



COMMISSION AGENDA ITEM
DOCUMENT ROUTING FORM

Today's Date: 12/13/16

④ ✓ 12/22/16 L
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DOCUMENT TITLE: TO# 2 / CH2M Hill Engineers, Inc.

COMM. MTG. DATE: 09/07/2016 CAM #: 16-1093 ITEM #: 13 CAM attached: ☒ YES ☐ NO

Routing Origin: CAO Router Name/Ext: Lizardo Coronado

CIP FUNDED: ☐ YES ☒ NO

Capital Investment / Community Improvement Projects 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, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, or real.

1) City Attorney's Office # of originals attached: 4

Approved as to Form: ☒ YES ☐ NO

Date to CCO: 12/13/16

RMH
Initials

2) City Clerk's Office: # of originals: 4

Routed to: Gina Ri/CMO/X5013

Date: 12/14/16

3) City Manager's Office: CMO LOG #: dec 60

Date received from CCO: 12/14/16

Assigned to: L. FELDMAN ☒ S. HAWTHORNE ☐ C. LAGERBLOOM ☐
L. FELDMAN as CRA Executive Director ☐

☒ APPROVED FOR LEE FELDMAN'S SIGNATURE ☐ N/A FOR L. FELDMAN TO SIGN

PER ACM: S. HAWTHORNE 12.14.16 (Initial/Date) C. LAGERBLOOM 12.14.16

(Initial/Date) ☐ PENDING APPROVAL (See comments below)

Comments/Questions: _____

Forward 4 originals to ☐ Mayor ☒ CCO

Date: 12/14/16

4) Mayor/CRA Chairman: Please sign as indicated. Forward _____ originals to CCO for attestation/City seal (as applicable) Date: _____

INSTRUCTIONS TO CLERK'S OFFICE

City Clerk: Retains 1 original and forwards 3 original/copy to: Kian (Name/Dept/Ext)

Attach _____ certified Reso # _____ ☐ YES ☒ NO

12/22/16 Undated



PUBLIC WORKS

ROUTING FORM FOR TASK ORDERS – CITY MANAGER'S APPROVAL

Project/Contract Number: 12238

Document Title:

Task Order No. 2

Department:

Public Works - Engineering

Corresponding CAM #:

N/A

Commission Date:

N/A

CMO Log #:

Attached:

☒ 3 original

Contact:

Luis Oliveira

Contact #:

954-828-5877

Purpose:

This Task Order is for the preparation of a Feasibility Report necessary for the reauthorization of the Series 2016 Water and Sewer Revenue Refunding Bonds.

FUNDING INFORMATION

CIP Funded Project:

Yes ☒No ☐

Amount Required by Task Order:

\$112,334

Index/Sub Object Code:

PBS010101 - 3199

Engineering Finance Approval Sign:

[Signature] 9/1/16

APPROVAL ROUTING –PUBLIC WORKS

	Approved:	Disapproved:	Signature/Initials
Luis Oliveira Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
Jorge Holguin Senior Project Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i> 9/1/16
Carlos Acosta, Assistant City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i> 9-1-16
Alan M. Dodd, Assistant Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i> 9/1/16
Paul Berg, Acting Public Works Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>

APPROVAL ROUTING –FINANCE DEPARTMENT

	Recommend Approval:	Disapproved:	Signature/Initials
Kirk W. Buffington, C.P.M., Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	

APPROVAL ROUTING – CITY ATTORNEY'S OFFICE

	Approved as to form:	Disapproved:	Signature/Initials
City Attorney	<input type="checkbox"/>	<input type="checkbox"/>	

APPROVAL ROUTING – CITY MANAGER'S OFFICE

	Approved:	Disapproved:	Signature/Initials
Lee R. Feldman, ICMA-CM, City Manager	<input type="checkbox"/>	<input type="checkbox"/>	

CITY CLERK'S OFFICE Upon approval by the City Manager, please route this form along with Task Order to PW- Engineering, Kian Movafaghi (Ext. 7818).

TASK ORDER No. 02

Dated this ^{14th} day of ^{DECEMBER} ~~August~~, 2016

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

**SERIES 2016 WATER AND SEWER REVENUE REFUNDING BONDS FEASIBILITY
REPORT (project no. 12238)**

PROFESSIONAL SERVICES

This Task Order between the City of Fort Lauderdale, a Florida municipal corporation ("CITY") and CH2M HILL Engineers, Inc., a Delaware Corporation authorized to transact business in the State of Florida, ("CONSULTANT") is pursuant to the "General Wastewater Consulting Professional Architectural - Engineering Services" Agreement dated September 7, 2011 and extended until September 4, 2018 between the CITY and CONSULTANT ("Master Agreement #606-10482").

PROJECT BACKGROUND

The CITY is requesting the CONSULTANT prepare a feasibility report in support of the issuance of its Series 2016 Water and Sewer Revenue Refunding Bonds. It is anticipated that this report will also satisfy the Bond Resolution authorizing the issuance of the Series 2016 Bonds, which requires that the CITY's Consulting Engineer prepare and file with the CITY, not less than bi-annually, a report setting forth such advice and recommendations as they may deem desirable in respect of the water and sewer system.

