

TAB 9

Point Paper

US 301 FUTURE UTILITY EXPANSION

CANAL ROAD UTILITY PROJECT

Work Assignment # 1 and Change Order #1

ZNS ENGINEERING

COP Job # 06- 534

Issue:

Although the projects have been included on the approved CIP, City Commission approval is required for the execution of all contracts.

Background:

As a result of the approval of the Capital Improvement Plan (CIP) by the City Commission, the Public Works Department is proposing to expand facilities along Canal Road from 12TH Street East to 17TH Street East (Memphis Rd.) and westerly on 17TH Street East to 15TH Avenue Drive East. The scope of services is for final design, permitting and construction services for a potable water main and sanitary sewer force main.

The CIP currently budgets \$260,000 for the construction of this project, which is estimated at \$273,218. The first three (3) legs of this project are currently \$484,759 under budget, there is funding available for the additional engineering services required (\$127,555), as well as for the balance of the construction services cost.

Alternatives:

1. – Take No Action
2. – Authorize the execution of Work Assignment #1 and Change Order #1 with ZNS.

Recommendation:

Staff recommends Alternative #2; authorize the execution of Work Assignment #1 and Change Order #1 for engineering services.

Budget Impact:

The total cost for this project is not to exceed \$127,555 and will be charged to account number 432-633-6300-6534. Excess funds of \$127,555 will be transferred from US301/Canal Road (Project #04-396, Account #432-633-6300-4396) to Canal Road Phase II (Project #06-534, Account #432-633-6300-6534) via budget transfer.

Work Assignment #1	- \$60,600
Change Order #1	- <u>\$66,955</u>
Total	\$127,555

ZNS Engineering, LC
WORK ASSIGNMENT # 1

Pursuant to the City of Palmetto Agreement for Professional Engineering Services, entered into by and between the CITY OF PALMETTO (City) and ZNS Engineering, LC (Consultant), the City hereby authorizes the following professional services under said Agreement:

**TITLE OF PROJECT: East Side Utility Improvement Leg 3
COP Job # 06- 534**

DESCRIPTION OF AUTHORIZED SERVICES:

The following scope of services represents the engineering services associated with the final design, permitting and construction services for a potable water main and sanitary sewer force main along Canal Road from 12th Street East to 17th Street East (Memphis Road), and thence, westerly on 17th Street East to 15th Avenue Drive East.


Key personnel for this Work Assignment shall be Richard P. Clarke, P.E. and Jeb C. Mulock, P.E. Ardaman & Associates will provide geotechnical consulting under a subcontract agreement with ZNS Engineering, L.C.

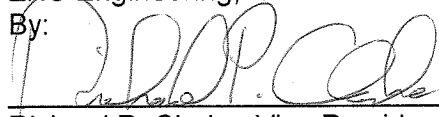
<u>Tasks</u>	<u>Estimated Cost</u>
1. Design Services	\$38,475.00
2. Permitting Services	\$14,150.00
3. Geotechnical services	\$ 3,400.00
4. Construction Services	\$ 4,575.00

METHOD OF COMPENSATION: The compensation to the Consultant for the performance of the above identified services shall be pursuant to the Rate Schedule as defined in said Agreement, to the extent set forth as follows:

Time and Material Fee: **\$60,600.00**

The Consultant agrees to perform the professional services outlined above at the method of compensation set forth above, upon receipt of authorization from the City of Palmetto.

Attest:

Assistant Secretary/Treasurer

ZNS Engineering, LC
By:  7/29/08
Richard P. Clarke, Vice President Date

The City of Palmetto hereby authorizes the professional services outlined above at the method of compensation set forth above.

CITY OF PALMETTO, FLORIDA

By:

(Printed name/title) Date

CITY OF PALMETTO
East Side Utility Improvement, Leg 3
SCOPE OF SERVICES

A. DESIGN ENGINEERING AND PERMITTING

ZNS will perform topographic surveys, provide geotechnical investigations of the route through the use of a subconsultant, and prepare final engineering plans for the construction of: a) A potable water main and sanitary sewer force main along Canal Road from 12th Street East to 17th Street East (Memphis Road), and thence, westerly on 17th Street East to 15th Avenue Drive East.

The pipe and appurtenances will be located in existing rights of way. The length of this project is approximately 5,200 linear feet. The scope of this project includes design of the potable water main and the proposed force main and necessary appurtenances.

ZNS will deliver status construction plans at 60%, 90%, and 100% levels. At each level, a probable opinion of cost will be submitted. Also at each level, ZNS will meet with staff to discuss elements of design. Permit applications will be prepared for the Florida Department of Environmental Protection (FDEP) and will be submitted to the agencies. ZNS will also coordinate approval of these permits.

ZNS will conduct two (2) utility coordination meetings at appropriate steps in design and prepare minutes of these meetings.

Design Services

- ZNS will prepare the final construction plans and specifications with the Engineer's opinion of probable cost.
- ZNS will provide a geotechnical report of soil conditions along the proposed route through the use of a subconsultant.
- Issue initial set of site work construction plan drawings to applicable utility service providers (Verizon, FPL, Cable TV, Manatee County, and TECO Gas).

B. CONSTRUCTION ENGINEERING

1. Attend bid opening meetings. Assist the City in reviewing and documenting Contractor's bids. Prepare spreadsheet summarizing the unit prices and bids for each Contractor.
2. Coordinate and submit responses to Contractor requests for information regarding Contract Documents.
3. Attend a Preconstruction Conference to coordinate site work requirements and establish initial construction schedules.
4. Review shop drawings supplied by Contractor or Client to serve site work construction.
5. Observation of performance tests required by the specifications.
6. Review Contractor's Application for payment and accompanying data. Based on the quantity verification from the field observation reports, ZNS will advise the City of any irregularities.

7. Provide random site visits (5 hours per week) to determine the progress of the Contractor's work. Notify the City of observed permanent work that does not substantially conform to the Contract Documents, prepare a written notice describing any apparent non-conforming permanent work, make recommendations to the City, and request the Contractor to carry out the acceptable corrective measures authorized by the City. Document field visit with field observations report.
8. Conduct punch list compliance inspection upon notice of completion from the Contractor and issue written substantiation of completion.
9. Attend and conduct final inspections of completed facilities with Contractor and Governmental Agencies as required by the approval/permits. Prepare a written list of discrepancies for the Owner.
10. Provide services for initial finalization submittals with permitting agencies.
11. Provide statement of completion to applicable regulatory agencies.

Submittals

ZNS shall submit five (5) sets of plans and documents for City review at the 60%, 90%, and 100% completion stage. The final package will include ten (10) sets of final plans for construction.

City Responsibilities

- Provide phase reviews of all submittals at the 60%, 90%, and 100% design phases.
- Sign permit applications fees as appropriate.
- Furnish existing right-of-way maps and record drawings.
- Furnish checks for application fees as needed.

Beginning and Length of Services

Milestones of the project include:

- Submittal of 60% plans within four (4) months of the Notice To Proceed. 90% plans and permit applications within five (5) months of the Notice To Proceed. The submittal of 100% plans and bidding documents within one (1) month of the receipt of all permits.
- This Agreement will remain in effect until the completion of construction and certification and acceptance by the City of Palmetto.

EXCLUSIONS

The following items are not included in the above time and material budget, but can be performed as requested by the City in accordance with the current City of Palmetto Consulting Agreement.

1. Stakeout or Preparation of Record Drawings
2. Mediation or Arbitration Procedures

ZNS Engineering, LC

CHANGE ORDER # 1

Pursuant to the City of Palmetto Agreement for Professional Engineering Services, entered into by and between the CITY OF PALMETTO (City) and ZNS Engineering, LC (Consultant), the City hereby authorizes the following professional services under said Agreement:

TITLE OF PROJECT: **East Side Utility Improvement Leg 2 and 3**

Key personnel for this change order include Richard P. Clarke, PE; Jeb C. Mulock; and James N. Gatch, PSM.

Additional Services Provided:

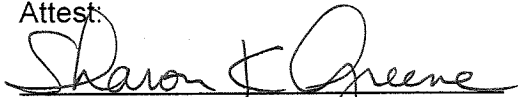
1. Preparation of legal descriptions and sketches for temporary and permanent utility easements on the west side of Canal Road from 12th Street East to US 301. Redesign potable water line from the right of way into the subject easement.
\$11,530.00
2. Preparation of legal descriptions and sketches for temporary and permanent utility easements through Canal Road Commercial Park (PB32, PG 143). Redesign potable water line into the subject easement. Modify the FDEP and FDOT permits to accommodate relocation. Provide survey monumentation to identify easements.
\$13,175.00
3. Analyze alternate routing of potable water and sanitary sewer force main along Canal Road from 12th Street East to 17th Street East (Memphis Road). Prepare legal descriptions and sketches for temporary and permanent utility easements through the American Torch Tip property, including meeting with the owner's attorney. Prepare legal description and easements through North River Industrial Park (PB 48, Page 54). Redesign of utilities from the right of way into utility easements. Modify FDEP permit to accommodate relocation. Provide field monumentation of easements.
\$14,495.00.
4. Evaluate and provide preliminary design for providing potable water and sanitary sewer for North River Industrial Park. Prepare legal descriptions and sketches for potential utility easements from Memphis Road Industrial Park and Johnson Industrial Park.
\$18,445.00
5. Preparation of legal descriptions and sketches for a master meter utility easement south of US 301 at Sanctuary Cove. Redesign of master meter facilities and re-permitting through Manatee County.
\$8,235.00.
6. Reimbursement of permitting fees paid by the Consultant on behalf of the City to expedite submittal and approval of plans.
\$1,075.00

METHOD OF COMPENSATION: The compensation to the Consultant for the performance of the above-identified services shall be pursuant to the Rate Schedule as defined in said Agreement, to the extent set forth as follows:

Time and Material Fee: \$66,955.00

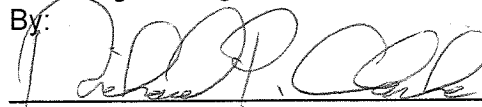
The Consultant agrees to perform the professional services outlined above at the method of compensation set forth above, upon receipt of authorization from the City of Palmetto.

Attest:


Assistant Secretary/Treasurer

ZNS Engineering, LC

By:

 1/29/08
Richard P. Clarke, Vice President Date

The City of Palmetto hereby authorizes the professional services outlined above at the method of compensation set forth above.

CITY OF PALMETTO, FLORIDA

By:

(Printed name/title)

Date