

TASK ORDER NO. 2020-11

CITY OF COCOA

AND

CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the 8th day of January 2020, in connection with: FY2020 Sewer Field Operations and Division Support (PROJECT).

A. PROJECT UNDERSTANDING

The City of Cocoa (OWNER) requests Carollo Engineers, Inc. (ENGINEER) to provide professional engineering services for project and assessment information management assistance, quality control process development, long-term strategic planning, and SCADA maintenance. The ENGINEER has requested Besh, Inc (SUBCONSULTANT) to provide support of the CIPP planning and with the development of a comprehensive program to investigate the condition and maintenance practices of the City's forcemain isolation valves, and ARVs.

B. SCOPE OF WORK

Task 1 – Project and Assessment Information Management Assistance

ENGINEER will provide project management assistance in the form of documentation of asset management activities performed by OWNER, review and verification of wastewater collection system improvement updates to the GIS database, contracting and oversight of outside vendors/contractors, and transfer of information and data to OWNER personnel. This task will also include invoicing, status updates, meeting management, and administrative assistance.

ENGINEER will meet with OWNER to review internal field activities including assessments, replacements, and improvements to wastewater system assets. ENGINEER will document the results of these meetings with regards to decisions on disposition of assets and required updates to the asset database.

ENGINEER will assist the OWNER with preparation of documents necessary to contract with outside sources, including, but not limited to requests for proposals, requests for quotations, project definition plans, and task orders. ENGINEER will assist the OWNER with technical oversight and coordination of contractors and vendors on an as-needed basis. ENGINEER will provide other services related to the overall management of the OWNER's wastewater collection system on an as needed basis.

ENGINEER will assist the OWNER with general oversight of any design projects the OWNER deems necessary. Oversight will include review of plans produced by others, comments and recommendations.

Task 2 – Quality Control Process Development

ENGINEER will assist the OWNER in development of draft quality control processes for activities associated with the wastewater collection system. The processes will include technical guidance to the OWNER on review of design documents, electronic documentation of field activities, and creation of work plans and scopes for wastewater collection system improvements. ENGINEER will assist the OWNER in implementation of quality control processes.

Task 3 – Long-Term Strategic Planning

ENGINEER will assist OWNER with long-term strategic planning of field activities associated with maintenance of the OWNER's wastewater collection system. ENGINEER will assist in collecting, organizing, combining, and mapping wastewater collection system data accumulated from various sources including assessment programs, field documents, customer service records, and regulatory information. ENGINEER will coordinate meetings with the OWNER to review and verify the accumulated data and prioritize asset replacement and management practices based on verified data. This information will be utilized to plan for long-term budgets and improvements.

Task 4 – SCADA Maintenance

ENGINEER will assist OWNER with lift station SCADA, including programming of the RTUs, troubleshooting, and other SCADA related activities on an as needed basis.

Task 5 –Valve Assessment

Development of a Request for Qualification for Continuing Services Contract for Valve Condition Assessment and Maintenance Services

The ENGINEER will assist the OWNER with the development of a Request for Qualification (RFQ) for continuing services contract to select qualified suppliers for Valve Condition Assessment and Maintenance services. It is assumed that the ENGINEER will receive input from the OWNER's purchasing department. The OWNER's purchasing department and other critical staff's guidance will be necessary to confirm that the procurement documents are consistent with the OWNER's requirements and standards. It is assumed that up to three (3) meeting will be held at the City's premises as part of this subtask. It is anticipated that the City purchasing department will lead the advertisement and selection process, with Carollo providing limited technical support and data review.

Comprehensive Condition Assessment and Maintenance Program

The ENGINEER will develop a comprehensive program to investigate the condition and maintenance practices of the OWNER's forcemain isolation valves, and ARVs. This task is the first Phase in the development of this comprehensive program. The information will be utilized to develop a Valve Asset Management Program to assist the OWNER in preserving the functionality and reliability of its wastewater valve infrastructure. A kick-off meeting will be held with City staff to discuss the approach for the assessment and the current contracts the ENGINEER has received.

The program will be based upon available OWNER provided information including asset age, material, estimated condition, criticality within the system, and/or other factors that affect the operability and reliability of the system.