As per CITY's request, the CONSULTANT will have overall responsibility of developing the feasibility report with input from sub-consultants Hawksley Consulting (previously Burton and Associates) for the financial portion and Hazen & Sawyer for the water portion.

GENERAL REQUIREMENTS

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the City the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the CITY. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The City shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the CITY with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component.

Project Schedule

The CONSULTANT shall submit a preliminary project schedule as an exhibit of this task order. The schedule shall be prepared in Microsoft Project, and shall utilize an estimated Notice-to-Proceed (NTP), based on best available information.

The CONSULTANT shall submit a final project schedule to the CITY, for approval, within 10 business days after receiving the NTP and prior to beginning work. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by the CONSULTANT shall be as follows:

Task 1 – Obtain Existing Information and Project Management

The CONSULTANT will provide the CITY and its financial advisors with a list of information that will be needed to prepare the engineer's Feasibility Report. The sources of information and schedule for provision of the information will be discussed with the CITY during a project kick-off meeting. An initial list of information is included in this task order under the heading 'Data or Assistance to be provided by the CITY'.

The project kickoff meeting will be attended by up to four CONSULTANT team members; some attendees may attend by phone. The CONSULTANT will prepare the agenda, record discussions and decisions and submit a meeting summary. Additional follow-up meetings and/or conference calls to collect additional information will be held, as needed, with individual department representatives.

This task will also include project management, coordination, scheduling and accounting activities for this Task Order.

Deliverables:

- List of information requested
- Project kick-off summary

Task 2 – Review Institutional Framework and Staffing

The organizational structure of the CITY's Public Works Department, its service contracts with nearby communities, regulatory requirements, and staffing will be reviewed with staff, to confirm that the institutional framework and staffing are in place to manage and plan for ongoing operation, maintenance, and improvement of the system and to meet its regulatory requirements.

Deliverable: Interim progress report on the Water and Sewer Refunding Feasibility Report 2016

Task 3 – Characterize Existing and Planned Facilities

Information provided by the CITY, as well as discussions with engineering and operations staff, will be used to evaluate the effectiveness with which goals and objectives of the system are being met and to verify that planned facilities will accommodate projected water and wastewater demand. The CONSULTANT will characterize the existing water system and wastewater system by evaluating the basic operating conditions, water supply, treatment, and distribution facilities, wastewater collection, treatment, and disposal facilities, and regulatory requirements. Water and wastewater system improvements needed in the near future will be identified and the schedules for their design, and construction evaluated.

Deliverable: Interim progress report on the Water and Sewer Refunding Feasibility Report 2016

Task 4 – Historical and Projected Financial Performance of System

Historical operating revenues and expenses will be reviewed to evaluate if the revenue generating capacity of the water and wastewater system is sufficient to meet coverage requirements as defined in bond resolution 03-29 of February 18, 2003 in accordance with the debt service schedule developed for the CITY by its financial advisors. Operating and non-operating expense estimates will be reviewed to verify that reasonable level of renewal and replacement are allowed for and to determine the efforts of the planned facilities on revenues from rates. Current rates and charges will be verified and compared with other nearby communities. Conclusions and recommendations will be developed regarding financial parameters and performance of the CITY's utility system and will be included in the report referred in Task 5.

Deliverable: Interim progress report on the Water and Sewer Refunding Feasibility Report 2016

Task 5 – Prepare Draft Feasibility Report

The CONSULTANT will prepare up to three versions of the draft feasibility report, to be submitted to the CITY and its advisors electronically, and will attend up to three meetings with CITY staff, its financial advisors, bond counsel, underwriter, and other members of the bond financing team to review the draft reports and to gather comments. The fee estimate assumes up to four CONSULTANT team members will attend each meeting and/or participate by conference call, with each meeting lasting up to 2 hours. The CONSULTANT will prepare the agenda, record discussions and decisions and submit a meeting summary.

The structure and format will be similar to the 2014 Feasibility Report. The CONSULTANT will provide up to three versions of the draft feasibility report in electronic format (pdf and word).

Deliverables:

- Draft versions of feasibility report
- Meeting summaries

Task 6 – Review Draft Official Statements

The CONSULTANT will review drafts of the official statement and provide comments relating to the accuracy of information included in the official statement that summarize information in the Feasibility Report.

Deliverables:

- Review documents of drafts of official statements

Task 7 – Prepare Final Feasibility Report

A final feasibility report that addresses any CITY or bond financing team comments on the draft report, will be prepared, and will be submitted to the CITY and its underwriters for inclusion in the official statement for the bond issue in electronic format (pdf and word). The CONSULTANT will provide electronic copies of the final feasibility report.

Deliverables:

- Final version of feasibility report

Task 8 - Additional Services/Contingency

The CONSULTANT will, as directed by the CITY, provide additional services that are related to the project but not included in Tasks 1 through 7. These and other services can be provided, if desired by the CITY, under a separate written notice from the CITY to undertake additional tasks. The additional services may include:

- Preparation of additional drafts of the Feasibility Report
- Review additional drafts of the Official Statement
- Preparation of materials for use in presentations to bond rating agencies
- Participation in presentations to bond rating agencies
- Participation in bond closing
- Attendance at public hearings for presentation and/or approval of bond issue

Each written notice will contain a description of the work to be undertaken, a budget establishing the amount of fee to be paid to the CONSULTANT and a time established to complete the work. If the estimated cumulative cost of additional work exceeds \$9,926, this task order will be amended.

