



DEPARTMENT OF PURCHASING AND CONTRACTS

15470 FLIGHT PATH DRIVE • BROOKSVILLE, FLORIDA 34604

P 352.754.4020 • F 352.754.4199 • W www.HernandoCounty.us

**AMENDMENT NO. 2**

TO

**CONTRACT NO. 21-RG0055/PH**

FOR

**ENGINEERING SERVICES FOR GLEN WATER RECLAMATION FACILITY  
DENITRIFICATION AND PLANT UPGRADES**

The following changes are hereby made a part of the Contract Documents for the **CONTRACT NO. 21-RG0055/PH – ENGINEERING SERVICES FOR GLEN WATER RECLAMATION FACILITY DENITRIFICATION AND PLANT UPGRADES**, located in Hernando County, as fully and completely as if the same were fully set forth therein:

1. Addition of Tasks 7, 8, 9 and 10 to the executed contract.
2. All other terms and conditions shall remain the same.

JONES, EDMUNDS  
& ASSOCIATES, INC.

Stanley F. Ferreira, Jr.

Stanley F. Ferreira, Jr. (Nov 1, 2024 16:40 EDT)

Authorized Signature

Print Name: Stanley F. Ferreira, Jr., PE

Title: President & CEO

Bloerman 10/31/24

Date Issued: 11-19-2024

BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY

Print Name: Brian Hawkins

Title: Chairperson

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: Melissa Tartaglia  
County Attorney's Office



**EXHIBIT A**  
**GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**  
**SCOPE OF SERVICES**



August 13, 2024

Jared Waring, PE – Project Manager  
Hernando County Utilities Department  
15360 Cortez Boulevard  
Brooksville, Florida 34613

RE:           Hernando County Utilities  
              Contract Amendment No. 2 – Design Services for the Glen WRF Step-Feed Expansion  
              to 4.5/6.0-MGD AADF  
              Request for Qualifications RFQ No. 21-RG0055/PH, Engineering Services for the Glen  
              WRF Project

Dear Mr. Waring:

Based the County's request, Jones Edmunds provides the following proposal for Contract Amendment No. 2 (CA2) to the Hernando County Professional Services Agreement (PSA) No. 21-RG0055-PH, Glen Water Reclamation Facility (WRF) Denitrification and Plant Upgrades. These services will amend the existing Contract to expand the Glen WRF to 4.5-MGD AADF and provide ease of future expansion to 6.0-MGD AADF. As discussed at our review meeting in September 2024 and follow-up meetings on May 6 and May 8, 2024, this Scope of Services and Fee has been revised to provide the expansion design to incorporate a Step-Feed Biological Nutrient Removal (BNR) system into the current 3.0-MGD AADF WRF to match that same treatment system as the upgrade to the Airport Subregional WRF for ease of operation and maintenance of the three subregional WRFs. During the preliminary design phase, the County requested a detailed evaluation of expansion options to select the most cost-effective approach to construct the WRF expansion to 4.5-MGD AADF and build-out to 6.0-MGD AADF.

This Scope of Services is divided into four tasks: Task 7 – Project Management and Meetings, Task 8 – Expansion Evaluation Options and Preliminary Design Phase Services, Task 9 – Permitting Phase Services, and Task 10 – Final Design Phase Services. We propose to complete Tasks 7 through 10 for a total not-to-exceed project fee of \$2,372,200. We anticipate a project design and permitting phase of 18 months. The detailed Scope of Services and Schedule Exhibit A 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, please call us at (813) 263-2204, or [tfriedrich@jonesedmunds.com](mailto:tfriedrich@jonesedmunds.com).

Sincerely,

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

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

XC:       Brian Icerman, PE – Executive Director, Jones Edmunds

**EXHIBIT A**  
**GLEN SUBREGIONAL WRF EXPANSION TO 4.5-MGD AADF**  
**SCOPE OF SERVICES**

## **7 PROJECT MANAGEMENT AND 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 an in-person project kick-off 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 and Construction Team, subconsultants, 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.