The ENGINEER will develop a data request list, which will identify information needed from the OWNER. The ENGINEER will begin the project by reviewing existing available data, photographs and other documentation of recent major maintenance concerns or repairs, GIS database, maps, existing field data, existing wastewater collection system hydraulic model, and any other relevant information. The ENGINEER will not complete condition inspections as part of this task.

It is expected that the condition assessment and risk assessment of the OWNER's isolation valves and ARV will be performed in fiscal year 2021, therefore such services are not included as part of this task.

Task 6 – Manhole and Gravity Sewer Program Maintenance

The purpose of this task is to support the OWNER's currently scheduled program to rehabilitate the OWNER's gravity sewer manholes and gravity sewer pipes. The ENGINEER will not perform any field-testing as part of this project. The ENGINEER will rely on data provided by the OWNER for this task.

The ENGINEER along with the assistance of the SUBCONSULTANT will provide recommendations for the CIPP lining of gravity sewer pipes for fiscal year 2021 through 2025, assuming \$400,000 in yearly rehabilitation costs.

In this task, the ENGINEER will include 40 hours of onsite services, this may include gravity sewer CIP lining or manhole lining. ENGINEER will also review payment applications and provide comments to the OWNER.

C. DELIVERABLES

ENGINEER will provide the following deliverables as part of this work task:

1. Documents as identified by the OWNER and agreed upon by the ENGINEER during the execution of this Task Order.

D. SCHEDULE

The time periods for the performance of ENGINEER's Services will commence upon the issuance of a written notice-to-proceed and continue through September 30, 2020.

E. COMPENSATION

Compensation for Services of ENGINEER described in this Task Order will be billed based on actual time in accordance with the Billing Rates provided in Attachment B of the Master Services Agreement.

Reimbursable expenses shall be billed at actual costs in accordance with the Agreement referenced above. The Upper Limit of this Task Order shall be \$175,810.66 based on the estimate provided in Exhibit 1.

F. TERMS AND CONDITIONS

The terms and conditions of the Agreement referred to above shall apply to the Task Order except to the extent expressly modified herein. In the event of any such modification, the modification shall be set forth below and the Article of the Agreement to be modified shall be specifically reference.

G. TERMS OR PROVISIONS IN CONFLICT

If the provisions set forth in the Agreement are in conflict with the provisions set forth in the Task Order, the provisions of this Task Order shall govern.

H. EFFECTIVE DATE

This Task Order No. 11 is effective as of the 8th day of January 2020.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 11 evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

OWNER

Accepted this 8th day of January, 2020

By:


Douglas A. Pickell, P.E.,
Associate Vice President

By:

John Titkanich, City Manager

By:

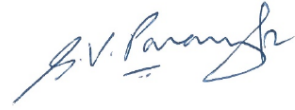

Sudhanva Paranjape, P.E.,
Vice President

EXHIBIT 1 - CAROLLO ENGINEERING SERVICES FEE

[illegible]

ENGINEERING SERVICES PROPOSAL/AGREEMENT
FOR
CAROLLO ENGINEERS
FOR
CITY OF COCOA FY21 SEWER FIELD OPERATIONS SUPPORT

ENGINEERS:

BOOTH, ERN, STRAUGHAN & HIOTT, INC.
902 North Sinclair Avenue
Tavares, Florida 32778
(352) 343-8481 - Phone
(352) 343-8495 - Fax
ern@besandh.com

CLIENT:

CAROLLO ENGINEERS
200 East Robinson St., Suite 1400
Orlando, Florida 32801
(407) 478-4642 – Phone
(407) 478-4643 – Fax
Contact: Larry Elliott, P.E.
lelliott@carollo.com

PROJECT: City of Cocoa FY21 Sewer Field Operations Division Support
CLIENT: Carollo Engineers, Inc.
DATE: January 2, 2020

ENGINEERING SERVICES PROPOSAL/AGREEMENT

SCOPE: Booth, Ern, Straughan & Hiott, Inc., is pleased to submit this proposal for development of the City of Cocoa's FY20 Sewer Field Operations Division Support.

TASK 001 FY21 CIPP Rehabilitation Plan

BESH will prepare recommendations for CIPP rehabilitation of the City's gravity sanitary sewer system for Fiscal Year 2021. The rehabilitation plan will be based upon the City's available budget for CIPP work, and their established CIPP rate schedule.