Deliverables will be submitted as requested.

PROJECT ASSUMPTIONS

- The CITY will assign a project manager who will act as the main point of contact for the CONSULTANT.
- The CITY's project manager will consolidate CITY's and external advisor's comments to the draft reports and will respond within ten business days of the date of each submittal.
- The CITY will make available, in hard or electronic copy, existing information from the water and wastewater systems, with an initial list contained below:
 1. 10-Year Water Supply Facilities Work Plan Update (2014)
 2. Comprehensive Utility Strategic Master Plan (2016)
 3. Capacity Analysis Reports Water and Wastewater (2016)
 4. Annual Financial Reports, Operating Budgets and Work papers (2014-2016)
 5. Utility Rate Study (2014-2016)
 6. SFWMD East Coast Water Supply Plan (2014)
 7. Updates to information contained within the Series 2014 Water and Sewer Revenue Refunding Bonds Feasibility Study:
 - a. Section 1 Introduction

- i. Sources of Information to be used for preparation
 - ii. CONSULTANT expects that some requested information is contained within the draft 2016 Comprehensive Utility Strategic Master Plan. For completeness however, all requested information is listed below.
- b. Section 2 Public Works Department
 - i. Section 2.1 History
 - 1. Outside retail water customers served
 - 2. Wholesale water users or their contracts (Exhibit 2.1)
 - 3. Large user wastewater contracts
 - ii. Section 2.2 Organizational Structure
 - 1. Department full time equivalent staff
 - 2. Public Works Department Divisions
 - 3. Organizational chart for department (Exhibit 2.2)
 - iii. Section 2.3 Service Area Population Projections
 - 1. Population projections for water (Exhibit 2.3) and sewer service areas (Exhibit 2.4)
 - iv. Section 2.4 Training Programs and Certifications
 - 1. Required certifications field crew leaders
- c. Section 3 Water System
 - i. Section 3.1 General Description
 - 1. City's water system service area map and description (Exhibit 3.1)
 - 2. Miles of pipe in water distribution system
 - 3. Total average accounts and annual water usage (Exhibit 3-2)
 - ii. Section 3.2 Water Production and Demands
 - 1. Historical and projected finished water demands (Exhibit 3.3)
 - iii. Section 3.3 Raw Water Supply:
 - 1. Alternative water supply project at Peele-Dixie
 - 2. Prospect wellfield contaminant plume
 - 3. Saltwater intrusion Dixie wellfield (climate change) and ASR well
 - 4. Water use permit
 - 5. Raw water supply capacities
 - iv. Section 3.4 Water Treatment Facilities
 - 1. Peele-Dixie WTP: update on color removal, general R&R, disinfection & reliability and hydraulic restrictions projects
 - 2. Fiveash WTP: update on post treatment project, use/integration of Floridan test wells
 - v. Section 3.5 Water Transmission, Distribution, and Storage
 - 1. Storage and re-pump facilities
 - 2. Update water loss, unaccounted for percent
 - vi. Section 3.6 Billing and Collection
 - 1. Percent of unpaid water and sewer bills
 - vii. Section 3.7 Regulatory Impacts

1. Update on alternative water supplies (Floridan aquifer, reclaimed water to offset potable, C-51 reservoir)
 2. New regulated contaminants
 3. Consent orders
 4. MIT results and implications
- d. Section 4 – Sewer System
- i. Section 4.1 General Description
 1. Sewer service area map (Exhibit 4.1)
 2. Sewered population projections (Exhibit 4.2)
 3. Number of residents in service area on septic tanks
 - ii. Section 4.2 Wastewater Flows
 1. Historical and projected wastewater flows (Exhibits 4.3, 4.4 and 4.5)
 - iii. Section 4.3 Wastewater Collection and Transmission
 1. Miles of collection line, force mains, and number of pump stations
 2. Database of force main breaks during last 5 years
 3. Ongoing infiltration and inflow (I&I) removal program
 - iv. Section 4.4 Wastewater Treatment Facility
 1. Energy conservation
 2. Rated capacity of Regional WWTP, I&I program
 3. Reclaimed water, other reuse to account for 40%
 - v. Section 4.5 Regulatory Impacts
 1. Regulations relating to lime stabilization,
 2. Contract for land application
 3. Water Conservation Plan
 4. MIT results and implications
 5. Any upward migration of effluent? –need for new disposal well?
- e. Section 5 – Capital Improvements
- i. Water and Wastewater CIP through Fiscal Year 2019 for capital improvements and R&R

ADDITIONAL SERVICES

If authorized in writing by the CITY, as an amendment to this Task Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the MASTER AGREEMENT. The CITY, as indicated in the MASTER AGREEMENT, will pay for these services.

