisement of project at bidding;
- E. Reproduce and distribute the contract documents and maintain plan holder list;
- F. Hold, conduct and generate minutes for pre-bid conference and site visit by bidders;
- G. Tabulate bids and recommend award;
- H. Prepare notice of award;
- I. Reproduce and distribute the contract documents to the contractor for execution;
- J. Prepare notice to proceed to the contractor;
- K. Schedule and coordinate the preconstruction/monthly progress meetings with the contractor and produce minutes;
- L. Process contractor's pay applications;
- M. Provide shop drawing review input;
- N. Process change order requests;
- O. Provide a full-time inspector for the project; and
- P. Manage the day-to-day activities of the construction contractor.

## TIME OF COMPLETION

The Scope of Services from design definition to final design is budgeted to be three months from receipt of the notice to proceed and purchase order. Bidding and construction services are budgeted to be three months and four months respectively in duration, but are not within the Consultant's control. Permitting will run concurrent to the project execution. The time of completion of this task order may be extended through the City's contract administrator.

## PAYMENT AND COMPENSATION

Invoicing for the services will be monthly based on time and hourly rate for labor at the time services are provided. A status report will accompany each progress invoice.

A breakdown of the estimated labor costs for Consultant services are provided on the following page and summarized below.

Description	Amount
Estimated Labor Cost	\$ 79,125
<b>Task Order No. 3 Total Not to Exceed</b>	<b>\$ 79,125</b>

**{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}**

## CONSULTANT SERVICES

Labor Category (Hourly Rate)	Hours
Officer (\$190)	0
Principal/Associate (\$170)	103
Senior Professional (\$150)	110
Professional II (\$125)	36
Professional I (\$100)	0
Senior Support Services (\$115)	202
Staff Support Services ( \$75)	0
Senior Professional Field Services (\$110)	30
Professional Field Services (\$77)	0
Project Administration (\$65)	113
Senior Quality Control Officer (\$225)	9
Senior Quality Control Manager (\$205)	23
<b>Estimated Hours</b>	<b>626</b>
 <b>*Estimated Labor Cost (Not to Exceed)</b>	 <b>\$79,125</b>

\*Other Labor Categories and hours may be applicable to the service as allowable in the Master Agreement.

**{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}**

**CONSULTANT:**

**Witnesses:**


Signature



Printed Name

Allyson Nunes

Signature



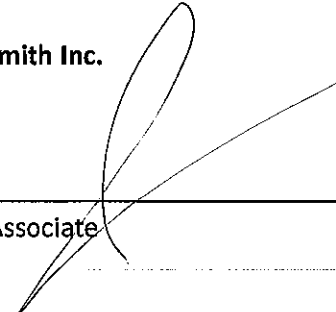
Printed Name

Revocato Kanitwa

**CDM Smith Inc.**

By:

Title: Associate



**ATTEST:**

By:

Title: Assistant Secretary

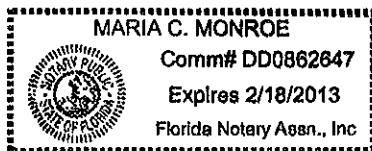
Mario Marcaccio

STATE OF FLORIDA:

COUNTY OF BROWARD:

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, on the 20th day of June, 2012 personally appeared Jonathan Z. Goldman as Associate and Mario Marcaccio as Assistant Secretary of CDM Smith Inc., a Massachusetts corporation, authorized to do business in the State of Florida, and acknowledged they executed the foregoing Agreement as the proper officials of CDM Smith Inc., for the use and purposes mentioned in it and they affixed the official seal of the legal entity, and that the instrument is the act and deed of that entity.

(SEAL)



Maria C. Monroe

Notary Public, State of Florida

(Signature of Notary taking Acknowledgment)

Maria C. Monroe

Name of Notary Typed, Printed or Stamped

My Commission Expires: February 18, 2013

Commission Number: DD0862647



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

CITY:

WITNESSES:

Jeanette A. Johnson

Jeanette A. Johnson

Witness Print Name

Julia Olenchak

Aixa D. Lencero

Witness Print Name

CITY OF FORT LAUDERDALE

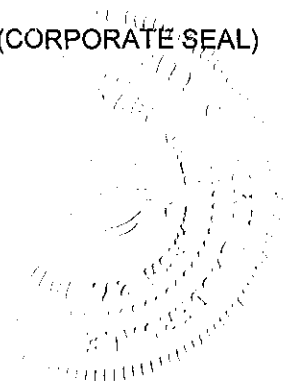
By

John P. "Jack" Seiler  
JOHN P. "JACK" SEILER, Mayor

By

Lee R. Feldman  
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)



ATTEST:

Jonda K. Joseph  
JONDA K. JOSEPH, City Clerk

Approved as to form:

Carrie L. Sarver

CARRIE L. SARVER  
Assistant City Attorney