

TASK ORDER No. 2015-05

Dated this _____ day of _____, 20____

CITY Project No.: _____

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

PEELE-DIXIE WATER TREATMENT PLANT

DEEP INJECTION WELL PERMIT RENEWAL

PROFESSIONAL SERVICES

This Task Order is being issued under a specific agreement between the City of Fort Lauderdale (**CITY**) and Hazen and Sawyer, P.C. (**CONSULTANT**) in accordance with the terms of the agreement "General Water Consultant Professional Architectural - Engineering Services" for professional services dated May 17, 2011 and expiring on May 16, 2016 between **CITY** and **CONSULTANT** ("Master Agreement #606-10466") and amended as approved by City Commission on June 5, 2012.

PROJECT BACKGROUND

The **CITY**'s Peele-Dixie Water Treatment Plant (WTP) uses deep well injection for disposal of concentrate from its nanofiltration treatment facility. The most recent operating permit for use of the Class 1 injection well system was issued by the Florida Department of Environmental Protection (FDEP) on June 24, 2011. This permit (i.e., Permit No. 071616-002-UO) expires on June 23, 2016. FDEP requires that the permit renewal documents be submitted by December 23, 2015.

PROJECT DESCRIPTION

The FDEP requests that operating permits be submitted at least six months prior to expiration to allow sufficient time for permit review and processing. This task order provides engineering services for preparation of a Class 1 operating permit renewal application for an injection well and assistance in responding to questions during the review process.

The engineering services to be provided by **CONSULTANT** to **CITY** are described in the following scope of services.

SCOPE OF SERVICES AND DELIVERABLES

CONSULTANT shall provide all services described on the tasks herein below:

Task No. 1 – Permitting Assistance

Application Preparation

- **CONSULTANT** shall conduct a kick-off meeting with the **CITY** to discuss data needed for the operating permit renewal.
- The **CITY** will provide the **CONSULTANT** with an electronic copy of the historical data needed in support of the permit application.
- **CONSULTANT** shall assimilate the data as required by the FDEP including an interpretation of data.
- **CONSULTANT** shall prepare and submit a permit application for renewal of the existing operating permit for **CITY**'s injection well at the Peele-Dixie WTP. The application consists of preparing written documentation as specified in FDEP Form 62-528.900(1). An evaluation of historical well performance along with interpretation of data is included. Data review shall include flow, injection pressure, potentiometric levels and water quality.
- Four (4) hard copies and one PDF copy of the draft Class 1 operating permit renewal application will be submitted to the **CITY** for review.
- A review meeting shall be scheduled within two weeks of submittal of the draft permit application to discuss written comments by the **CITY**. **CONSULTANT** shall prepare and distribute minutes from the review meeting to document discussions and decisions. Comments received during the permit review meeting will be incorporated as applicable, and a final version of the operating permit renewal application will be submitted to the **CITY** and the FDEP.
- Four (4) hard copies and one PDF copy of the final Class 1 operating permit renewal application will be issued.
- The permit fee for renewal of the injection well operating permit is \$10,000. Permit fees are not included in the fee for this task order as it is assumed that the **CITY** will pay for permit fees.
- **CONSULTANT** shall prepare written responses to Request for Information (RFI) from the FDEP. Responses to RFIs will be reviewed with **CITY** staff prior to submission to FDEP. It is anticipated that responses will be prepared and submitted within three weeks of receipt of an RFI.

Task No. 1 Deliverables

CONSULTANT shall provide the following deliverables to the **CITY**:

1. Kickoff Meeting: Chair and participate in Kickoff Meeting. Prepare and issue meeting minutes. Minutes will be issued digitally via electronic mail.
2. Draft Application: Prepare and submit draft application and supporting documentation relative to evaluation of historical well performance. Four (4) hard copies and one PDF copy shall be issued.
3. Draft Application Review Meeting: Chair and participate in draft application review meeting. Prepare and issue meeting minutes. Minutes will be issued digitally via electronic mail.
4. Final Application: Prepare and submit final application and supporting documentation relative to evaluation of historical well performance. Four (4) hard copies and one PDF copy shall be issued.
5. RFIs: Prepare and issue RFI response letters.

Quality Control and Quality Assurance

CONSULTANT shall implement an ongoing quality assurance and quality control (QA/QC) program as an integral part of the completion of the deliverables described under this Task Order. Quality reviews shall be conducted throughout the performance of the work described in this Task Order on key technical issues and on major deliverables prior to delivery to the **CITY**. Quality reviews are an internal procedure that shall be done by senior level technical experts who were not involved in development of the documents. The senior level technical peers shall review draft documents for proper application of the approved assumptions, calculation methods, design methods and technologies.

The time and budget to adequately complete QA/QC reviews shall be included within individual technical tasks.

PROJECT ASSUMPTIONS

1. **CONSULTANT** shall not start the work until provided a written Notice to Proceed from the **CITY**. The Notice to Proceed project start date will be mutually agreed upon by **CITY** and **CONSULTANT**.

CITY'S RESPONSIBILITIES

1. **CITY** will provide written review comments three days prior to review meetings.
2. **CITY** will provide available historical data in excel format and historical reports upon request.
3. **CITY** will pay for all permit fees.