PERFORMANCE SCHEDULE

The CONSULTANT and CITY will schedule a kick-off meeting within one week of the Notice to Proceed (NTP) from the CITY. The CONSULTANT will prepare a first draft of the engineer's report within 30 calendar days from receipt of the requested information from the CITY. The schedule of delivery of subsequent drafts and final versions of the report depends upon the timing of comments received from and meetings to be held with the CITY, its financial and other third party advisors. It is anticipated that the total duration of this task order will not exceed 120 days.

PROJECT FUNDING

Performance of this project is at the CITY's discretion and may be contingent upon the CITY receiving funding and work shall not begin until the CITY provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Not-to-Exceed method of compensation. The total hourly rates payable by the CITY for labor, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the CITY's approved pay application request form. The CONSULTANT shall submit the pay application request to the CITY's Project Manager for review and approval. Once the CITY's Project Manager approves the CONSULTANT's pay application request, the CONSULTANT may submit it to the CITY's account payable department via email (AcctsPayable@fortlauderdale.gov). Pay application requests shall be submitted monthly include the following back-up documentation:

- Timesheets of CONSULTANT's staff and sub-consultant staff, verifying hours billed in the pay application request
- Update project schedule
- A Task Order progress report noting the work completed, pending, risks, issues or input needed from the CITY

This fee schedule 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. It is agreed that the method of compensation is that of "Not to Exceed Amount" which means that the CONSULTANT shall perform the services set forth in this Task Order for a total compensation in the amount of or less than the stated total.

TERMS OF COMPENSATION

Services will be provided for the following Not-to-Exceed amounts:

Task No.	Task Title	Labor Fees Consultant
1	Obtain Existing Information	\$20,812.00
2	Review Institutional Framework and Staffing	\$2,884.00
3	Characterize Existing and Planned Facilities	\$19,932.00
4	Historical and Projected Financial Performance of System	\$20,848.00
5	Prepare Draft Engineer Reports	\$34,552.00
6	Review Draft Official Statements	\$824.00
7	Prepare Final Engineer Report	\$1,556.00
8	Additional Services/Contingency	\$9,926.00
	Expenses	\$1,000.00
	Grand Total	\$112,334.00

CITY CONTACTS

Requests for payments should be directed to City of Fort Lauderdale Accounts Payable via e-mail to AcctsPayable@FortLauderdale.gov after getting approval from the CITY's Project Manager. All other correspondence and submittals should be directed to the attention of *Name of Project Manager*, Project Manager II, at the address shown below. **Please be sure that all correspondence refers to the CITY project number and title as stated above.**

Luis Oliveira
Project Manager II
Public Works
City of Fort Lauderdale
City Hall, 4th Floor Engineering
100 North Andrews Avenue
Fort Lauderdale, FL 33301
(954) 828-5877
LOliveira@fortlauderdale.gov

Jorge Holguin
Senior Project Manager
Public Works
City of Fort Lauderdale
City Hall, 4th Floor Engineering
100 N. Andrews Ave.
Fort Lauderdale, FL 33301
(954) 828-5675
JHolguin@fortlauderdale.gov

CONSULTANT CONTACTS

David Green
Financial Analyst
CH2M HILL
550 W. Cypress Creek Road Suite 400
Fort Lauderdale, FL 33309
(954) 513-1520
dave.green@ch2m.com

Gerardus Schers
Project Manager
CH2M HILL
550 W. Cypress Creek Road Suite 400
Fort Lauderdale, FL 33309
(954) 513-1540
gj.schers@ch2m.com

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

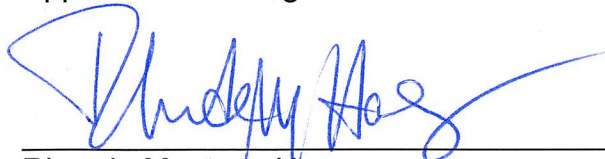
By: 
Lee R. Feldman, City Manager

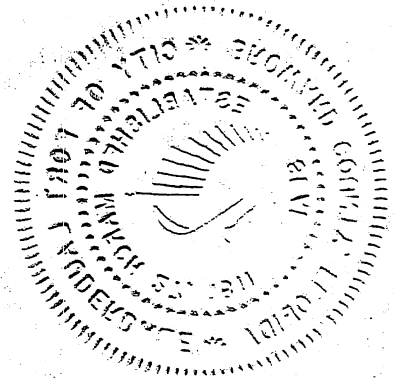
(CORPORATE SEAL)

ATTEST:


Jeffrey A. Modarelli, City Clerk

Approved as to Legal Form:


Rhonda Montoya Hasan
Assistant City Attorney



CONSULTANT

WITNESSES

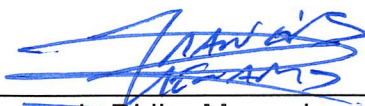
CH2M Hill Engineers Inc., a Delaware Corporation, Authorized to transact business in Florida.

Mandy Becker

GAMBLER BECKER
Print Name

Stacey Smith

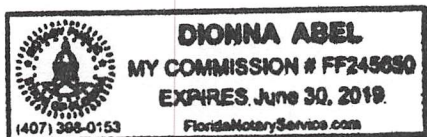
Stacey Smith
Print Name


By 
Francois Didier Menard
Vice President

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 30 day of August, 2016 by Didier Menard as Vice President of CH2M Hill Engineers, Inc., a Delaware corporation authorized to transact business in Florida.

(SEAL)




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

Dionna Abel
Name of Notary Typed, Printed or Stamped

Personally known ✓ or Produced identification _____

Type of Identification _____

RECEIVED

Handwritten signature or scribble

Handwritten text

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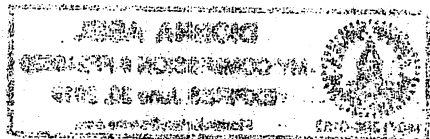


Exhibit A – Work Break Down Fee Schedule

TASK ORDER 2: SERIES 2016 WATER AND SEWER REVENUE REFUNDING BONDS FEASIBILITY STUDY								
Task	Description	CH2MHILL (prime)				SUBCONSULTANT		Total Fees
		Senior Consultant (VP)	Senior Consultant (Snr Man.)	Project Professional II	Sub-Total Hours / Fee	Hawksley Consulting	Hazen and Sawyer	
	Hourly Rate	\$225.00	\$206.00	\$80.00				
1	Obtain Existing Information and Project Management							
	Mobilization, Project Set-Up	2	4	4	10			
	Project Management, Scheduling, Accounting	2	26	16	44			
	Prepare Final List of Requested Information		4		4			
	Attend Kickoff Meeting with City, Prepare Mtg Summary		12		12			
	Follow-up Meeting, Conference Calls		6		6			
	Sub-Total Labor Hours	4	52	20	76			
	Sub-Total Labor Fee	\$900.00	\$10,712.00	\$1,600.00	\$13,212.00	\$5,750.00	\$1,850.00	\$20,812.00
2	Review Institutional Framework and Staffing							
	Review Organizational Structure, Staffing of City		8		8			
	Verify Regulatory Requirements		4		4			
	Review Service Contracts to Communities		2		2			
	Sub-Total Labor Hours	0	14	0	14			
	Sub-Total Labor Fee	\$0.00	\$2,884.00	\$0.00	\$2,884.00	\$0.00	\$0.00	\$2,884.00
3	Characterize Existing and Planned Facilities							
	Review Information Water and Wastewater Facilities		20		20			
	Follow-up Discussions with Engineering and Ops Staff		12		12			
	Identify and Evaluate Schedule System Improvements		20		20			
	Sub-Total Labor Hours	0	52	0	52			
	Sub-Total Labor Fee	\$0.00	\$10,712.00	\$0.00	\$10,712.00	\$0.00	\$9,220.00	\$19,932.00
4	Historical and Project Financial Performance of System							
	Review Information Revenues and Expenses		2		2			
	Estimate Impacts of Planned Expenses on Rates				0			
	Compare Rates with Nearby Communities				0			
	Develop Financial Conclusions and Recommendations		6		6			
	Sub-Total Labor Hours	0	8	0	8			
	Sub-Total Labor Fee	\$0.00	\$1,648.00	\$0.00	\$1,648.00	\$19,200.00	\$0.00	\$20,848.00
5	Prepare Draft Engineer Reports							
	Develop Sections of Draft Report		28		28			
	Coordination between Parties on Sections		10		10			
	Prepare 1st Draft	4	16	8	28			
	Review Meeting with City and Advisors		8		8			
	Prepare 2nd Draft	4	12	6	22			
	Review Meeting with City and Advisors		4		4			
	Prepare 3rd Draft	2	8	4	14			
	Review Meeting with City and Advisors		4		4			
	Sub-Total Labor Hours	10	90	18	118			
	Sub-Total Labor Fee	\$2,250.00	\$18,540.00	\$1,440.00	\$22,230.00	\$0.00	\$12,322.00	\$34,552.00
6	Review Draft Official Statements							
	Review 1st Draft of Off. Statements, Provide Comments		2		2			
	Review 2nd, 3rd Drafts of Off. Statem., Provide Comments		2		2			
	Sub-Total Labor Hours	0	4	0	4			
	Sub-Total Labor Fee	\$0.00	\$824.00	\$0.00	\$824.00	\$0.00	\$0.00	\$824.00
7	Prepare Final Engineer Report							
	Incorporate comments City and Advisors		4	2	6			
	Issue Final Engineer Report		2	2	4			
	Sub-Total Labor Hours	0	6	4	10			
	Sub-Total Labor Fee	\$0.00	\$1,236.00	\$320.00	\$1,556.00	\$0.00	\$0.00	\$1,556.00
8	Additional Services							
	Prepare additional Drafts of Bond Engineer Report		12		12			
	Review Additional Drafts of Official Statements		6		6			
	Prepare Materials for Use in Presentation to Agencies		12		12			
	Participate in Presentations to Agencies		4		4			
	Participate in Bond Closing		4		4			
	Attend Public Hearing related to Bond Issue	2	8		10			
	Sub-Total Labor Hours	2	46	0	48			
	Sub-Total Labor Fee	\$450.00	\$9,476.00	\$0.00	\$9,926.00	\$0.00	\$0.00	\$9,926.00
	Estimated Expenses (total)				\$1,000.00	\$0.00	\$0.00	\$1,000.00
	TOTAL NTE FEE TASK ORDER				\$63,992.00	\$24,950.00	\$23,392.00	\$112,334.00

Exhibit B – Location Map

Not used.