## **8 PRELIMINARY DESIGN SERVICES**

Jones Edmunds will complete preliminary design services that will serve as the basis of the design for the project. The goal of this task is to collect field data, analyze the field data,

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

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 Engineering Associates will conduct a topographic and property boundary survey of the 90-acre area south of the existing WRF that is proposed for the Rapid Infiltration Basin (RIB) expansion (Approximately 20 acres (maximum) to be used for both the 4.5 MGD and 6.0 MGD WRF expansions).
- **Structure Survey** – The design concept is for excess reclaimed water from the WRF to flow by gravity from the chlorine contact clearwell to the existing and proposed RIBs through a flow distribution structure to allow control of flow to specific RIBs in service. 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 (as needed) to design a gravity flow system.
- **Endangered Species (Biotic) Survey** – Coastal will conduct an endangered species survey in the 90-acre wooded area proposed for the RIB expansion to identify endangered /protected species. The proposed 15- to 20-acre wooded area to be cleared for the construction of the RIBs will be provided to Coastal (by Jones Edmunds after HCU approval) to allow delineation from the 90-acre total area. A report will be prepared on the findings and discussion of the specifications and drawings that will be prepared for gopher tortoise or other species requiring relocation or mitigation in the area for construction of the RIBs.

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

- **Ground Penetrating Radar (GPR)** – For the Phase I Glen WRF Improvements, Tierra conducted a GPR survey across the area proposed for the WRF expansion for the denitrification tanks and future capacity 4.5-MGD and 6.0-MGD expansion areas – RIB 1B (approximately 5 acres) and the area proposed for the new aerobic digester using 25-foot-spaced transects. That area was shown to be acceptable regarding sinkholes or karst features. Under this phase, Tierra will propose a plan to evaluate the proposed RIB expansion area and area proposed for the future reclaimed water ground storage tank (GST) by conducting a GPR survey to identify karst features.
- **Geotechnical Borings** – Tierra will conduct five standard penetration test (SPT) borings to a depth of 50 feet below land surface (bls) within the 15 to 20-acre area proposed for the additional RIBs. In Phase I, geotechnical borings and a report were prepared for the RIB 1A area proposed for the 4.5-MGD and 6.0-MGD expansions, and no additional work is required for those areas.
- Tierra will conduct three 80-foot borings in area proposed for the future reclaimed water GST.
- **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 the new RIB area for use by our hydrogeologists to measure groundwater levels. These data will be used

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

for the groundwater modeling and new RIB design and included in the land application report for permitting of the new RIBs.

- **Geotechnical Report** – Tierra will prepare a geotechnical report of the findings and recommendations.

#### **SUBSURFACE UTILITY ENGINEERING (SUE) LOCATES – COASTAL**

- **WRF Buried Pipe and Utility Locates** – Coastal will conduct SUE to identify and prepare drawings showing the depth and confirming pipe and/or other buried utilities as needed. A contingency allowance is provided to allow for this work as needed.

#### **LAND APPLICATION ENGINEERING REPORT**

Based on the geotechnical field data collection results, Jones Edmunds and Liquid Solutions Group (LSG) will prepare a Land Application Report for the addition of RIBS to accommodate the plant expansion for a capacity of 4.5-MGD AADF and future 6.0-MGD AADF to maintain 100-percent backup to the Part III reclaimed water system (R-002). As requested by the County, Jones Edmunds will maximize the allowable hydraulic loading rate to the RIBs to reduce the RIB area required for disposal. Jones Edmunds will review historical RIB loading rates and groundwater monitoring well data and contact FDEP to discuss the approach for additional RIB design, which includes installing piezometers in the proposed area and groundwater modeling in support of the design of the additional RIBs. This task includes the following sub-tasks:

##### **FIELD WORK**

Jones Edmunds representatives will perform field work by walking the site and taking depth-to-water measurements in the piezometers that will be installed by Tierra. This information will be used for preparing a groundwater flow model and groundwater monitoring plan.