ADDITIONAL SERVICES

If authorized in writing by the City as an amendment to this Task Order, the Consultant shall furnish, or obtain from others, Additional Services of the types listed in Article 8 of the Master Agreement. The City, as indicated in the Master Agreement, will pay for these services.

PERFORMANCE SCHEDULE

The duration of major work tasks are summarized below:

Description	Estimated Completion Time in Calendar Days	
	For Task	From NTP
Task No. 1 – Permitting Assistance		
• Draft Application	35	35
• City Review	5	40
• Final Application	5	45
• FDEP Review (assumed two review periods)	110	155
• Response to RFIs	As Needed	As Needed

Note that a number of factors affecting the project are beyond the control of **CONSULTANT** including work by others such as reviews by others and delivery of information to be supplied by others. Consequently, the schedule presented herein is dynamic and is presented as a best case scenario. The schedule will be updated when appropriate.

METHOD OF COMPENSATION

The services performed shall be accomplished using the Not to Exceed method of compensation. Reimbursable expenses associated with these services are not included in the fees and will be itemized separately, subject to an established Not to Exceed limit. A fee schedule and cost breakdown for reimbursable expenditures is included on Exhibit A.

TERMS OF COMPENSATION

Services shall be provided for the following Not to Exceed amounts:

Task No	Task Title	Labor Fees		Total
		Consultant	Sub consultant	
1	Permitting Assistance	\$31,692.00	\$0.00	\$31,692
All tasks				\$31,692
Task No	Description	Reimbursables		Total
		Consultant	Sub consultant	
1	Express Mail	\$200.00	\$0.00	\$200.00
All reimbursables				\$200.00
TOTAL				\$31,892

Exhibit A provides a more detailed cost breakdown for this Task Order.

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayble@FortLauderdale.gov. All other correspondence and submittals should be directed to the attention of **Daniel Lizarazo** at the address shown below. **Please be sure that all correspondence refers to the City project number and title as stated above.**

City of Fort Lauderdale
City Hall, 4th Floor – Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301

CONSULTANT CONTACTS

Hazen and Sawyer, P.C.
4000 Hollywood Boulevard
George A. Brown, P.E.
gbrown@hazenandsawyer.com
Phone: (954) 987-0066
Fax: (854) 987-2949

DEPARTMENT SIGNATURES

Approved by:

Daniel Lizarazo, P.E. Date:
Project Manager II

Approved by:

Pedram Zohrevand, Ph.D., P.E. Date:
Assistant City Engineer

Approved by:

Hardeep Anand, P.E. Date:
Public Works Director

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CITY

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

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

By _____
LEE R. FELDMAN, City Manager

(CORPORATE SEAL)

ATTEST:

JEFFREY A. MODARELLI, City Clerk

Approved as to Legal Form:

RHONDA MONTOYA HASAN
Assistant City Attorney

CONSULTANT

WITNESSES:

HAZEN AND SAWYER, P.C.

a New York professional corporation
authorized to transact business in Florida

Signature

Print Name

By: _____

Name: Patrick A. Davis, P.E.

Title: Vice President

Signature

Print Name

ATTEST:

By: _____

Name: Gary W. Bors, P.E.

Title: Vice President

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

Patrick A. Davis and Gary W. Bors as Vice President's of Hazen and Sawyer, P.C., a New York professional corporation authorized to transact business in Florida, acknowledged the foregoing instrument before me this _____ day of _____, 2015, on behalf of the corporation. They are personally known to me and did not take an oath.

Notary Public, State of Florida
(Signature of Notary taking Acknowledgement)

Annie A. Brown
Name of Notary Typed, Printed or Stamped

(SEAL)

My Commission Expires

Commission No.

EXHIBIT A
FEE ESTIMATE
City of Fort Lauderdale

Hazen and Sawyer, P.C.
TASK ORDER NO. 2015-05

PEELE-DIXIE WATER TREATMENT PLANT
DEEP INJECTION WELL PERMIT RENEWAL

A. Fee Schedule

The fee schedule below is based upon an estimate of the personnel to work on the project. The actual personnel may vary based upon availability and area of expertise. Per Article 7.1.1 of the Agreement as amended, it is agreed that the method of compensation is that of "Not to Exceed Amount" which means that CONSULTANT shall perform the services set forth in the Task Order for total compensation in the amount of or less than the stated total.

Consultant - Hazen and Sawyer

Fee Schedule								Total Hours	Labor Cost
Labor Category		Vice President		Associate		Principal Engineer			
Percent Utilization		6%		31%		63%			
Labor Rate		\$206/hr		\$175/hr		\$156/hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
1	Permitting Assistance	12	\$2,472.00	60	\$10,500.00	120	\$18,720.00	192	\$31,692.00
Totals		12	\$2,472.00	60	\$10,500.00	120	\$18,720.00	192	\$31,692.00

Sub-Consultant (Not Used)

B. Reimbursables

Task No	Reimbursable	\$
1	Express Mail	\$200.00

C. Other Costs (not used)

TOTAL NOT-TO-EXCEED FEE **\$31,892**