Exhibit C – Project Tentative Schedule

The CONSULTANT and CITY will schedule a kick-off meeting within one week of the Notice to Proceed (NTP) from the CITY. The CONSULTANT will prepare a first draft of the engineer's report within 30 calendar days from receipt of the requested information from the CITY. The schedule of delivery of subsequent drafts and final versions of the report depends upon the timing of comments received from and meetings to be held with the CITY, its financial and other third party advisors. It is anticipated that the total duration of this task order will not exceed 120 days.

Exhibit D – Sub-Consultant's Proposals
(Hawksley Consulting and Hazen & Sawyer)



August 3, 2016

Mr. GJ Schers, PMP
CH2MHill
550 West Cypress Creek Road, Suite 400
Fort Lauderdale, FL 33309

Re: City of Fort Lauderdale, FL Water & Sewer Engineering Report Assistance

Dear GJ:

As discussed, I have developed a proposed Project Workplan and Cost Estimate Schedule (Schedule) for preparing the Financial Review/Analysis portion of the Engineering Report for the City of Fort Lauderdale that is attached. This Schedule presents our estimated labor-hours by task and total estimated costs for providing the services requested.

Specifically, these services include 1) an update to our financial forecasting models for the most current data available, 2) a description of all rates, fees, and charges of the City's water and sewer systems, including historical rate increases and preparation of schedules identifying the current amount of all rates, fees, and charges, 3) a description and presentation of historical financial performance, including a comparison of the most recent year actual results versus budget, 4) a bill comparison with other neighboring utility systems, 5) identification of our conclusions and recommendations relative to financial parameters/performance of the City's utility system (and the financial feasibility of planned/projected debt issuances), and 6) review and comment on other related bond documentation as appropriate. The form of presentation for each of these items will be consistent with the Financial Section of the recent Engineer's Report prepared in support of the issuance of the Series 2014 Bonds to the greatest extent possible.

In summary, the Schedule shows that completion of all services required for this project will require an estimated 135 man-hours for a total estimated cost of \$24,950, including all expenses. As such, we propose to complete the analysis for a not to exceed cost of \$24,950 that would be invoiced monthly based upon the actual hours and rates identified herein.

We appreciate the opportunity to present this proposal and look forward to the possibility of working with you on this assignment. If you have any questions, please do not hesitate to call me at (813) 443-5138. Otherwise, please incorporate this proposal into a sub-consulting agreement for review and approval by our legal counsel.

Very truly yours,

A handwritten signature in black ink, appearing to read "A. Burnham".

Andrew J. Burnham
Utility Financial Solutions Director



CH2MHILL - CITY OF FORT LAUDERDALE, FL
ENGINEERING REPORT ASSISTANCE: FINANCIAL REVIEW SECTION
PROJECT WORK PLAN & MAN-HOUR ESTIMATE

PROJECT TASKS	ESTIMATED LABOR-HOURS						City Staff Responsibility
	Project Director	Project Manager	Project Consultant	Project Analyst	Project Admin.	Total Project	
<u>TASK 1 Collection of Data & Project Initiation</u>							
1.1 Conduct conference call with CH2MHill to discuss desired content and organization of report and project administration/set-up activities.	1	1	1	0	5	8	N/A
1.2 Prepare and distribute a list of required data/information for the analysis.	0	1	2	1	0	4	N/A
1.3 Attend kick-off conference call with Engineering, Finance, and Administration Departments.	2	2	2	0	0	6	Meeting
1.4 Review initial data provided by City and request additional data/clarification.	1	2	3	4	0	10	Provide Data
1.5 Conduct brief follow-up conference calls to discuss data clarifications/supplements, finalize content, and identify schedule for deliverables.	1	1	1	1	0	4	N/A
<i>Total Task 1 Estimated Labor-hours</i>	5	7	9	6	5	32	
<i>Total Task 1 Estimated Fee</i>						\$5,750	
<i>Total Task 1 Estimated Expenses</i>						\$250	
<i>Total Task 1 Estimated Cost</i>						\$6,000	
<u>TASK 2 Preparation of Financial Review Section of Engineering Report</u>							
2.1 Verify and input historical financial, customer data, and budget information into FAMS-XL® models.	1	4	8	8	0	21	NA
2.2 Prepare initial financial performance tables consistent with prior reports.	1	2	1	2	0	6	NA
2.3 Conduct a rate survey of entities in the surrounding geographic area and prepare summary schedules of current rates and results of survey.	0	1	1	3	2	7	NA
2.4 Prepare initial text of Financial Review Section to reflect most current data and historical information/presentation in prior reports.	2	6	4	3	1	16	NA
2.5 Conference call with CH2MHill to discuss data/content issues, and schedule for providing draft Financial Review Section of Report.	1	1	1	0	0	3	NA
2.6 Perform adjustments, prepare Draft Financial Review Section, and review other sections of Draft Report.	2	6	4	2	2	16	Review
2.7 Conference call to discuss draft Engineer's Report, other related bond documentation, and identify additional data, revisions, etc.	2	2	0	0	0	4	Conference Call
2.8 Perform adjustments, update information, review other relevant documents, and prepare Revised Draft Financial Review Section of Report.	1	4	3	2	1	11	Review
2.9 Conference call to discuss revised Report, other relevant bond documentation, and identify additional data, revisions, etc.	2	2	0	0	0	4	Conference Call
2.10 Prepare Final Draft Financial Review Section of Report.	1	2	2	1	0	6	Review
2.11 Conference call to discuss Final Draft Report and other relevant bond documentation; identify additional data, revisions, etc.	1	1	0	0	0	2	Conference Call
2.12 Prepare Final Financial Section per final comments; review and provide comments on remainder of report and other docs.	1	2	2	1	1	7	Review
<i>Total Task 2 Estimated Labor-hours</i>	15	33	26	22	7	103	
<i>Total Task 2 Estimated Fee</i>	\$5,250	\$6,600	\$3,900	\$2,750	\$700	\$19,200	
<i>Total Task 2 Estimated Expenses</i>						\$250	
<i>Total Task 2 Estimated Cost</i>						\$19,450	
TOTAL ESTIMATED LABOR-HOURS	20	40	35	28	12	135	
TOTAL ESTIMATED FEE	\$7,000	\$8,000	\$5,250	\$3,500	\$1,200	\$24,950	
TOTAL ESTIMATED EXPENSES						\$0	
TOTAL ESTIMATED PROJECT COST						\$24,950	



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**SCOPE OF SERVICES BETWEEN
CH2M HILL Engineers, Inc. AND HAZEN AND SAWYER**

CITY PROJECT NO.: 12238

FORT LAUDERDALE PUBLIC WORKS DEPARTMENT

SERIES 2016 WATER AND SEWER REVENUE REFUNDING BONDS FEASIBILITY STUDY

PROJECT BACKGROUND

This scope of services is for professional engineering services to be provided by Hazen and Sawyer, P.C. (**HAZEN**) to CH2MHILL Engineers, Inc. (CH2MHILL).

The City of Fort Lauderdale (CITY) is requesting CH2MHILL prepare an engineer's feasibility report in support of the issuance of its Series 2016 Water and Sewer Revenue Refunding Bonds. It is anticipated that this report will also satisfy the Bond Resolution authorizing the issuance of the Series 2016 Bonds, which requires that the CITY's Consulting Engineer prepare and file with the CITY, not less than bi-annually, a report setting forth such advice and recommendations as they may deem desirable in respect of the water and sewer system.

As per CITY's request, CH2MHILL will have overall responsibility of developing the feasibility report and the sewer portion and will use sub-consultants Hawksley Consulting (previously Burton and Associates) for the financial portion and Hazen & Sawyer for the water portion.

SCOPE OF SERVICES AND DELIVERABLES

HAZEN will provide professional services to the CH2MHILL for the preparation of an engineer's feasibility report relative to the water system in support of the proposed Series 2016 Refunding Bonds. The services are described in detail below.

Task No. 1 – Obtain Existing Information

1. CH2M HILL will coordinate a kick-off meeting with the CITY.
2. One **HAZEN** team member will participate in the meeting. CH2M HILL will be responsible for preparing the agenda, chairing the meeting and preparing and issuing meeting minutes.

Task No. 1 Deliverables

1. One **HAZEN** team member will participate in a kick-off meeting.

Task No. 2 – Review Institutional Framework and Staffing

1. Task 2 is not included in **HAZEN's** scope.

Task No. 3 – Characterize Existing and Planned Facilities

Information provided by the CITY (in the form of its Master Plan and Water Supply Plan documents), as well as discussions with engineering and operations staff, will be used to evaluate the effectiveness with which goals and objectives of the water system are being met and to verify that planned facilities will accommodate projected water demand. **HAZEN** will characterize the existing water system by evaluating the basic operating conditions, water supply, treatment, distribution facilities, and regulatory requirements. Water system improvements needed in the near future will be identified and the schedules for their design, and construction evaluated.

Task No. 3 Deliverables

1. **HAZEN** shall review the CITY's water master plan and water supply plan.
2. **HAZEN** shall discuss the existing and planned facilities described in the CITY's water master plan and water supply plan with CITY Engineering and Operations staffs.
3. Water system improvements needed in the near future will be identified and the schedules for their design, and construction evaluated.

Task No. 4 – Historical and Projected Financial Performance of System

4. Task 4 is not included in **HAZEN's** scope.

Task No. 5 – Prepare Draft Engineer Reports

CH2MHILL will prepare up to three versions of the draft report, to be submitted to the CITY and its advisors electronically, and will attend up to three meetings with CITY staff, its financial advisors, bond counsel, underwriter, and other members of the bond financing team to review the draft reports and to gather comments. Our fee estimate assumes two CH2MHILL team members, one **HAZEN** team member and one Hawksley Consulting team member will attend each meeting and/or participate by conference call, with each meeting lasting up to 2 hours.

The structure and format will be similar to the 2014 Feasibility Report. CH2MHILL will provide electronic copies of the draft feasibility reports and five hard copies of the final report

Task No. 5 Deliverables

1. **HAZEN** shall provide edits to the 2014 Feasibility Report relative to the water system.
2. **HAZEN** shall provide updates to the text of the 2014 Feasibility Report relative to the water system. Updates shall be in the Microsoft Word. CH2M HILL will be responsible for combining the updated text provided by **HAZEN** with the sections updated by CH2M HILL to prepare the compiled 2016 Feasibility Report.
3. One **HAZEN** team member shall participate in up to three meeting at the request of CH2MHILL.

Task No. 6 – Review Draft Official Statements

1. Task 6 is not included in **HAZEN's** scope.

Task No. 7 – Prepare Final Engineer Report

1. CH2MHILL will prepare a final engineer's feasibility report that addresses any CITY or bond financing team comments on the draft report, will be prepared, and will be submitted to the CITY and its underwriters for inclusion in the official statement for the bond issue in electronic format.
2. Task 7 is not included in **HAZEN's** scope.
3. **HAZEN** edits to the water system sections of the 2016 Feasibility Report that address comments from CITY and or bond financing team will be performed under Task 5.

PERFORMANCE SCHEDULE

HAZEN will perform work per the schedule agreed to by CH2MHill with the CITY.

METHOD OF COMPENSATION

The services shall be performed under a not-to-exceed method of compensation. A fee schedule breakdown for is included on Exhibit A.

**EXHIBIT A
FEE ESTIMATE**

Hazen and Sawyer, P.C.

SERIES 2016 WATER AND SEWER REVENUE REFUNDING BONDS FEASIBILITY STUDY

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. 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

Labor Category		Fee Schedule						Total Hours	Labor Cost
		Vice President		Senior Associate		Associate			
Percent Utilization		2%		45%		54%			
Labor Rate		\$206.00/hr		\$185.00/hr		\$175.00/hr			
Task No	Task Title	Hours	Subtotal (\$)	Hours	Subtotal (\$)	Hours	Subtotal (\$)		
1	Obtain Existing Information	0	\$0.00	10	\$1,850.00	0	\$0.00	10	\$1,850.00
	Mobilization, Project Set-Up	0	\$0.00	2	\$370.00	0	\$0.00	2	\$370.00
	Project Management, Scheduling, Accounting	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Prepare Final List of Requested Information	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Attend Kickoff Meeting with City	0	\$0.00	4	\$740.00	0	\$0.00	4	\$740.00
	Follow-up Meeting, Conference Calls	0	\$0.00	4	\$740.00	0	\$0.00	4	\$740.00
2	Review Institutional Framework and Staffing (Task 2 Not in Hazen Scope)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
3	Characterize Existing and Planned Facilities	0	\$0.00	12	\$2,220.00	40	\$7,000.00	52	\$9,220.00
	Review Information Water Facilities	0	\$0.00	4	\$740.00	16	\$2,800.00	20	\$3,540.00
	Follow-up Discussions with Engineering and Ops Staff	0	\$0.00	4	\$740.00	8	\$1,400.00	12	\$2,140.00
	Identify and Evaluate Schedule System Improvements	0	\$0.00	4	\$740.00	16	\$2,800.00	20	\$3,540.00
4	Historical and Projected Financial Performance of System (Task 4 Not in Hazen Scope)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
5	Prepare Draft Engineer Reports	2	\$412.00	36	\$6,660.00	30	\$5,250.00	68	\$12,322.00
	Develop Sections of Draft Report	2	\$412.00	16	\$2,960.00	16	\$2,800.00	34	\$6,172.00
	Coordination between Parties on Sections	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
	Prepare 1st Draft	0	\$0.00	10	\$1,850.00	10	\$1,750.00	20	\$3,600.00
	Review Meeting with City and Advisors	0	\$0.00	2	\$370.00	0	\$0.00	2	\$370.00
	Prepare 2nd Draft	0	\$0.00	2	\$370.00	2	\$350.00	4	\$720.00
	Review Meeting with City and Advisors	0	\$0.00	2	\$370.00	0	\$0.00	2	\$370.00
	Prepare 3rd Draft	0	\$0.00	2	\$370.00	2	\$350.00	4	\$720.00
	Review Meeting with City and Advisors	0	\$0.00	2	\$370.00	0	\$0.00	2	\$370.00
6	Review Draft Official Statements (Task 6 Not in Hazen Scope)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
7	Prepare Final Engineer Report (Hazen Labor included in Task 5)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Totals		2	\$412.00	58	\$10,730.00	70	\$12,250.00	130	\$23,392.00

Sub-Consultant (not applicable)

B. Reimbursable (not applicable)

C. Other Costs (not used)

TOTAL NOT-TO-EXCEED FEE \$23,392.00

A date:

Hi Wendy -
original doc. has
been dated.
copies of route
sheets are
enclosed.

Regards,
Kian
12/28/16