##### **GROUNDWATER FLOW MODEL**

A groundwater flow model and mounding analysis will be prepared to evaluate the groundwater mounding resulting from an effluent reuse capacity of 4.5 MGD and 6.0 MGD. A conceptual RIB layout of the proposed RIBs will be prepared based on the groundwater flow model and site-specific hydrogeology and geotechnical data.

##### **GROUNDWATER MONITORING PLAN**

A groundwater monitoring plan will be required for obtaining water level and water quality data once the facility is placed into operation. Jones Edmunds will recommend the installation of groundwater monitoring wells, including construction guidelines, based on the footprint of the RIB system and direction of groundwater flow.

#### **EXPANSION EVALUATION OPTIONS**

The County has requested that Jones Edmunds provide design and permitting services to expand the Glen WRF to 4.5 MGD and buildout capacity to 6.0-MGD AADF. The County has requested that the design concept be based on using Step Feed BNR (to match the existing expansions to the Airport and Ridge Manor WRFs). This task includes expansion evaluation options to determine whether to design and construct the following:



## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

#### **SCOPE OF SERVICES**

- Option 1 – Step-Feed BNR Conversion Options to Provide 4.5 MGD AADF
  - Option 1A: Design and construct one 3.0-MGD step-feed BNR basin and install equipment (mixers and diffusers) in half the basins. This provides 1.5-MGD AADF additional capacity and a total permitted operating capacity of 4.5-MGD AADF. As capacity needs dictate, add the other equipment (mixers and diffusers) in other basins and place them in-service to provide a WRF with 6.0-MGD AADF.
  - Option 1B: Design two 1.5-MGD AADF step-feed basins and only construct and operate one 1.5-MGD AADF basins at this time to provide a total permitted operating capacity of 4.5-MGD AADF. Construct the other 1.5-MGD basin and install equipment at a later date when the additional 3.0-MGD capacity is required for to provide a WRF with 6.0-MGD AADF.
- Option 2: Evaluate the demolition and reuse of the site area or reuse of the existing 3.0-MGD tankage and treatment equipment (two 1.5-MGD Brush Aerator Oxidation Ditches and one 0.500 MG- First Stage Anoxic Basin) to provide future expansion to 6.0-MGD AADF as follows:
  - Option 2A: Convert the existing tankage to Step Feed BNR basins to provide up to 3.0-MGD AADF for a total future permitted operating capacity of 6.0-MGD AADF.
  - Option 2B: Convert the tankage to aerobic sludge digesters to provide the required sludge holding tank capacity at a permitted operating capacity of 6.0-MGD AADF.
  - Option 2C: Demolish the tankage to make area available for future Step-Feed BNR tankage and future sludge holding tanks for the 3.0 MGD additional capacity required for to provide a WRF with 6.0-MGD AADF.

The Option 1 and Option 2 detailed evaluations will include summary tables and descriptions of process mechanical, structural, and electrical design requirements for each option. Plant operations requirements will also be summarized. Construction cost estimates will be prepared to compare Option 1 alternatives and Option 2 alternatives. A technical memorandum (TM) will be prepared to summarize the expansion evaluation options and provide a comparison to allow discussions with the County and final selection of the recommended alternatives and approach for expansion to 4.5-MGD AADF and future build-out to 6.0-MGD AADF.

#### **EXPANSION EVALUATION REVIEW MEETING**

After the County reviews the Draft Expansion Evaluation TM, 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 TM with the selected recommendations that will be incorporated into the BODR.

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

Jones Edmunds will prepare a BODR for the proposed expansion 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 to expand to 4.5-MGD AADF with ease of future expansion to 6.0-MGD AADF. The upgrades will consist of design of the Step-Feed BNR Process as developed and the selected recommendation with the County

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

staff for the Expansion Evaluation TM. The WRF expansion 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) will also be summarized.

