

## TASK AUTHORIZATION FORM

In accordance with the Agreement between City of Deltona ("City"), Florida and Mead & Hunt, Inc., ("Consultant") for Continuing On-Call Water and Wastewater Utility Line Engineering Services, #PW 2020-09 dated September 16, 2020, the City hereby authorizes Consultant to proceed with the services as set forth in the attached task order proposal as follows:

Mead & Hunt's Project Number: 1000707-221033.01

Engineering Firm: Mead & Hunt, Inc.

Scope of Work: Project construction involves installation of a new wetwell and city standard lift station to replace the existing lift station #7. The new station will have an emergency power generator and remote telemetry. It also includes a new 'grinder' pump station, power supply and force main intended to serve two (2) existing homes at the Waycross Circle cul de sac (see attached Figure #1). The existing lift station is sited on an existing utility easement, behind an existing single-family home. Due to repetitive flooding, Deltona Water has purchased the house for subsequent demolition. This new lift station and generator will be sited in place of the demolished structure. This scope includes re-routing the section of 10" force main on Providence Blvd. south of Lift Station 9 into the LS9 wetwell to decrease the pressure LS7 is pumping against. LS9 will then serve to re-pump back to the Providence Blvd. force main. A simplified analysis of the pumping and wetwell capacity of LS9 is also included. This scope excludes demolition of the existing house, to be accomplished by the City prior to construction.


Estimated Fees:

Phase/Task	Fee/Cost	Basis
<i>Phase 1 – Project Management</i>	<i>\$11,316</i>	<i>Time &amp; Expenses</i>
<i>Phase 2 – Preliminary Design</i>	<i>\$11,084</i>	<i>Time &amp; Expenses</i>
<i>Phase 3 – Project Design</i>	<i>\$46,662</i>	<i>Time &amp; Expenses</i>
<i>Phase 4 – Permitting</i>	<i>\$2,924</i>	<i>Time &amp; Expenses</i>
<i>Phase 5 – Bidding Services</i>	<i>\$6,674</i>	<i>Time &amp; Expenses</i>
<b><i>TOTAL</i></b>	<b><i>\$78,660</i></b>	
<i>Phase 6 – Subconsultants/Reimbursables</i>	<i>\$22,550</i>	<i>Time &amp; Expenses</i>
<i>10% Contingency</i>	<i>\$7,866</i>	
<b><i>GRAND TOTAL</i></b>	<b><i>\$109,076</i></b>	

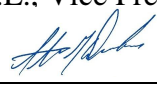
Consultant's Project Manager: John Mischle

City's Designated Project Leader: Steve Danskine, P.E., Acting Public Works Director

### CONSULTANT

Accepted By:   
Brad T. Blais, P.E., Vice President/Client Manager

6/02/22  
Date

Reviewed and Accepted By:   
Steven G. Danskine, P.E., CFM  
Public Works Director

06-10-2022  
Date

Reviewed and Accepted By: \_\_\_\_\_  
John A. Peters, III, P.E.  
City Manager

\_\_\_\_\_  
Date



June 2, 2022

Steven G. Danskine, P.E.  
Acting Public Works Director  
City of Deltona  
255 Enterprise Road  
Deltona, FL 32725

Email: [sdanskine@deltonafl.gov](mailto:sdanskine@deltonafl.gov)  
Hard Copy Mailed Only on request

**Subject: City of Deltona**  
**Lift Station #7 Replacement & Providence Blvd Force Main Modifications**

Dear Glenn,

In accordance with your request, we are please to offer the enclosed engineering services scope and fee estimate for the above referenced project. This engineering scope includes planning, survey, geotechnical evaluation, design, permitting and bidding assistance for replacement of lift station #7 (LS #7). This proposal does not include CEI services. A subsequent proposal for these services will be provided upon receipt of bids. The project description and detailed scope of services is provided herein.

