

To:	Tom
From:	Kari
Date:	2/3/2021
Subject:	Signature approval

Tom-

Attached for your review and signature is a work assignment with Carollo for a sewer overflow response plan in the amount of \$40,234.00

OK Jon Harman

Thank you-

February 4, 2021

Kari

Susan Smith 2/4/21

FINANCE

401.30.53.531.3104

Budget amendment may be needed once all the costs are known.

WORK ASSIGNMENT 2021-01
RFP # 16-010 PROFESSIONAL ENGINEERING SERVICES LIBRARY
SEWER OVERFLOW RESPONSE PLAN

WHEREAS, on October 6, 2016 the parties entered into an Agreement whereby Carollo Engineers, Inc. (“Consultant”) would perform professional services for the Town of Longboat Key, Florida (“Town”) pursuant to an executed Work Assignment; and

WHEREAS, the Town wishes to authorize the Consultant to perform professional services concerning environmental permitting of a sewer overflow response plan as more particularly described in the scope of services contained herein; and

WHEREAS, the Consultant wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the October 6, 2016 Agreement and in this Work Assignment, the parties agree as follows:

1. General description of the project: The Consultant will provide engineering services to develop a Sewer Overflow Response plan (SORP) that will document procedures for responding to sanitary sewer overflows. The SORP will include notification chains, procedures for sampling, and other actions to be taken by the Town in the event of an overflow.
2. Scope of services: The Consultant will provide services, as described in “Exhibit A, Scope of Services”. Additional services required beyond those identified in Exhibit A will require an amendment to this Work Assignment.
3. Schedule: The Consultant shall complete the services under this Work Assignment within 60 days as prescribed in Exhibit A.
4. Compensation: The Consultant shall receive compensation in the Lump Sum (LS) amount of forty thousand two hundred thirty-four dollars (\$40,234.00) for rendering all of the identified goods and services as indicated in “Exhibit B, Fee Schedule”. The Town may authorize, in writing, in advance, adjustments in the compensation for particular tasks identified under this Work Assignment, provided such adjustments do not exceed the LS compensation established herein. The Consultant shall submit to the Town invoices for the fees for those Services rendered, in arrears. The Consultant shall submit one monthly invoice for all Services performed during invoiced month. The Consultant shall submit invoices for compensation for identified goods and services in sufficient detail for a pre-and post-audit. The Town will make payment in accordance with the Florida Prompt Payment Act upon receipt of a proper invoice.
5. Special Conditions: N/A
6. E-verify: The Consultant and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. Consultant agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Work Assignment. Notwithstanding, if the Town has a good faith belief that Consultant has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Work

Assignment, the Town shall terminate the Work Assignment. If the Town has a good faith belief that a subcontractor performing work under this Work Assignment knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Work Assignment, the Town shall promptly notify Consultant and order Consultant to immediately terminate the contract with the subcontractor. Consultant shall be liable for any additional costs incurred by the Town as a result of the termination of the Work Assignment based on Consultant's failure to comply with the E-Verify requirements referenced herein.

7. The terms and conditions of the October 6, 2016 Agreement shall remain in full force and effect until the completion of this Work Assignment.

IN WITNESS WHEREOF, the parties hereto have made and executed this work assignment as of the day and year last written below.

ATTEST:

As to Carollo Engineers, Inc.

By: 
Signature

Date: 2/03/2021

Seal:



CONSULTANT:

Carollo Engineers, Inc.

By: 
Signature (Authorized Representative)

Print Name: Ricardo G. Borromeo

Print Title: Associate Vice President

Date: 02/03/21

ATTEST:

As to Town of Longboat Key, Florida

By: 
Trish Shinkle, Town Clerk

Date: 2/4/2021

TOWN:

Town of Longboat Key, Florida

By: 
Thomas A. Harmer, Town Manager

Date: February 4, 2021

Seal:



Review of Work Assignment as to Form

By: 
Maggie D. Mooney, Esq., Town Attorney

EXHIBIT A SCOPE OF SERVICES

The Town of Longboat Key contracts with Manatee County for wastewater treatment services. The Town pumps its collected raw wastewater from a master pump station on Longboat Key to the Manatee County Southwest Water Reclamation Facility (SWWRF) on the mainland. The wastewater is transported by a 20-inch ductile iron force main that was installed in 1973.

The Town maintains and operates its wastewater collection system which is comprised of a network of gravity collection pipelines, manholes, lift stations (pump stations), and force main pipelines. At times, overflows within the wastewater collection system may occur due to extreme weather events, mechanical or electrical failure, contractor damage, or other reasons. When this occurs, the Town provides notifications as required by the Florida Department of Environmental Protection (FDEP).

The Town has requested that the Consultant prepare a Sewer Overflow Response Plan (SORP) that will outline procedures to follow in the event of a sanitary sewer overflow. The Consultant will also update the Town's Subaqueous Wastewater Force Main Emergency Procedures document that was developed previously in 2015 to reflect the Town's most recent information.

Task 1 – Project Management and Meetings

Task 1.1 – Project Management. The Consultant's project manager will manage the Consultant's internal team, review work progress, coordinate quality assurance and review procedures, and communicate with the Town during the project. The Consultant's project manager will manage the budget, schedule, and invoicing.

Task 1.2 – Meetings. The Consultant will schedule a virtual kickoff meeting to discuss the scope of the project, necessary data request items from the Town, and a content outline for the SORP. The Consultant will also facilitate a review meeting to discuss Town comments on the Draft SORP and updated Emergency Procedures document.

Task 2 – Sewer Overflow Response Plan

The Consultant will develop an SORP to outline procedures to follow in the event of an overflow. The SORP will include notification chains, clean-up methods, and sampling procedures. The sampling procedures will include procedures for sampling wastewater that is discharged, a listing of surface water bodies that could be impacted by the discharge, and guidance on the number of and location of samples to be taken. The SORP will outline water quality criteria for which samples should be analyzed in accordance with Rule 62-302, Florida Administrative Code (FAC). The SORP will also include instructions on reporting of analysis results to FDEP. The SORP will specify the duration required for sampling, which is typically until the samples consistently meet water quality standards for the impacted water body.

The Consultant will submit the Draft SORP to the Town for review and comment. Upon the Town's review, the Consultant will facilitate a meeting to discuss any comments or questions. The Consultant will incorporate the changes discussed in the review meeting. The Consultant will then prepare and submit the Final SORP to the Town.

Task 3 – Subaqueous Wastewater Force Main Emergency Procedures Update

The Consultant developed a Subaqueous Wastewater Force Main Emergency Procedures document for the Town in 2015 to outline an emergency wastewater handling protocol in the event of a leak or failure in the wastewater subaqueous force main from the Town to Manatee County. The Consultant will update this document to reflect the Town's most recent information. The content of the document will not change, but all information will be updated to indicate current conditions and will also reference the SORP as a complementary document in the event of a force main break.

PROJECT DELIVERABLES

The deliverables to be provided for this project include the following:

- Meeting agendas and minutes
- Draft Sewer Overflow Response Plan (electronic pdf)
- Final Sewer Overflow Response Plan (electronic pdf)
- Draft Subaqueous Wastewater Force Main Emergency Procedures Update (electronic pdf)
- Final Subaqueous Wastewater Force Main Emergency Procedures Update (electronic pdf)

TOWN RESPONSIBILITIES

This scope has been developed to address the anticipated project requirements. Because of the nature of this project, certain assumptions apply to this Scope of Services. To the extent possible, these assumptions are stated within this document and are reflected in the budget. If the project task requirements are different from the assumptions presented in this Scope of Services, or if the Town desires additional services, the resultant change in scope will serve as a basis for amending this project assignment or initiating the development of a new project assignment as agreed to by both the Town and Carollo. The following assumptions and Town responsibilities apply to this project:

- Carollo shall be entitled to rely upon the accuracy of the data and information supplied by the Town without independent review or evaluation.
- The Town shall provide all previous reports, documentation, record drawings, and of other available data as requested.
- The Town will provide all required information within the period established in the schedule. The overall project schedule is based on timely receipt of data from the Town.
- The Town shall attend all meetings to maintain the progress of the project according to the schedule.
- The Town shall review draft deliverables and provide comments to Carollo within a 2-week period.

FEE

The method of payment for this project is lump sum. Total compensation for the services performed shall be the lump sum of \$40,234 plus approved adjustments. The Town shall pay Carollo in monthly installments based upon monthly progress reports and invoices submitted by Carollo for services incurred. Exhibit B provides a breakdown of the fee by task and personnel.

SCHEDULE

The proposed schedule for each task is summarized in the table below. The schedule is based on assumptions in receipt of notice-to-proceed in February 2021. This includes review periods for Draft documents.

Task	Start Date	Completion Date
Task 1 – Project Management and Meetings	February 2021	April 2021
Task 2 – Sewer Overflow Response Plan	February 2021	April 2021
Task 3 – Subaqueous Wastewater Force Main Emergency Procedures Update	February 2021	April 2021

WORK ASSIGNMENT NO. 2020-02
SEWER OVERFLOW RESPONSE PLAN

EXHIBIT B - FEE SCHEDULE

TASK NO.	Technical Advisor, QA/QC Richards	Project Manager Baumberger	Senior Project Engineer Borromeo	Project Engineer	Sr. Technician (GIS/CAD)	Document Processing	Total Hours	Total Compensation
Fee Schedule Classification	Sr. Tech Adv.	Sr. Prof.	Sr. Prof.	Assist. Prof.	Sr. Technician	Support		
Hourly Rate	\$ 225	\$ 225	\$ 225	\$ 128	\$ 135	\$ 90		
Task 1: Project Management and Meetings	6	18	6	8	0	0	38	\$ 7,774
1.1 Project Management		12					12	
1.2 Meetings	6	6	6	8			26	
Task 2: Sewer Overflow Response Plan (SORP)	8	8	32	80	4	8	140	\$ 22,300
SORP	8	8	32	80	4	8	140	
Task 3: Subaqueous Wastewater Force Main Emergency Procedures Update	2	4	12	40	2	8	68	\$ 10,160
Emergency Procedures Update	2	4	12	40	2	8	68	
Subtotal Hours	16	30	50	128	6	16	246	
Subtotal Fee	\$ 3,600	\$ 6,750	\$ 11,250	\$ 16,384	\$ 810	\$ 1,440		\$ 40,234