The following major process elements for the proposed WRF expansion and denitrification and plant upgrades will be outlined in the BODR:

- Update the WRF Process Flow Schematic (wastewater and solids).
- Updated WRF Hydraulic Profile for the proposed expansion and improvements.
- Improve the existing headworks including the following:
  - Add a second 12-foot-diameter grit chamber structure with a five-tray Headcell®, grit transfer pumps, and pump grit snail and grit washing system for disposal. The total grit removal capacity will provide for a peak hourly flow (PHF) of 18.0 MGD to accommodate the 4.5-MGD and 6.0-MGD expansions.
  - Add a stainless steel spray header and nozzles to control grease within the Headcell® grit chamber.
- Add a Biological Treatment Splitter Box to split flow equally between the existing 3.0-MGD treatment train and the proposed 4.5- and 6.0-MGD Step-Feed BNR basins with stainless steel weirs and isolation slide gates.
- Design a 3.0-MGD-AAF Step Feed BNR Basin (as recommended in the Expansion Evaluation TM)
- Provide Biological Treatment Additions and Nutrient Removal Improvements including the following:
  - Conduct BioWin modeling for the plant expansion to 4.5 MGD and build-out to 6.0-MGD AADF to size the Step Feed BNR reactors to meet a TN  $\leq 3.0$  milligrams per liter (mg/L) AADF.
  - Design the Step Feed BNR system with a dissolved oxygen (DO)/Ammonia-based Aeration Control System that will include the following instruments, analyzers: DO, ChemScan for NH<sub>3</sub>-N, NO<sub>3</sub>-N, Total-N, Oxygen Reduction Potential (ORP), TSS probes, and pH probes along with SCADA modifications to optimize Total-N removal and assist in control of system solids retention time (SRT).
  - Monitor the ORP in the Anoxic Basins with SCADA control optimize denitrification and Total-N removal.

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

#### **SCOPE OF SERVICES**

- Provide supplemental carbon chemical feed system (to be used as needed) to optimize denitrification removal in the Step-Feed BNR Basin.
- Add two final clarifiers (for a Total = 4), scum removal, and RAS and WAS pumping systems.
- Add filter feed pumps and design effluent disk filters with covers (similar to those provided at Airport WRF expansion). Design for 1.5-MGD AADF and ease of expansion to 3.0-MGD AADF.
- Add covered, sodium hypochlorite chemical storage tanks, triplex chemical feed skid, and a two-chamber chlorine contact basin (CCB) sized for Class I reliability and to meet reclaimed water operating protocol. The CCB will include a Chemineer Flash Mixer to optimize chlorine injection and mixing and will be coated with chlorine-resistant paint to improve the efficiency of fecal and total coliform kill. The clearwell of the CCB will include plant water pumps to tie into the plant water loop system and be designed for the addition of future reclaimed water transfer pumps to pump to a future 3.0-MGD ground storage tank. Final design and construction of the reclaimed water transfer pumps and reclaimed storage tank will be based on County's reclaimed water needs as requested from a large major reclaimed water user.
- Design electrical, instrumentation, and SCADA improvements for the proposed improvements.
- Design the layout for RIBs, gravity feed piping, and isolation valves/flow control structure.
- Prepare 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.

### **30% DESIGN DOCUMENTS**

Jones Edmunds will develop preliminary design plans submitted with the BODR that 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 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.



# **EXHIBIT A**

## **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

#### **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 Edmunds will provide the County with an electronic copy Draft BODR and 30% Design Documents with the 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.

## **9 PERMITTING-PHASE SERVICES**

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

This WRF expansion 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.
- BODR for 4.5 MGD Expansion and 6.0 MGD Buildout.
- Land Application Engineering Report to construct up to 20 acres of RIB disposal on the 90 acres owned by the County on the south end of the site. Jones Edmunds will work with County and FDEP to maximize land application loading rate to existing and proposed RIBs to minimize land area required for new RIBs.
- Form DEP 62-620.910(1) and (2), Application Forms 1 and 2A.
- Addition of information and data required for Capacity Analysis Report (CAR) and Operation and Maintenance Performance Report (OMPR) into the BODR.
- Updated public-access reuse Operating Protocol.