Project construction involves installation of a new wetwell and city standard lift station to replace the existing lift station #7. The new station will have an emergency power generator and remote telemetry. It also includes a new 'grinder' pump station, power supply and force main intended to serve two (2) existing homes at the Waycross Circle cul de sac (see attached Figure #1). The existing lift station is sited on an existing utility easement, behind an existing single-family home. Due to repetitive flooding, Deltona Water has purchased the house for subsequent demolition. This new lift station and generator will be sited in place of the demolished structure. This scope includes re-routing the section of 10" force main on Providence Blvd. south of Lift Station 9 into the LS9 wetwell to decrease the pressure LS7 is pumping against. LS9 will then serve to re-pump back to the Providence Blvd. force main. A simplified analysis of the pumping and wetwell capacity of LS9 is also included. This scope excludes demolition of the existing house, to be accomplished by the City prior to construction.

Thank you for this opportunity to continue to be of service to Deltona Water and its customers. I will be the project manager for this project and will be assisted by John Mischle. Please feel free to contact either John or I at [john.mischle@meadhunt.com](mailto:john.mischle@meadhunt.com) or [brad.blais@meadhunt.com](mailto:brad.blais@meadhunt.com), respectively. We look forward to another successful project with the City.

Sincerely,  
MEAD & HUNT, Inc.

Brad T. Blais, PE  
Vice President/Client Manager

John Mischle  
Project Manager

BTB/JM;bf

Steve Danskine

June 2, 2022

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Attachment: Scope of Services and Fee Estimate, Task Assignment, Figure #1

**CITY OF DELTONA  
SCOPE OF SERVICES  
FOR  
LIFT STATION #7 REPLACEMENT**

The Task Order is in conformance with the Agreement for Continuing On-Call Water and Wastewater Utility Line Engineering Services, RFQ PW-2020-09 dated September 16, 2020, between the City of Deltona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

**GENERAL**

The project involves installation of a new wetwell and city standard lift station to replace the existing lift station #7. The new station will have an emergency power generator and remote telemetry. It also includes a new 'grinder' pump station, power supply and force main intended to serve two (2) existing homes at the Waycross Circle cul de sac (see attached Figure #1). The existing lift station is sited on an existing utility easement, behind an existing single-family home. Due to repetitive flooding, Deltona Water has purchased the house for subsequent demolition. This new lift station and generator will be sited in place of the demolished structure. This scope includes re-routing the section of 10" force main on Providence Blvd. south of Lift Station 9 into the LS9 wetwell to decrease the pressure LS7 is pumping against. LS9 will then serve to re-pump back to the Providence Blvd. force main. A simplified analysis of the pumping and wetwell capacity of LS9 is also included. This scope excludes demolition of the existing house, to be accomplished by the City prior to construction.

**SCOPE OF SERVICES**

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

**PHASE 1 – PROJECT MANAGEMENT**

Project Coordination

MEAD & HUNT'S Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, review subconsultant invoices, manage project coordination, and schedule quality management processes for work products. The PM will monitor progress throughout the project and prepare monthly invoices for the CITY. It is assumed that these services will cover the estimated 9-month project design and bidding period.

Project Kick-Off Meeting

MEAD & HUNT will conduct a project kick-off meeting with the project team and CITY staff to review project goals, scope of work, project schedule and administrative issues. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute to the attendees.

Quality Assurance / Quality Control

MEAD & HUNT will implement a quality assurance and control process, which includes:

Independent technical review of alternatives developed and evaluated, and recommendations made by the project team. Reviews will include evaluations of constructability, performance, and conflicts.

Independent review of the project technical work products before its submission to the CITY.

#### Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary
- Monthly Invoices

### **PHASE 2 – PRELIMINARY DESIGN**

#### Survey Coordination

MEAD & HUNT will obtain the services of a licensed surveyor to conduct a site survey. The surveyor costs will be billed in the Subconsultants and Reimbursable section. MEAD & HUNT coordination of the survey efforts and administration of the subconsultants contract are included herein.

#### Geotechnical Coordination

MEAD & HUNT will obtain the services of a geotechnical subconsultant. The geotechnical costs will be billed in the Subconsultants and Reimbursable section. MEAD & HUNT coordination of the geotechnical efforts and administration of the subconsultants contract are included herein.

#### Utility Coordination

MEAD & HUNT will submit for a design ticket with Sunshine 811 to determine the existing utility owners in the area of the proposed improvements, and points of connection. 60% design drawings will be submitted to the utility owners identified on the design ticket for mark-up of existing facilities. Mark-ups received from utility owners will be transferred to the design drawings.

#### Preliminary Design Report

MEAD & HUNT will prepare a draft Preliminary Design Report (PDR) evaluating design alternatives and budget level pricing. The preliminary design concepts detailed in the PDR will be viable options for a comparison of alternatives. The PDR will include an initial engineer's opinion of probable construction cost (EOPCC) and confirmation of project permitting requirements.

A draft PDR will be submitted to the CITY for review and comment. It is assumed the CITY will conduct their review in a two-week period and a meeting will be held at the end of the CITY's review.

MEAD & HUNT will schedule and attend a draft PDR review meeting to review the CITY's comments on the draft PDR. Comments received will be incorporated into the final PDR and subsequent design documents.

#### Deliverables – Preliminary Design

- Draft Preliminary Design Report
- Preliminary Design Review Meeting Summary
- Final Preliminary Design Report

### **PHASE 3 – PROJECT DESIGN**

#### Task 1 – 60% Design Development

MEAD & HUNT will develop 60% drawings and specifications that reflect the PDR recommendations. The CITY's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications. MEAD & HUNT will provide a 60% engineer's opinion of probable construction cost (EOPCC).

The 60% submittal package will be submitted to the CITY for review and comment. The submittal will include the items shown in the deliverable section below. A comment/response log will be included with the submittal to document how the CITY's comments from the PDR review meeting are addressed in the 60% submittal. It is assumed the CITY will conduct their review in a two-week period, and a meeting will be held at the end of the CITY's review.

MEAD & HUNT will schedule and attend a 60% design review meeting to review the CITY's comments on the design drawings and specifications. Comments received will be incorporated into the 90% design documents.

#### Deliverables – 60% Design

- 60% Design Drawings
- 60% Specifications
- 60% EOPCC
- Final PDR Comment/Response Log

#### Task 1 – 90% Design Development

Based on the CITY's 60% review comments and discussions at the 60% review meeting, MEAD & HUNT will advance the 60% design drawings to 90% completion. MEAD & HUNT will advance the 60% technical specifications to the 90% level for construction of the new components and facilities. MEAD & HUNT's 60% EOPCC will be updated for the 90% submittal.

The 90% submittal package will be prepared and submitted to the CITY and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. A comment/response log will be included with the submittal to document how the CITY's comments from the 60% review meeting are addressed in the 90% submittal. It is assumed the CITY will conduct their review in a two-week period, and a meeting will be held at the end of the CITY's review.

MEAD & HUNT will schedule and attend a 90% design review meeting to review the CITY's comments on the design drawings and specifications. Comments received will be incorporated into the 100% design documents.

#### Deliverables – 90% Design

- 90% Design Drawings
- 90% Specifications
- 90% EOPCC
- 60% Comment/Response Log

#### Task 2 – 100% Design Development

Based on the CITY's 90% review comments and discussions at the 90% review meeting, MEAD & HUNT will advance the 90% design drawings to 100% completion. MEAD & HUNT will advance the 90% technical specifications to the 100% level for construction. MEAD & HUNT's 90% EOPCC will be updated for the 100% submittal.

The 100% submittal package will be submitted to the CITY for review and comment. The submittal will include the items shown in the deliverable section below. A comment/response log will be included with the submittal to document how the CITY's comments from the 90% review meeting are addressed in the 100% submittal.

#### Deliverables – 100% Design

- 100% Design Drawings
- 100% Specifications
- 100% EOPCC
- 90% Comment Response Log

## **PHASE 4 – PERMITTING**

### FDEP Wastewater Collection System Permit

The DEP Permit applications will be submitted after the 90% design has been reviewed and accepted by the CITY. The CITY will receive one (1) electronic copy of final applications and permits. Permit fees will be paid under allowances.

MEAD & HUNT will respond to up to one (1) Request for Additional Information (RAI) as part of the permit application process. Follow up phone calls or meetings with the regulators to assist with the responses are included in the task. Responses will be limited to clarifications related to the submittals in accordance with the documented permit requirements or those identified in the pre-application meeting. MEAD & HUNT will respond to RAI's in a timely manner to minimize any potential schedule impacts.

### Deliverables – Permitting

- Final FDEP Wastewater Collection System Permit\_application and final permit

## **PHASE 5 – BIDDING SERVICES**

The CITY will be responsible for managing the bid process, i.e., advertisement, distribution of bid packages, receipt and opening of bids. MEAD & HUNT will provide the following bid-phase services:

### Bid Documents

MEAD & HUNT will prepare and submit bid documents including bid number, pre-bid date and time, and other pertinent information to create a Bid Set of the plans and specifications.

### Pre-Bid Meeting

MEAD & HUNT will attend and lead a pre-bid meeting at the CITY facility to review the project details before bids are submitted. MEAD & HUNT will present project details and answer potential bidders' questions at this meeting.

### Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. Questions and responses will be documented and submitted to the CITY for distribution to potential bidders in the form of addenda. MEAD & HUNT will prepare addenda.



#### Bid Tabulation and Recommendation of Award

MEAD & HUNT will complete a review of the bids for completeness and conformance with the bidding and contract requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. Based on that review, MEAD & HUNT will submit to the CITY a bid tabulation and a recommendation of award.

#### **PHASE 6 – SUBCONSULTANTS AND REIMBURSABLES**

Items under this phase include out-of-pocket direct job expenses such as reproductions, postage, etc. It is assumed permit application fees will be paid by MEAD & HUNT and are included in this phase/the CITY. Items included in this phase will be billed at actual cost plus 10%.

- Geotechnical – Soil borings and geotechnical evaluation of the vacuum station site will be performed by the selected geotechnical consultant.
- Survey – The design survey shall include the entire route, lift station site, underground utilities identified by surveyor, topography to a point 10' behind the R/W.

#### **EXCLUSIONS**

This scope of services excludes all items not specifically described herein.

#### **SCHEDULE**

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

<b>Phase/Task</b>	<b>Duration to Complete</b>	<b>Starting upon</b>
<i>Phase 1 – Project Management</i>	<i>300 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Survey/Preliminary Design</i>	<i>120 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 3 – Project Design</i>	<i>124 days</i>	<i>Client approval of PDR</i>
<i>Phase 4 – Permitting</i>	<i>30 days</i>	<i>Client approval of 90% Design</i>
<i>Phase 5 – Bidding Services</i>	<i>60 days</i>	<i>Client approval of Bid Documents</i>

The above timeframes *do not* include Client and agency review time.

#### **COMPENSATION**

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is \$109,076. The Contingency Funds authorized for use on this project may only be expended upon written approval from

the CITY. Any out-of-scope work performed requiring the release of Contingency Funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the CITY.

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$11,316	Time & Expenses
Phase 2 – Preliminary Design	\$11,084	Time & Expenses
Phase 3 – Project Design	\$46,662	Time & Expenses
Phase 4 – Permitting	\$2,924	Time & Expenses
Phase 5 – Bidding Services	\$6,674	Time & Expenses
<b>TOTAL</b>	<b>\$78,660</b>	
Phase 6 – Subconsultants/Reimbursables	\$22,550	Time & Expenses
10% Contingency	\$7,866	
<b>GRAND TOTAL</b>	<b>\$109,076</b>	

#### AUTHORIZATION:

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF DELTONA

Approved by: MEAD & HUNT, INC.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Brad T. Blais, PE

Title: \_\_\_\_\_

Title: Vice President/Client Manager

*The above person is authorized to sign for Client and bind the Client to the terms hereof.*

Date: \_\_\_\_\_

Date June 2, 2022

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

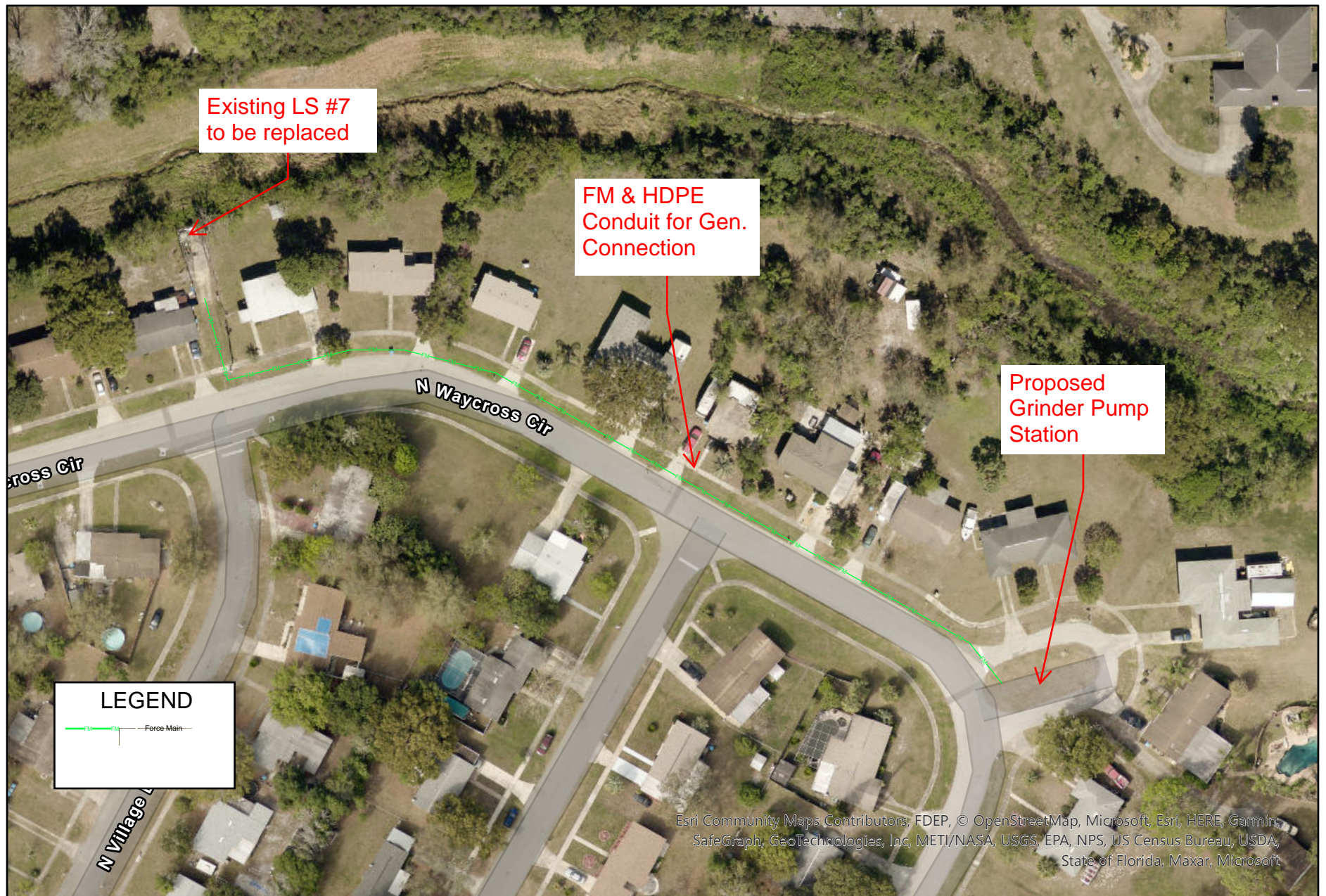
IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (MEAD & HUNT, INC.'s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF DELTONA, 2345 PROVIDENCE BLVD., FL 32725, City Clerk, Joyce Raftery, (386) 878-8500, [jraftery@deltonafl.gov](mailto:jraftery@deltonafl.gov).

## ESTIMATED MANHOUR SCHEDULE

REVISED 6-02-2022

Phase	Description	Senior Associate, Principal	Senior Technician	Engineer I	Senior Project Engineer	Technician III	Technician IV	Clerical	Administrative Assistant	Total Task (\$)
	Hourly Rate	\$ 196.00	\$ 152.00	\$ 120.00	\$ 179.00	\$ 124.00	\$ 140.00	\$ 73.00	\$ 89.00	
1	Project Management									
	Project Coordination and Invoicing	24						24	24	\$ 8,592
	Internal Kick-Off Meeting	2	2	1	2	2				\$ 1,422
	External Kick-Off Meeting	2	2	0	2	2				\$ 1,302
	Subtotals	28.0	4.0	1.0	4.0	4.0	0.0	24.0	24.0	\$ 11,316
2	Preliminary Design									
	Survey Coordination	2	2					4	2	\$ 1,166
	Geotechnical Coordination	2	2					2	2	\$ 1,020
	Utility Coordination		4			4				\$ 1,104
	Draft Preliminary Design Report	4	4	32		8		2		\$ 6,370
	Final Preliminary Design Report	2	2	4		2				\$ 1,424
	Subtotals	10.0	14.0	36.0	0.0	14.0	0.0	8.0	4.0	\$ 11,084
3	Project Design									
	60% Design	8	8	24	24	60	8		2	\$ 18,698
	60% Review Meeting	2	2	1	2	2		2		\$ 1,568
	90% Design	8	8	16	16	48	8		2	\$ 14,818
	90% Review Meeting	2	2	1	2	2				\$ 1,422
	Prepare 100% documents	4	4	8	2	16		4	2	\$ 5,164
	LS9 - Providence Blvd FM Modification	4	2	16		16				\$ 4,992
	Subtotals	28.0	26.0	66.0	46.0	144.0	16.0	6.0	6.0	\$ 46,662
4	Permitting									
	FDEP Wastewater Collection System Permit	2	8			8		2	2	\$ 2,924
	Subtotals	2.0	8.0	0.0	0.0	8.0	0.0	2.0	2.0	\$ 2,924
5	Bidding Assistance									
	Prepare Bid Set plans and specs		2	2		4		8		\$ 1,624
	Attend pre-bid	2	4		4					\$ 1,716
	Address bidder's questions and prepare addenda/um	2	4		4	4		8		\$ 2,796
	Evaluate bids, bid tab, and prepare award recommendation ltr	2						2		\$ 538
	Subtotals	6.0	10.0	2.0	8.0	8.0	0.0	18.0	0.0	\$ 6,674
	TOTAL ALL TASKS	74.0	62.0	105.0	58.0	178.0	16.0	58.0	36.0	\$ 78,660
								TOTAL ALL TASKS		\$ 78,660
9	Subconsultant/Reimbursables Breakdown:							Subconsultants/Reimbursables		\$ 22,550
	Description	Amount							10% Contingency	\$ 7,866.00
	Survey Allowance	\$ 18,000.00							GRAND TOTAL	\$ 109,076
	Geotech Allowance	\$ 3,500.00								
	Permit fee/Printing/Reproduction/Postage	\$ 1,050.00								
	Total	\$ 22,550.00								





These documents shall not be used for any purpose or project for which it is not intended. Mead & Hunt shall be indemnified by the client and held harmless from all claims, damages, liabilities, losses, and expenses, including attorneys' fees and costs, arising out of such misuse or reuse of the documents. Any other use or reuse by owner or by others will be at owner's sole risk and without liability or legal exposure to Mead & Hunt. In addition, unauthorized reproduction of these documents, in part or as a whole, is prohibited.

**Mead  
& Hunt**

## City of Deltona Lift Station #7 Replacement

Figure 1  
i.e. Lift Station #7