FEE: \$13,440.00

TASK 002 Force Main Valve Assessment

BESH will assist Carollo with the development of a comprehensive program to investigate the condition and maintenance practices of the City's force main isolation valves, and ARVs. BESH will provide up to 120 hours of a Professional Engineer's time.

FEE: \$18,000.00

SUMMARY FEE SCHEDULE

TASK 001	\$	13,440.00
TASK 002	\$	18,000.00
TOTAL		\$31,440.00

THIS PROPOSAL DOES NOT INCLUDE THE FOLLOWING ITEMS:

1. Environmental Assessments
2. Surveying
3. GIS Support
4. CMMS Software or License Fees
5. Geotechnical Investigations
6. Final Engineering Design
7. Hydraulic Modeling
8. Easement or Property Acquisition Services
9. Reimbursables (to be billed at cost)

**HOURLY RATE SCHEDULE
(2019)**

Professional Services shall be charged at the following rate schedule:

ENGINEERING

PROFESSIONAL ENGINEER (PRINCIPAL)	\$180.00/HOUR
PROFESSIONAL ENGINEER	\$150.00/HOUR
PROJECT ENGINEER	\$120.00/HOUR
ENGINEER TECHNICIAN I	\$110.00/HOUR
ENGINEER TECHNICIAN II	\$85.00/HOUR
BUILDING INSPECTOR	\$75.00/HOUR
CONSTRUCTION ENGINEER	\$95.00/HOUR
EXPERT TESTIMONY PROFESSIONAL ENGINEER	\$300.00/HOUR

SURVEYING

PROFESSIONAL SURVEYOR (PRINCIPAL)	\$160.00/HOUR
PROFESSIONAL SURVEYOR	\$125.00/HOUR
4 MAN FIELD CREW	\$195.00/HOUR
3 MAN FIELD CREW	\$155.00/HOUR
2 MAN FIELD CREW	\$130.00/HOUR
SURVEY TECHNICIAN I	\$100.00/HOUR
SURVEY TECHNICIAN II	\$80.00/HOUR
EXPERT TESTIMONY PROFESSIONAL SURVEYOR	\$300.00/HOUR

All printing for this project shall be billed out at the following rate schedule, plus sales tax:
(Outside Copying Services will be billed at cost)

Engineering Bond Copies

Black & White

11 x 17.....	\$1.25
24 x 36.....	\$2.50

Color Copies

11 x 17.....	\$2.00
24 x 36.....	\$6.00

Black & White Copies

8 ½ x 11.....	\$0.10
8 ½ x 14.....	\$0.10
11 x 17.....	\$0.20

Color Copies

8 ½ x 11.....	\$0.25
8 ½ x 14.....	\$0.25
11 x 17.....	\$0.45

Other Printing Services

24 x 36 Mylar.....	\$12.00
24 x 36 Photo Paper, Color.....	\$36.00
24 x 36 Foam Board.....	\$30.00

Other Services

Fax/Scan.....	\$0.05/Page
Postage (Fed-Ex, Certified Mail, Etc.)...@ cost	
Concrete Monuments.....	\$11.00
Rebar.....	\$2.00
Mileage (T/M Projects Only).....	\$0.59

AUTHORIZATION TO PROCEED

**PROPOSAL FOR ENGINEERING, SURVEYING & PERMITTING SERVICES
AS DESCRIBED IN THE ATTACHED PROPOSAL**

To acknowledge your agreement with the terms and conditions set forth in this Agreement (consisting of the Proposal for Services, the Terms and Conditions, the Hourly Rate Schedule and this Authorization to Proceed), and to provide Booth, Ern, Straughan & Hiott, Inc. (BESH) with Client's authorization to proceed with the work described in the Agreement, please fill out and sign the Authorization to Proceed below and return it to our office. We will schedule the work upon receipt of the executed Authorization to Proceed. The contract prices, hourly rates, and costs for printing and similar expenses set forth in this Agreement shall be valid for ninety (90) days from the date of this proposal. If this Agreement is not accepted by Client within said period of ninety (90) days, BESH reserves the right to modify any and all of the contract prices, hourly rates and cost figures set forth herein.

Retainer Amount: \$ _____

THIS PROPOSAL/AGREEMENT ACCEPTED THIS _____ DAY OF _____, 2020.

Booth, Ern, Straughan & Hiott, Inc.

Client

Signature



Signature

By:

Robert A. Ern, Jr., P.E.

By:

Title:

Vice President

Title: