

**EXHIBIT "A"**  
**BOARD OF COUNTY COMMISSIONERS**  
**HERNANDO COUNTY, FLORIDA**  
**PROFESSIONAL SERVICES AGREEMENT**  
**NO. 21-RG0055/PH**

THIS AGREEMENT made and entered into this 8<sup>th</sup> day of February, 2022 by and between HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS (BOCC), 20 N. Main St., Brooksville, Florida, a political subdivision of the State of Florida, hereinafter called the COUNTY and Jones Edmunds & Associates, Inc., 324 S. Hyde Park Avenue, Suite 250, Tampa, FL 33606, duly authorized to conduct business in the State of Florida, hereinafter called the PROFESSIONAL.

WITNESSETH:

**SECTION 1.** The COUNTY does hereby retain the PROFESSIONAL to furnish certain services in connection with:

Engineering Services for Glen Water Reclamation Facility Denitrification and Plant Upgrades.

**SECTION 2.** The PROFESSIONAL and the COUNTY mutually agree to furnish, each to the other, the respective services, information and terms as described in Exhibit "A", attached hereto and made a part hereof.

Before any additions or deletions to the work described in Exhibit "A", and before undertaking any changes or revisions to such work, the parties shall negotiate any necessary cost changes and shall enter into a supplemental written AGREEMENT covering such modifications and the compensation to be paid therefor.

Reference herein to this AGREEMENT shall be considered to include any supplement thereto.  
Reference herein to COUNTY Administrator shall mean the Hernando County Administrator or its designee.

**SECTION 3.** The services indicated in Exhibit "A" to be rendered by the PROFESSIONAL shall be commenced, subsequent to the execution of this AGREEMENT, upon written notice from the Hernando County Administrator and or its designee and shall be completed within thirty-six (36) months or through construction completion, whichever is greater.

**SECTION 4.** The PROFESSIONAL agrees to provide Project Schedule progress reports in a format acceptable to the COUNTY, either monthly or at intervals established by the COUNTY. The COUNTY will be entitled at all times to be advised, at its request, as to the status of work being done by the PROFESSIONAL and of the details thereof. Coordination shall be maintained by the PROFESSIONAL with representatives of the COUNTY. Either party to the AGREEMENT may request and be granted a conference.

**SECTION 5.** In the event there are delays on the part of the COUNTY as to the approval of any of the materials submitted by the PROFESSIONAL, as if there are delays occasioned by circumstances beyond the control of the PROFESSIONAL which delay the project schedule completion date, the COUNTY shall grant to the PROFESSIONAL, by "Letter of Time Extension" an extension of the Contract time, equal to the aforementioned delays, provided there are no changes in compensation or scope of work, except those changes that may be agreed upon between the parties hereto.

It shall be the responsibility of the PROFESSIONAL to ensure at all times that sufficient Contract time remains within which to complete all services on the project. In the event there have been delays that would affect the project completion date, the PROFESSIONAL shall submit a written request to the COUNTY that identifies the reason(s) for the delay and the amount of time related to each reason. The COUNTY shall timely review the request and make a determination as to granting all or part of the requested extension.



In the event Contract time expires and the PROFESSIONAL has not requested, or if the COUNTY has denied an extension of the completion date, partial progress payments will be stopped on the date time expires. No further payment for the project will be made until a time extension is granted or all work has been completed and accepted by the COUNTY.

**SECTION 6.** The PROFESSIONAL shall maintain an adequate and competent professional staff within the State of Florida and may associate with Specialists, Sub-Professionals and/or other Professionals, for the purpose of its services hereunder, without additional cost to the COUNTY. Should the PROFESSIONAL desire to utilize other Specialists, Sub-Professionals and/or Professionals in the performance of the work, the PROFESSIONAL shall be responsible for satisfactory completion of all such Specialists', Sub-Professionals' and/or other Professionals' work, and may not assign or transfer work under this AGREEMENT to other Specialists, Sub-Professionals or Professionals unless approved in writing by the COUNTY. It is agreed that only Specialists, Sub-Professionals and/or other Professionals which have been approved by an authorized representative of the COUNTY will be used by the PROFESSIONAL. It is also agreed that the COUNTY will not, except for services so designated herein, or as may be approved by the COUNTY, if applicable, permit or authorize the PROFESSIONAL to perform less than the total Contract work with other than its own organization.

**SECTION 7.** All final plans, documents, reports, studies and other data prepared by the PROFESSIONAL will bear the endorsement of a person in the full employ of the PROFESSIONAL and duly registered in the appropriate professional category.

a) After the COUNTY'S acceptance of final plans and documents, a reproducible form of the PROFESSIONAL'S drawings, tracings, plans and maps will be provided to the COUNTY. Upon completion of construction by the Contractor, the PROFESSIONAL shall furnish acceptable field verified "record drawings" of full size prints. The PROFESSIONAL shall signify, by affixing an appropriate endorsement, on every sheet of the record sets, that the work shown on the endorsed sheets was reviewed by the PROFESSIONAL. With the tracings and the record sets of prints, the PROFESSIONAL shall submit three (3) final sets of operation and maintenance manuals.

b) The PROFESSIONAL shall not be liable for use by the COUNTY of said plans, documents, studies or other data for any purpose other than stated in the Scope of Services, Exhibit "A" of this AGREEMENT.

**SECTION 8.** All tracings, plans, specifications, maps, surveys, field survey notes, and/or reports prepared or obtained under this AGREEMENT shall be considered works made for hire and shall become the property of the COUNTY restricted to the terms of (7) above; and reproducible copies shall be made available, upon request, at direct printing costs, to the COUNTY at any time during the period of this AGREEMENT. The COUNTY will have the right to visit the site for inspection of the work and the drawings of the PROFESSIONAL at any time. Unless changed by written AGREEMENT of the parties, said site shall be the address of the firm. Records of cost incurred under the terms of this AGREEMENT shall be maintained and made available upon request of the COUNTY at all times during the period of this AGREEMENT and for five (5) years after final payment is made. Copies of these documents and records shall be furnished to the COUNTY upon request at direct printing cost.

Records of cost incurred includes the PROFESSIONAL project accounting records, together with supporting documents and records of the PROFESSIONAL and all Specialists, Sub-Professionals and/or other Professionals performing work on the project, and all other records of the PROFESSIONAL and Specialists, Sub-Professionals and/or other Professionals considered necessary by the COUNTY for a proper audit of project costs.

Whenever travel costs are included in Exhibit B, the provisions of Section 112.061 (Current Edition), Florida Statutes, shall govern as to reimbursable costs.

The PROFESSIONAL shall furnish to the COUNTY at direct printing cost all final work documents, papers and letters, or any other such materials which may be subject to the provisions of Chapter 119 (Current



Edition), Florida Statutes, made or received by the PROFESSIONAL in conjunction with this project. Failure by the PROFESSIONAL to provide such records shall be grounds for immediate unilateral cancellation of the AGREEMENT by the COUNTY.

**SECTION 9.** The PROFESSIONAL shall comply with all federal, state and local laws and ordinances applicable to the work or payment thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this AGREEMENT.

**SECTION 10.** The COUNTY agrees to pay the PROFESSIONAL compensation as detailed in Exhibit B, attached hereto and made a part hereof. Unless otherwise agreed to, this is a lump sum Contract. No additional fees or expenses will be paid by the COUNTY.

**SECTION 11.** The PROFESSIONAL is employed to render a professional service only and that payments made to the PROFESSIONAL are compensation solely for such services rendered and recommendations made in carrying out the work. The PROFESSIONAL shall perform and complete all work in a workmanlike manner to the best of its abilities and in accordance with sound engineering and professional consulting practices and principles.

In performing construction phase services, the PROFESSIONAL may be requested to act as agent of COUNTY. The PROFESSIONAL'S review or supervision of work prepared or performed by other individuals or firms employed by the COUNTY shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

**SECTION 12.** The COUNTY may terminate this AGREEMENT in whole or in part at any time the interest of the COUNTY requires such termination.

- a) If the COUNTY reasonably determines that the performance of the PROFESSIONAL is not satisfactory, the COUNTY shall have the option of:
  - 1) immediately terminating the AGREEMENT and paying the PROFESSIONAL for work reasonably satisfactorily performed hereunder through the date of termination;
  - 2) notify the PROFESSIONAL of the deficiency, with a requirement that the deficiency be corrected within a reasonable specified time, otherwise the Agreement will be so terminated at the end of such time, and the PROFESSIONAL shall be paid for work satisfactorily completed to such specified date.
- b) If the COUNTY requires termination of the AGREEMENT for reasons other than unsatisfactory performance of the PROFESSIONAL, the COUNTY shall notify the PROFESSIONAL of such termination and specify the state of work at which time the AGREEMENT is to be terminated, and the PROFESSIONAL shall be entitled to receive payment of all work reasonably satisfactorily performed hereunder through the date of termination. An allowance for satisfactory work in progress but not yet completed shall be made.
- c) If the AGREEMENT is terminated before performance is completed, the PROFESSIONAL shall be paid for work satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed the percentage of the work performed.

**SECTION 13.** Adjustment of compensation and Contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be left to the absolute discretion of the COUNTY and supplemental AGREEMENT(s) of such a nature as required may be entered into by the parties in accordance herewith.

**SECTION 14.** All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

**SECTION 15.** The PROFESSIONAL shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by a negligent error, omission or act for which the insured is legally liable; such professional liability insurance will provide



coverage in the amount of \$1,000,000 min. Proof of insurance shall be provided to the COUNTY upon execution of this AGREEMENT.

Additionally, the PROFESSIONAL shall procure and maintain Commercial General Liability insurance in the amount of \$1,000,000/\$2,000,000; \$1,000,000 for Auto; and Statutory amounts for Worker's Compensation coverage whenever PROFESSIONAL enters COUNTY property.

The PROFESSIONAL will also cause Professional Specialists and/or Sub-Professionals retained by PROFESSIONAL for the project to procure and maintain comparable professional liability insurance coverage. Before commencing the work, the PROFESSIONAL shall furnish the COUNTY a certificate(s) showing compliance with this paragraph (Exhibit C). *Said certificate(s) shall provide that policy(s) shall not be changed or canceled until thirty (30) days prior written notice has been given to the COUNTY; Hernando County is named as additional insured as to Commercial General Liability and Certificate Holder must read: Hernando County Board of County Commissioners.*

**SECTION 16.** The PROFESSIONAL warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the PROFESSIONAL, to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT. It is understood and agreed that the term "fee" shall also include brokerage fee, however denoted.

- a) For the breach of violation of Paragraph (16) the COUNTY shall have the right to terminate this AGREEMENT without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

**SECTION 17.** Unless otherwise required by law or judicial order, the PROFESSIONAL agrees that it shall make no statements, press releases or publicity releases concerning the AGREEMENT or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this AGREEMENT, or any particulars thereof, during the period of the AGREEMENT, without first notifying the COUNTY and securing its consent in writing. The PROFESSIONAL also agrees that it shall not publish, copyright or patent any of the site specific data furnished in compliance with this AGREEMENT; it being understood that, under Paragraph (8) hereof, such data or information is the property of the COUNTY. This does not include materials previously or concurrently developed by the PROFESSIONAL for "In House" use. Only data generated by PROFESSIONAL for work under this AGREEMENT shall be the property of the COUNTY.

**SECTION 18.** Standards of Conduct - Conflict of Interest - The PROFESSIONAL covenants and agrees that it and its employees shall be bound by the standards of conduct provided in Florida Statutes 112.313 (Current Edition) as it relates to work performed under this Contract, which standards is hereby incorporated and made a part of this Contract as though set forth in full. The PROFESSIONAL agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed.

**SECTION 19.** The COUNTY reserves the right to suspend, cancel or terminate the AGREEMENT in the event one or more of the PROFESSIONAL'S Corporate Officers is indicted or has a direct information issued against him for any crime arising out of or in conjunction with any work being performed by the PROFESSIONAL for or on behalf of the COUNTY under this AGREEMENT without penalty. It is understood and agreed that in the event of such termination, that reproducible copies of all tracings, plans, specifications, maps, and data prepared or obtained under this AGREEMENT shall immediately be turned over to the COUNTY in conformity with the provisions of Paragraph (8) hereof. The PROFESSIONAL shall be compensated for its services rendered up to the time of any such termination in accordance with Paragraph (12) hereof. The COUNTY also reserves the right to terminate or cancel this AGREEMENT in the event the PROFESSIONAL shall be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors. The COUNTY further reserves the right to suspend the qualifications of the PROFESSIONAL to do business with the COUNTY upon any such indictment or direct information. In the event that any such person against whom any such



indictment or direct information is brought shall have indictment or direct information dismissed or be found not guilty, such suspension on account hereof shall be immediately lifted by the County Administrator.

**SECTION 20.** PROFESSIONAL shall indemnify and hold harmless the COUNTY and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of PROFESSIONAL and other persons employed or utilized by PROFESSIONAL in the performance of the Contract.

**SECTION 21.** All notices required to be served on the PROFESSIONAL shall be served by Registered or Certified mail, Return Receipt Requested, to PROFESSIONAL'S address and all notices required to be served upon the COUNTY shall be served by Registered or Certified mail, Return Receipt Requested, addressed to the County Administrator, Hernando County Board of County Commissioners, 20 N. Main St., Brooksville, FL 34601.

**SECTION 22.** Hernando County reserves the privilege of auditing a vendor's record, by a representative of the COUNTY, as such records relate to equipment, goods or services and expenditure therefor, with respect to any express or implied agreement between Hernando County and said PROFESSIONAL. Such records include, but are not limited to: all books, records, and memoranda of every description, pertaining to work under Contract, this AGREEMENT.

Hernando County further reserves the right to reproduce any of the aforementioned documents pertaining to the work under Contract, this AGREEMENT.

**SECTION 23.** Unless otherwise required by law, this AGREEMENT shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any dispute arising from this AGREEMENT shall be litigated in the appropriate court in Hernando County, Florida, or the US District Court, Middle District of Florida. In any litigation arising from this agreement, the parties IN ANY LITIGATION ARISING FROM THIS AGREEMENT, THE PARTIES SHALL BEAR THEIR OWN COSTS AND ATTORNEYS' FEES.

#### **SECTION 24. E-VERIFY**

CONTRACTOR/CONSULTANT/PROFESSIONAL is advised that the COUNTY has entered into an AGREEMENT with U.S. Immigration and Customs Enforcement (ICE) wherein the COUNTY will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, CONTRACTOR/CONSULTANT/PROFESSIONAL represents and warrants (a) that the CONTRACTOR/CONSULTANT/PROFESSIONAL is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the CONTRACTOR/CONSULTANT/PROFESSIONAL employees are legally eligible to work in the United States, and (c) that the CONTRACTOR/CONSULTANT/PROFESSIONAL has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

A mere allegation of CONTRACTOR/CONSULTANT/PROFESSIONAL intent to use and/or current use of unauthorized workers may not be a basis to delay the COUNTY'S award of a Contract to the CONTRACTOR/CONSULTANT/PROFESSIONAL unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the COUNTY.

Legitimate claims of the CONTRACTOR/CONSULTANT/PROFESSIONAL use of unauthorized workers must be reported to both of the following agencies:

- (i) The COUNTY'S Purchasing Contracts Department at (352) 754-4020; and
- (ii) ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE



In the event it is discovered that the CONTRACTOR/CONSULTANT/PROFESSIONAL employees are not legally eligible to work in the United States, then the COUNTY may, in its sole discretion, demand that the CONTRACTOR/CONSULTANT/PROFESSIONAL cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the COUNTY, and/or debar the CONTRACTOR/CONSULTANT/PROFESSIONAL from bidding on all COUNTY Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.

CONTRACTOR/CONSULTANT/PROFESSIONAL is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors:

1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
2. Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
3. Establish a written hiring and employment eligibility verification policy.
4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as to each employee's verification to minimize the potential for a single individual to subvert the process.
6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.
7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.
8. Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Contractors to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in subcontractor AGREEMENTS.
9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

## **SECTION 25. INTERPRETATION**

This AGREEMENT shall not be construed for or against any party hereto, without regard to which party is wholly or partly responsible for its drafting.

## **SECTION 26. TRAVEL**

Engineering firms (PROFESSIONAL) requesting travel and subsistence reimbursement shall comply with Florida Statute 112.061 (Current Edition).



**SECTION 27.**

**Attachments:**

Exhibit "A" Scope of Services

Exhibit "B" Fee Schedule (To be provided at Contract award)

Exhibit "C" Certificate of Insurance (To be provided at Contract award)

Exhibit "D" Notice to Proceed (To be provided at Contract award)

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed, the day and year first above written.

(SEAL)

BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY, FLORIDA

Attest: Swoon Bureau, D.C.  
for Douglas A. Chorvat, Jr.  
Clerk of Circuit Court and Comptroller

Date: 2-8-22

Date: 1-8-2022

Steve Champion, Chairman

Jones Edmunds & Associates, Inc.

Witness Ronda Lyles



By Stanley F. Ferreira, Jr., PE, President & CEO

*Bleermax 1/7/2021*  
*TFriedrich 1/10/2021*



## EXHIBIT "A"

### **SCOPE OF SERVICES:**

**GENERAL:** Hernando County is seeking statements of qualifications from Florida registered firms qualified to provide Engineering Services for the Glen Water Reclamation Facility Denitrification and Expansion project. Professional consultant services may be required for design, permitting, design of biological processes, chemical processes, structural, electrical, mechanical, hydrogeological, all necessary appurtenant assets, site work, landscaping, construction engineering inspection, and generation of record drawings.

Services may include, but are not limited to the following:

- Design and permitting of sewage treatment plant and related structures.
- Design and permitting of modifications to sewage treatment plant and related structures.
- Design, engineering, and permitting of foundations and supports for equipment to include stair screens, miscellaneous screens, washer/compactor units, aerators, mixers, aeration systems, pumps, pump stations, generators, piping, pipe supports, electrical supports, and electrical control systems.
- Wastewater treatment process design to achieve advanced wastewater treatment for total nitrogen to ensure compliance with the Weeki Wachee Basin Management Action Plan (BMAP).
- Design, engineering, and permitting of structures to include aerobic treatment tanks, anoxic treatment tanks, reaeration tanks, and aerated sludge holding tanks.
- Design, engineering, and permitting of headworks barscreen.
- Design, engineering, and permitting of a vac-truck dump station.
- Design, engineering, and permitting of rapid infiltration basins.
- Zoning changes.
- Construction inspection services.
- Design and permitting of sewage pumping stations and forcemains.
- Design and permitting of reclaimed water land application system.
- Design and permitting of reclaimed water storage and pumping stations.
- Design and permitting required site work.
- Environmental or groundwater monitoring plans.
- Scientific investigations, analyses, and technical studies.
- Develop or upgrade hydraulic models for reclaimed water distribution systems.
- Develop or upgrade hydraulic models for manifolded forcemain systems.
- Develop documents necessary to publish bids for construction of wastewater and reclaimed water projects.
- Develop engineering plans.
- Develop as-built drawings.
- All other related services.



December 27, 2021

Patty Hall, CPPB  
Contract Compliance Officer  
Hernando County, Department of Purchasing and Contracts  
15470 Flight Path Drive  
Brooksville, Florida 34604

RE: Glen Water Reclamation Facility (WRF) Denitrification and Plant Upgrades  
Request for Qualifications RFQ No. 21-RG0055/PH, Engineering Services for the  
Glen WRF Project

Dear Ms. Hall:

It was an honor to be the top ranked professional service firm that responded to RFQ No. 21-RG0055/PH. As the top ranked firm, we met with you and Hernando County Utility Department (HCUD) staff on July 15, 2021. Based on the RFQ and that meeting, we have developed a scope of services for preliminary design, final design and bidding, and construction-phase services for the Glen Water Reclamation Facility (WRF) Denitrification and Plant Upgrades Project.

In summary the Scope of Services is divided into six tasks: Task 1 – Project Management & Meetings; Task 2 – Preliminary Design Services; Task 3 – Permitting-Phase Services; Task 4 – Final Design and Bidding-Phase Services; Task 5 – Construction-Phase Services; and Task 6 – Construction Observation Services. We propose to complete Tasks 1 through 6 for a total not-to-exceed project fee of \$1,362,516. We anticipate a project design, bid and award phase duration of 14 months and construction phase duration of 15 months. Exhibit A -the detailed scope of services, schedule, and project fee estimate by task (Exhibit B) are included as attachments to this letter.

As always, we appreciate this opportunity to serve the Hernando County community. If you have any questions or comments call us at (813) 258-0703.

Sincerely,



Thomas W. Friedrich, PE, BCEE  
Senior Consultant/ Vice President



Jeffrey Crowley, PE, CCM, PMP, LEED AP  
Project Manager/ Vice President

Enclosures/Attachments: Scope of Services and Exhibit B – Project Fee Estimate by Task

XC: Mark Morgan, PE-Project Manager; Rick Kirby, PE – Engineering Division Manager, Hernando County  
Brian Icerman, PE, ENV SP – Managing Director, Jones Edmunds

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

## **1 PROJECT MANAGEMENT & MEETINGS**

### **PROJECT MANAGEMENT**

Jones Edmunds, as the prime consultant, will manage the project and subconsultants throughout the project from the preliminary design through WRF facility improvement startup and construction closeout. Work will include routine coordination with the County Project Manager (PM) including the following: communication – phone calls, emails, texts, virtual and in-person team meetings; monthly invoicing; and Florida Department of Environmental Protection (FDEP) grant progress reports and project schedule/updates.

### **KICKOFF MEETING AND INITIAL DATA REQUEST**

Following the Contract Execution and Notice to Proceed (NTP), Jones Edmunds will set up a project kick-off meeting (in-person meeting) with the County. At the meeting, we will submit a Project Plan that includes Contact List, Lines of Communication, Project Schedule with Major Milestones, and County Goals and Critical Success Factors for the Project. We will prepare an initial data needs request and submit to the County PM 1 week before the meeting to allow staff to determine data availability for discussion at the meeting. Following the meeting, a site visit will be conducted with County staff and design team members.

### **MONTHLY PROJECT REVIEW MEETINGS**

Monthly project review meetings will begin after the kickoff meeting and continue over the period of the preliminary design, permitting, final design, and bidding-phase services. The meetings will be set up as a combination of virtual (Zoom) and in-person meetings based on discussions with the County PM. During the construction-phase, monthly progress review meetings will be performed under that project.

### **SHAREFILE MANAGEMENT**

Jones Edmunds will establish a Citrix ShareFile Site to allow the Jones Edmunds Design & Construction Team, subconsultants and the County PM, and engineering and operations staff to share data, engineering submittals and drawings, permit applications, construction submittals, and final record drawings.

### **DELIVERABLES**

Jones Edmunds will distribute electronic copies of meeting minutes via e-mail within 10 calendar days from the date of the kickoff meeting (Adobe Acrobat format) and monthly project review meetings.



## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

## **2 PRELIMINARY DESIGN SERVICES**

Jones Edmunds will complete preliminary design services that will serve as the basis of the design for the rest of the project. The goal of this task is conduct field data collection, analyze the field data, perform preliminary engineering calculations, and document these findings in a Basis of Design Report (BODR) and 30% design plans.

### **DATA COLLECTION AND PRELIMINARY ENGINEERING**

Jones Edmunds will contract with the subconsultants listed below to perform field data collection and preliminary engineering services.

#### **SURVEY – COASTAL ENGINEERING LLC (COASTAL)**

- **Site Topographic Survey** – Coastal will conduct a topographic survey of rapid infiltration basins (RIBs) 1A and 1B and the WRF plant site to document existing topography, buried utilities, and above-grade structures and piping for the construction of the new denitrification facility structures, piping, and planned improvements. Note: It is assumed survey of RIB 2A and 2B is not required and therefore not included.
- **Structure Survey** – Coastal will survey the top of walls (TOW), weirs, channel bottom, gates, hydraulic control points, and critical gravity flow piping elevations to allow update of the WRF Hydraulic Profile. The hydraulic control points to be surveyed include the Headworks channel bottom and vortex grit channel weir elevation; anoxic basin splitter box and tank TOWs; weir and port openings; 36-inch Oxidation Flow Split Piping; Oxidation Ditch No. 1 and No. 2 – TOWs; outlet weir (minimum and maximum) and aerator minimum and maximum operating ranges; clarifier splitter box TOW and weir elevation; Clarifier No. 1 and No. 2 TOWs; and the V-notch weir elevation.
- **Endangered Species (Biotic) Survey** – Coastal will conduct an endangered species survey in RIB 1B and the WRF site areas proposed for construction of improvements to identify endangered /protected species. A report will be prepared on the findings and discussion of the specification and drawings that will be prepared for gopher tortoise or other species requiring relocation or mitigation.

#### **GEOTECHNICAL FEASIBILITY STUDY – TIERRA**

- **Ground Penetrating Radar (GPR)** – Tierra has previously worked at this site for the past expansion and is familiar with the subsurface geologic conditions and the site is located within a region known for moderate sink hole activity. Tierra will conduct a GPR survey across the area proposed for the WRF expansion for the denitrification tanks and future capacity expansion area – RIB 1B (approximately 5 acres) and the area proposed for the new aerobic digester using 25-foot-spaced transects. The purpose is to identify the depth of bedrock and karst formations that may exist under the proposed improvement and expansion areas and provide a geologic hazard evaluation.

## EXHIBIT A

### GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES

- **Geotechnical Borings** – Tierra will conduct five standard penetration test (SPT) borings to a depth of 50 feet below land surface (bls) within RIB 1A at the areas proposed for the second Anoxic and Reaeration (Denitrification Basins) and the areas for the future clarifiers, oxidation ditches, first-stage anoxic basins, and at the new aerobic digester basin. Tierra will conduct four SPT borings to a depth of 20 feet bls for the future structures: headworks expansion, flow-splitter box, filters, and chlorine contact basins. The goal is to establish that this areas acceptable for proposed and future improvements.
- **RIB Piezometers for Load Testing** – Tierra will install up to four piezometers to a depth of up to 50 feet (or a depth that is 5 to 10 feet below the water table) in RIBs 1A, 2A, and 3B for use by Jones Edmunds hydrogeologists to measure groundwater levels during load testing. These data will be used for the RIB re-rate proposed in the land application report to demonstrate that the existing design capacity (3.0 million gallons per day annual average daily flow [MGD AADF]) can be loaded to these RIBs without significant groundwater mounding.
- **Geotechnical Report** – Tierra will prepare a geotechnical report that includes a boring location plan, boring profiles with soil conditions and groundwater levels encountered, and feasibility of utilizing the in-situ soils for support of the proposed structures using shallow foundations unless soil borings, structural loads, or settlement criteria dictate otherwise. The report will provide preliminary foundation recommendations for the proposed facilities including allowable bearing pressures, foundation size and levels, and soil subgrade recommendations. If the investigation reveals the need for deep foundations or soil remediation, preliminary recommendations and options will be provided for use by our structural engineer.

#### SUBSURFACE UTILITY ENGINEERING (SUE) LOCATES – AYRES

- **WRF Buried Pipe Locates** – Ayres will conduct SUE to identify and prepare drawings showing the depth and confirming pipe sizes for the following:
  - Anoxic Effluent Flow Splitter Pipe to Oxidation Ditch
  - 24-inch Pipes from the Oxidation Ditch Effluent Box
  - 24-inch Pipes at the Clarifier Splitter Box
  - Up to Six Additional Pipe Locates

#### LAND APPLICATION ENGINEERING REPORT

Based on the geotechnical field data collection results, Jones Edmunds will prepare a Land Application Report for re-rating the existing RIB (R-001). R-001 is a 3.0-MGD-AADF-permitted capacity Part IV rapid land application system that consists of four cells with a total bottom surface area of 23.22 acres, with a current maximum day loading of 5 inches/day. The anticipated project layout includes converting RIB 1B (approximately 5 acres) to the plant expansion area for the Phase 1, 2 and 3 WRF Expansions. To accommodate this, the remaining RIBs 1A, 2A, and 2B (approximately 18 acres) will require



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### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

re-rating to a capacity of 3.0-MGD AADF (6.14 inches/day) to maintain 100-percent backup to the Part III reclaim water system (R-002). Jones Edmunds will review historical RIB loading rates and groundwater monitoring well data and contact FDEP to discuss the approach for re-rating, which may include installing piezometers and load testing the remaining RIBs to demonstrate feasibility of increased loading rates by demonstrating minimal impact to groundwater levels by the increased loading. Groundwater modeling in support of the re-rate may be required and will be completed as necessary. The land application report will be prepared in support of the FDEP Domestic Wastewater Facility permit applications and in accordance with Rule 62-610, Florida Administrative Code (FAC).

#### **BASIS OF DESIGN REPORT**

Jones Edmunds will prepare a Basis of Design Report (BODR) for the proposed Denitrification Facilities and Improvements, as well as the site and stormwater work in accordance with the October 23, 2003 FDEP *Guide to Permitting Wastewater Facilities or Activities Under Chapter 62-620, FAC*. The BODR will establish the basis of design for the facility's upgrades required for denitrification. The upgrades will consist of adding a second-stage anoxic basin and reaeration basin (Stage 3 and 4) to the existing 2-Stage Modified Ludzack-Ettinger (MLE) treatment process to create a 4-Stage Bardenpho and the sizing for additional aerobic digester treatment capacity and headworks improvements. The project will be designed to meet the Total-Nitrogen (TN) discharge treatment goals required for facilities within the Priority Focus Area (PFA) of the Weeki Wachee Basin Action Management Plan (BMAP). Additionally, site, civil, environmental species, and related stormwater work required to complete the facility improvements will be summarized in the BODR. Structural engineering and foundation design requirements will be summarized based on the results of the geotechnical field work and report recommendations. Electrical, instrumentation and control (I&C), and supervisory control and data acquisition (SCADA) modifications will also be summarized for the proposed plant improvements.

Permitting requirements for FDEP Operating Permit Modifications and Environmental Resource Permit (ERP) permitting will also be summarized.

The following major process elements for the proposed Denitrification and Plant Upgrades will be outlined in the BODR:

- An updated WRF Process Flow Schematic (wastewater and solids)
- An updated WRF Hydraulic Profile and summary of hydraulic deficiencies and required improvements. The goal is to provide gravity flow through the existing and proposed treatment trains (as feasible) and evaluate and design the following modifications as discussed with HCUD staff:

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- Evaluate and propose a solution (evaluate ARV, reinstalling crossover pipe at lower elevation, or other as feasible) to correct the flow split between the first Anoxic Basins and Oxidation Ditches.
- Evaluate raising the walls of the existing Oxidation Ditch or adding splash plates at circular ends of ditch or other improvements to increase tank free-board (minimum 1.5 feet) at peak flow conditions to prevent a sanitary sewer overflow (SSO) at WRF plant site.
- Provide a gravity flow design from existing Oxidation Ditches to proposed second Anoxic and Reaeration Basins and back to existing Final Clarifiers.  
Note: Pumping design will only be done if gravity flow not feasible.
- Improvements to the existing headworks including the following:
  - Addition of Huber Stair Screen and Screenings Compactor.
  - Addition of a water booster pump to increase wash water pressure to mechanical bar screen and compactor and to spray nozzles for influent channels and grit chamber.
  - Addition of 5-Trays to Grit Removal System.
  - Addition of spray headers and nozzles to both influent channels before and after the screens and to the grit chamber to remove grease (received from septage receiving station).
- Biological Nutrient Removal Improvements include the following:
  - Conduct BioWin modeling to size the final second Anoxic and Reaeration Basins to meet a TN  $\leq 3.0$  milligrams per liter (mg/L) AADF to convert the 2-Stage MLE process to a 4-Stage Bardenpho WRF.
  - Design 4-Stage BNR system with a dissolved oxygen (DO)/Ammonia-based Aeration Control System which will include the following instruments, analyzers: DO, NH<sub>3</sub>-N; NO<sub>3</sub>-N; Total-N; ORP, TSS probes, and pH and Alkalinity probes along with SCADA modifications to optimize Total-N removal and assist in control of system solids retention time (SRT).
  - Monitor Oxygen Reduction Potential (ORP) in the first and second Anoxic Basins with SCADA control optimize denitrification and Total-N removal.
  - Provide an alkalinity/pH control system to maintain a residual alkalinity above 50 mg/L and a pH 7.0 or higher to optimize nitrification within the oxidation ditches.
  - Provide supplemental carbon chemical feed system to optimize denitrification removal in the second Anoxic Basins.
  - Currently Total-P removal is not required within the Priority Focus Area (PFA) of the Basin management Action Plan (BMAP). However, the ability to reliably remove Total-P to  $\leq 1$  mg/l can easily be accomplished by a chemical feed system to dose Ferric Sulfate or Aluminum Sulfate (Alum) at the proposed



## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

clarifier splitter box. The design of this chemical feed system will be provided if desired by the County.

- Design second Anoxic Basins with parallel treatment trains, baffles, submersible mixer isolation slide gates, walkways and stairs for access.
  - Design reaeration basin with coarse-bubble diffusers with PD Blowers.
  - Design new clarifier splitter box with weirs and isolation gates to flow back to final clarifiers.
- Provide stair access to replace the existing vertical ship ladders (currently not OHSA compliant) at 8-locations (2 at each of the 4-horizontal aerators at the two oxidation ditches).
  - Adding a new 400,000-gallon Aerobic Digester with associated positive-displacement (PD) blowers, coarse bubble diffusers, feed and transfer piping, and decanting mechanism/piping.
  - Design electrical, instrumentation, and SCADA improvements for the proposed improvements.
  - A Preliminary Engineer's Opinion of Probable Construction Cost (EOPCC), an updated Design and Construction Implementation Schedule, and a preliminary Maintenance of Plant Flow and Operations specification will be provided.

### **30% DESIGN DOCUMENTS**

Jones Edmunds will develop preliminary design plans submitted with the BODR which will represent approximately a 30% level of design completion and include a table of contents to summarize the expected drawing list for project. The design plans will provide the layout for major elements that make up the project.

### **SPECIFICATION LIST**

Jones Edmunds will develop a table of contents for the technical specifications will be prepared in Construction Specification Institute (CSI) format for Divisions 1 through 16 to encompass work envisioned for the project.

### **BODR REVIEW MEETING**

After the County reviews the Draft BODR, 30% Documents, and Specification List, Jones Edmunds will meet with County staff to review the draft and discuss County comments. Jones Edmunds will address the County's comments and submit a Final BODR. If the major elements layout is approved, we will incorporate the County's 30% Design Documents comments into the 60% design document submittal.

### **DELIVERABLES**

Jones Edmunds will distribute electronic copies (Adobe Acrobat format) of reports and CAD files for survey and SUE work developed for this phase to the County. Additionally, Jones

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

Edmunds will provide the County with an electronic copy Draft BODR and 30% Design Documents with EOPCC. Jones Edmunds will provide the County with the Final BODR in electronic format (Adobe Acrobat format) based on comments provided during the review meeting.

## **3 PERMITTING-PHASE SERVICES**

### **FDEP DOMESTIC WASTEWATER FACILITY PERMITTING & LAND APPLICATION MODIFICATIONS**

This project will require a Substantial Modification to the facility's existing wastewater permit from the FDEP Southwest District office. Jones Edmunds will prepare and submit the permit application, which will include the following:

- FDEP pre-application meeting.
- Basis of Design Report.
- Land Application Engineering Report.
- Form DEP 62-620.910(1) and (2), Application Forms 1 and 2A.
- Update public-access reuse Operating Protocol. As part of this effort evaluate fecal coliform levels (cfu/100 ml) after effluent filters but prior to disinfection to establish CT level per FDEP high-level disinfection requirements (62.620 FAC).

The County engineering and operations staff recently re-permitted the Glen WRF for a 5-Year renewal in 2019 (2020 to 2025) and submitted the required Capacity Analysis Report (CAR) and Operation and Maintenance Performance Report (OMPR). Since this permit is not requesting a change in WRF capacity, we assume we will reuse of these reports. This scope does not include modifications or updates to the CAR or OMPR.

This Tasks includes responses to up to two FDEP Requests for Additional Information (RAIs) for the wastewater permit application for this substantial modification.

### **FDEP ERP – STORMWATER MANAGEMENT SYSTEM PERMITTING**

We anticipate the project will require an ERP through FDEP. In coordination with Coastal Engineering, we will complete the following engineering services as part of the ERP process:

- Conduct FDEP pre-application meeting.
- Conduct preliminary investigation of existing ERP, drainage patterns and other environmental concerns within and around the proposed WRF site.
- Correspond with FDEP regarding the need for an ERP modification (as required) for the proposed site development.
- Prepare preliminary grading maps of the proposed WRF site.



## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

- Perform the following work for the proposed WRF site: (1) delineate existing and proposed drainage basins, (2) perform time of concentration calculations for pre- and post-construction conditions, (3) perform peak discharge calculations for pre- and post-construction conditions, and (4) identify the seasonal high-water table.
- Prepare an ERP Modification Application package, including calculations, exhibits, maps, and drawings for the stormwater system of the WRF site. The application package will be provided to the County for review, approval, and signatures before it is submitted to FDEP. Jones Edmunds assumes that the project area will not impact any wetlands and a Notice of General Permit will be required.
- Respond to up to two RAIs from FDEP.

### **DELIVERABLES**

Jones Edmunds provide the County with draft (for Review) and final the substantial modifications to the FDEP Wastewater Facility Permit and FDEP Environmental Resource Permit. Jones Edmunds will provide the County with RAI responses in electronic format.

## **4 FINAL DESIGN AND BIDDING-PHASE SERVICES**

The goal of this Task is to provide the 60% Design, 90% Design, 100% Design, and Bid Documents for this project. The design elements will be based on the final BODR. The number of drawings is subject to change as the design develops. Although Jones Edmunds' drawings standards and details will be used, they will be checked for conformance with the County's standard details. AutoCAD version 2018 will be used. The Front-end Documents for the Bid Documents specification package will be the Engineers Joint Contract Document Committee (EJCDC), Year 2018 with Supplemental Conditions modifications as required by Hernando County.

### **60% DESIGN DOCUMENTS**

- Prepare 60% design plans and specifications (process, civil, mechanical, electrical, structural, and instrumentation and controls).
- Submit four copies of the 60% design plans and specifications to the County for review. An electronic copy will also be provided in Adobe Acrobat format.
- Prepare a 60% opinion of probable construction cost and submit it to the County for review.
- Meet with the County to review the 60% design documents.

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

#### **90% DESIGN DOCUMENTS**

- Prepare 90% design plans and specifications (process, civil, mechanical, electrical, structural, and instrumentation and controls) incorporating the County's comments from the 60% design review.
- Submit four copies of the 90% design plans and specifications to the County to review.
- Prepare a 90% opinion of probable construction cost and submit it to the County to review.
- Meet with the County to review the 90% design documents.

#### **100% DESIGN DOCUMENT PREPARATION**

- Prepare 100% plans and specifications, incorporating the County's comments from the 90% design review.
- Submit four copies of the 100% design plans and specifications to the County to review. An electronic copy will also be provided in Adobe Acrobat format.
- Submit eight copies of the 100% design plans to the County for the Building Permit Application.
- Prepare a 100% opinion of probable construction cost and submit it to the County to review.
- Meet with the County to review the 100% design documents.

#### **BIDDING-PHASE SERVICES:**

- Jones Edmunds will prepare and submit the bid documents to the County, incorporating the County's comments on the 100% design documents. This will include five signed- and sealed-copies and one electronic copy of the bid documents.
- Attend one pre-bid meeting and prepare pre-bid meeting minutes and submit them to the County for distribution.
- Respond to requests for information (RFIs) from bidders and issue up to three addenda if necessary. The last addendum, if required, will be issued 7 days before bid opening.
- Tabulate and evaluate bids and provide a recommendation to the County for award.

#### **DELIVERABLES**

Jones Edmunds provide the County with electronic and hard copies of the 60% Design, 90% Design, and 100% Design Documents for review and comment. We will provide five signed- and sealed-copies and one electronic copy of the bid documents. Jones Edmunds will provide the County with pre-bid meeting minutes, RFI responses, and bid evaluation letter in electronic format.



## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

## **5 CONSTRUCTION-PHASE SERVICES**

### **CONSTRUCTION ADMINISTRATION**

Jones Edmunds will provide construction administration, which includes oversight and support to coordinate construction activities, assist with potential schedule/construction conflicts and process, and track and manage the project documentation required by the construction contract. Jones Edmunds' construction administration and coordination items necessary to document the project's performance include the following:

1. Prepare for and lead a pre-construction conference with the Contractor and the County after award of the contract. We will prepare an agenda, provide a sign-in sheet, and produce and distribute meeting minutes to the Contractor and the County. We anticipate this meeting will review the Contractor's work schedule, submittal schedule, shop drawings, material submittals, progress payments, and work hours and will discuss general contract requirements and procedures including lines of communication.
2. Prepare for and lead monthly construction progress meetings including preparing agendas and generating and distributing meeting minutes.
3. Review submittals, shop drawings, material samples, results of tests and inspections, and other data that the Contractor is required to submit.
4. Receive and review O&M instruction manuals, schedules, guarantees, bonds, and certificates of insurance, which are to be assembled by the Contractor in accordance with the Contract Documents.
5. Receive draft Pay Applications from the Contractor, review with the County PM, submit requested changes to Contractor, and make recommendation for payment to the Contractor. Verify that all deliverables required of the Contractor for the monthly pay application are submitted.
6. Review and respond to Contractor RFIs. Track and review RFIs with the County PM. RFI responses will be coordinated with the County before distribution to the Contractor.
7. Prepare and submit RFPs to the Contractor. Review, analyze, and make recommendations to the County on the Contractor's proposals. Prepare interim field change agreements (IFCAs), as required, and assist during negotiations of Contractor cost proposals. Assist the County with the review, preparation, and execution of Contract change orders.
8. Evaluate the Contractor's compliance with the obtained permits' requirements. Notify the County of compliance-related concerns and coordinate potential actions with the Contractor and the County.
9. The Consultant's construction coordinator will maintain project files throughout the duration of the project, including but not limited to correspondence, meeting minutes, Contract Documents, change orders, field orders, RFIs, work change directives,

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

addenda, pay applications, shop drawings and submittals, O&M manuals, warranties, and regulatory correspondence.

#### **ASSUMPTIONS**

- All correspondence will be directed to the County's Project Manager.
- The County will issue the Notice of Award, execute the construction Contract, and issue the Notice to Proceed.
- The Contractor will be responsible for printing additional sets of construction documents.
- The Consultant's scope and fee are based on a 15-month performance period (12 months to substantial completion; 15 months to final) for the completion of the project.

#### **CONTRACT CLOSEOUT**

When the Contractor notifies the County that the project has reached Substantial Completion, Jones Edmunds will begin Contract Closeout, which includes the following services:

- Conduct a Substantial Completion site walk-through with the County and the Contractor. This site walk-through will include the EORs, Construction Administrator, and Resident Observer (RO). We will provide a punch list (an initial list of items to be corrected or completed) for distribution to the Contractor.
- Assist the County to issue a Certificate of Substantial Completion with a final punch list attached for the County and the Contractor to sign.
- Review the Contractor's mark-ups of the Construction Drawings for conformance and accuracy.
- Prepare Record Drawings using the CAD and .pdf deliverable of the Contractor as-built drawings.
- Prepare and submit final documentation to FDEP to close the permits including but not limited to FDEP Notice of Construction Completion and Availability of Record Drawing Certification.
- Assist the County in providing post-construction permit certifications.
- Conduct a Final Completion site walk-through with the County, the Contractor, and equipment representatives (as required) and document any remaining deficiencies.
- Assist the County with preparing, reviewing, and executing final documentation required by the Contract Documents for Final Acceptance and project closeout.



## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

- Provide the County an electronic copy of the project files, at project close-out, for incorporation into the overall project catalog and will include:
  - As-builts, record drawings, maps, manuals, and any other material provided by the County as a response to an RFI by the Engineer.
  - Assumptions, data requests, references, files of correspondence, meeting agenda, sign-in sheets and minutes, document comment-response log, technical memoranda/reports, Contract Documents, change orders, field orders, RFIs, work change directives, addenda, additional drawings issued subsequent to the execution of the Contract, progress reports, shop drawing and progress submittals, regulatory correspondence, and other project-related documents such as O&M manuals and warranty information, as available.

#### **ASSUMPTIONS**

As-Built Drawings are prepared by the Contractor in both CAD and .pdf format and reviewed by Jones Edmunds. Jones Edmunds will provide Record Drawings for the project.

#### **WRF O&M MANUAL UPDATE; STARTUP ASSISTANCE**

Jones Edmunds will update the O&M manual for the WRF with the headworks, denitrification, and biosolids modifications. The O&M manual will be modified as an addendum to meet the minimum requirements in accordance with Chapter 62-600.720, FAC. Jones Edmunds expects that the O&M Manual will include updates to the following chapters/sections:

- Headworks – Screening and Grit Removal.
- Biological Nutrient Removal – Four-Stage Bardenpho.
- Aerobic Digesters.

Jones Edmunds will assist the County operations staff with startup and monitoring of plant performance for 3 months following startup. Approximately 3 hrs/week over 12 weeks is budgeted to assist with startup and WRF optimization.

#### **DELIVERABLES**

Jones Edmunds provide the County with electronic and hard copy of the O&M Manual Addendum Update for review and comment. Once final comments are received, two hard copies and electronic copy will be provided.

### **6 CONSTRUCTION OBSERVATION SERVICES**

Jones Edmunds will provide and supervise a Resident Observer to perform daily on-site observation of the Contractor's activities to evaluate compliance with the Contract

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

Documents, while providing accurate records of the Contractor's progress by completing Daily Construction Reports with construction photographs of work being performed.

The RO will verify the level of staffing and equipment that the Contractor has on site, witness and document testing, take photographs, provide a daily observation record, verify that materials delivered to the site are consistent with submitted materials, and review progress reports and payment requests against constructed project elements for the times they are on site. For services to be performed on site by the RO and by any other Jones Edmunds employee, each such person shall exercise reasonable precautions for themselves and for the County property. Each such person shall comply with all laws, rules, regulations or ordinances related to safety and health and shall take precautionary and prompt action where loss control/safety measures should reasonably be expected. Each such person shall perform the services in a manner consistent with that degree of care and skill exercised by members of the same profession currently practicing under similar circumstances.

This Scope estimates RO services will be required 8-hours per day, 5-days per week over 12 months (365 days) that the Contractor is expected to be on site over the projected 15-month construction schedule. This Scope and Fee Estimate plans and budgets for the RO to be on site to monitor the project up to 100% of the total project on-site and closeout time. The on-site RO will be supported by the Construction Administrator, Project Manager, Engineer-of-Record, Construction Coordinator, and engineering staff on an as-needed basis for both on- and off-site construction activities and to be on-site during critical activities the last three-months of the project closeout. Jones Edmunds will coordinate with the Contractor to determine the schedule for construction events that require observation. The RO services will be provided on a time-and-material basis and include:

- Provide on-site observation to verify compliance with the Contract Documents and inform the County of progress and any observed deficiencies.
- Prepare and log Daily Field Reports for the days on site, documenting construction activities and submitting them to the County PM for review on a weekly basis.
- Review the Contractor's red-line as-builts on site monthly.
- Provide daily coordination with the Contractor's superintendent regarding planned on-site construction activities and coordination of activities with the County PM.
- Coordinate with the County PM when testing that requires the presence of County staff is necessary.
- Jones Edmunds' EOR(s) will perform up to 12 site visits to review the installed work for compliance with the Contract Documents.
- Jones Edmunds' structural and electrical subconsultants will perform up to three and five site visits, respectively, as necessary to support the project.
- Observe and recommend to the County, that the Contractor has met all requirements of the Phasing Plan established in the Contract Documents.



## EXHIBIT A

### GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES

#### ASSUMPTIONS

- The total construction duration from NTP to Final Completion will be 15 months. This Scope and Fee Estimate match the anticipated contractual time that the Contractor will be allowed on site. If the Contractor does not complete the project on schedule, a provision is in the County's Agreement to assess liquidated damages. If the Contractor exceeds the expected 15-month project duration, a subsequent amendment may be required to this Scope, depending on the requested extension in Contract Time. Jones Edmunds can provide additional RO services beyond those estimated in this Task at the Contract billing rates.
- The estimated fees are based on our understanding of the project needs. Jones Edmunds will perform the tasks listed in this proposed Scope of Services on a time-and-materials basis. Jones Edmunds will notify the County if additional fees are required to complete the tasks assigned by the County that are not included in this Scope.

#### SCHEDULE (IN WEEKS)

Jones Edmunds will begin work on this project upon receiving a signed Purchase Order and NTP from the County. The schedule for this project will be based on a mutual agreement between the County and Jones Edmunds. Preliminarily, the project tasks are estimated in the list below. We will coordinate the final schedule with the County for the Final Design submittals upon receipt of the prior submittals' review comments.

Kickoff Meeting with County	1.5 weeks after NTP
Conduct Field Reconnaissance Meeting of Project Areas	1.5 weeks after NTP
Complete Geotechnical Evaluation of Project Areas	9 weeks after NTP
Complete Topo & Structure Survey of Project Areas	9 weeks after NTP
Complete SUE to Locate Piping	9 weeks after NTP
Complete RIB Site Work, Load Test, GW Modeling	18 weeks after NTP
Submit Draft BODR	22 weeks after NTP
Conduct BODR Review Meeting with County	2 weeks after submittal
Finalize BODR	3 weeks after receiving review comments
Complete 60% Design Drawings and Specifications	38 weeks after NTP
Permit Submittals	38 weeks after NTP
Complete 90% Design Drawings and Specifications	46 weeks after NTP

## **EXHIBIT A**

### **GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

Complete 100% Design Drawings and Specifications	52 weeks after NTP
Complete Bid Drawings and Specifications	54 weeks after NTP
Advertise Project for Bid	55 weeks after NTP
Attend Bid Opening	60 weeks after NTP
Issue Bid Evaluation and Recommendation to County	61 weeks after NTP

### **ASSUMPTIONS AND EXCLUSIONS**

1. Design, engineering and permitting of a vac-truck dumping station are excluded from this Scope of Services since it was not required by County staff during proposal scoping meeting(s).
2. Permitting services beyond those specifically included in the Scope of Services are excluded. This Scope of Services does not include developing and submitting a Maintenance of Traffic (MOT) Plan. Any required MOT Plan will be developed and submitted by the Contractor once the project is awarded for construction.
3. All permit fees, plan review fees, or other regulatory fees including, but not limited to the FDEP ERP and County permits, are excluded from this Scope of Services and are assumed to be paid directly by the County.
4. Schedule impacts due to permit review delays may occur and are beyond our control.
5. This Scope of Services is for work within County rights-of-way (ROWS) or County-owned property only (including temporary easements). Acquisitions of additional easements or ROWs are excluded from this Scope of Services.
6. This Scope of Services is for work on County-owned property associated with the Glen WRF and Zoning Changes are excluded from this Scope of Services.
7. The County will coordinate all internal stakeholders and invite them to meetings.
8. The schedule above is based on receiving client review comments within 14 calendar days of receipt of the deliverable.
9. All drawings and specifications will be prepared in English units.
10. Front-end documents will be EJCDC Division 0, Standard General Conditions, and Supplemental Conditions (modified per Hernando County request) with attachments.
11. Technical specifications will be developed using Jones Edmunds standard 16-division CSI format. The HCUD January 2013 – Water, Reclaimed Water and Wastewater Construction Specifications Manual will be reviewed and where applicable updates made to conform to County standards.
12. National Pollutant Discharge Elimination System (NPDES) and building permits for construction activities are the responsibility of the Contractor and are excluded from this proposal.



## EXHIBIT A

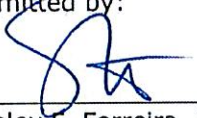
### GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION AND PLANT UPGRADES DETAILED SCOPE OF SERVICES

#### COMPENSATION

Jones Edmunds proposes to provide the services detailed above on a lump-sum basis for Tasks 1 through 5 and a time-and-material basis for Task 6. We will complete these services in accordance with the Professional Services Agreement related to RFQ No. 21-RG0055/PH, Engineering Services for the Glen WRF Project, for a total not-to-exceed amount of \$1,362,516. The table below summarized the labor effort and subconsultant cost by task. Exhibit B (Attached) is the Task Fee Proposal and provides the detailed labor hours and subconsultant costs by task. Invoices for Tasks 1 through 5 will be on percent-complete basis and Task 6 will be on a time-and-material basis. Jones Edmunds will submit invoices to the County monthly in coordination with the County Project Manager.

TASK	Jones Edmunds Labor Effort and ODCs	Subconsultants	TOTAL
Task 1 – Project Management & Meetings	\$ 65,010	\$ 6,240	\$ 71,250
Task 2 – Preliminary Design Services	\$ 167,700	\$ 108,615	\$ 276,315
Task 3 – Permitting Phase Services	\$ 47,135	\$ 17,886	\$ 65,021
Task 4 – Final Design and Bidding Phase Services	\$ 297,150	\$ 176,616	\$ 473,766
Task 5 – Construction Phase Services	\$ 224,940	\$ 59,424	\$ 284,364
<b>Total Lump Sum Fee for Tasks 1 through 5</b>	<b>\$ 801,935</b>	<b>\$ 368,781</b>	<b>\$ 1,170,716</b>
Task 6 – Construction Observation Budget (Time and Materials)	\$ 176,800	\$ 0.000	\$ 176,800
Miscellaneous Expenses	\$15,000	\$ 0.000	\$15,000
<b>Total Not-to-Exceed Fee</b>	<b>\$993,735</b>	<b>\$ 368,781</b>	<b>\$1,362,516</b>

Submitted by:

  
Stanley F. Ferreira, Jr., PE  
President & CEO  
Jones Edmunds & Associates, Inc.

1/10/2022  
Date

T. Friedrich, 12/16/2021; B. Icerman, 12/16/2021

**EXHIBIT A**

**GLEN WATER RECLAMATION FACILITY (WRF) DENITRIFICATION  
AND PLANT UPGRADES DETAILED SCOPE OF SERVICES**

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**EXHIBIT B TASK FEE QUOTATION PROPOSAL**



## EXHIBIT "B" TASK FEE QUOTATION PROPOSAL

\$1,382,610

Date: 1/10/2022

**TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN ONE (1) SIGNED ORIGINAL COPY WITH A PURCHASE REQUISITION TO THE PURCHASING AND CONTRACTS DEPARTMENT.**