This Task includes responses to FDEP Requests for Additional Information (RAIs) for the wastewater permit application for this Substantial Modification.

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

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

- Conduct the FDEP pre-application meeting.
- Conduct a preliminary investigation of the existing ERP, drainage patterns, and other environmental concerns within and around the expanded and 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.
- 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.

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

- 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 RAIs from FDEP.

#### **DELIVERABLES**

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

## **10 FINAL DESIGN SERVICES**

This Task will provide the 60% Design, 90% Design, 100% Design 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. Front-end Documents for the Bid Documents specification package will be as prepared by Hernando County Procurement Department.

### **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.

### **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.

# EXHIBIT A

## GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF

### SCOPE OF SERVICES

- 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.
- 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.

### DELIVERABLES

Jones Edmunds provide the County with electronic and hard copies of the 60%, 90% , and 100% Design Documents for review and comment. We will provide five signed-and sealed-copies and one electronic copy of the bid documents.

## 11 SCHEDULE

Jones Edmunds will begin work on this project upon receiving the NTP from the County's PM. The detailed schedule for this project will be based on a mutual agreement between the County and Jones Edmunds at the kickoff meeting. The overall project milestones are estimated in the list below:

Submit Expansion Evaluation Options and Selected Alternative	4 months after NTP
Submit Draft BODR and Conduct BODR Meeting	6 months after NTP
Submit FDEP Substantial Permit Modification	8 months after NTP
Complete 60% Design Drawings and Specifications	12 months after NTP
Complete 90% Design Drawings and Specifications	15 months after NTP
Complete 100% Bid Drawings and Specifications	18 months after NTP
Bid Opening	County to Determine
Construction Administration and Observation	County to Determine

## ASSUMPTIONS AND EXCLUSIONS

1. The Fee and schedule for Tasks 11 and 12 may be provided at a later date as requested by the County once the desired construction starting date or period is known.
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.

**EXHIBIT A**  
**GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**  
**SCOPE OF SERVICES**

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 with 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 Division 0, Standard General Conditions, and Supplemental Conditions will be prepared by Hernando County Procurement Department.
11. Technical Specifications will be developed using Jones Edmunds standard 16-division CSI format. The latest HCUD 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.

## **COMPENSATION**

Jones Edmunds proposes to provide the preliminary design, permitting, and final design services detailed above on a lump-sum basis for Tasks 7 through 10. Once the County determines the appropriate time to bid and construct the WRF expansion to meet service area growth and development needs, we propose to negotiate the level of effort and fees required for Tasks 11 and 12 (time and material) once a better estimate of the level of effort required can be made based on bid year and proposed construction duration. 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. 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 7 through 10 will be on percent-complete basis. Jones Edmunds will submit invoices to the County monthly in coordination with the County PM.

## EXHIBIT A

### GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF SCOPE OF SERVICES

TASK	Jones Edmunds Labor Effort and ODCs	Subconsultants	TOTAL
Task 7 – Project Management and Meetings	\$ 88,070	\$ 7,000	\$ 95,070
Task 8 –Preliminary Design Services	\$ 513,760	\$ 178,500	\$ 692,260
Task 9 – Permitting Phase Services	\$ 68,750	\$ 20,000	\$ 88,750
Task 10 – Final Design Services	\$ 1,180,320	\$ 295,800	\$ 1,476,120
Miscellaneous Expenses	\$20,000	\$ 0.00	\$20,000
<b>Total Not-to-Exceed Fee</b>	<b>\$1,870,900</b>	<b>\$ 501,300</b>	<b>\$2,372,200</b>

Submitted by:

  
 Brian Icerman, PE  
 Executive Director  
 Jones Edmunds & Associates, Inc.

8/13/2024  
 Date

## 12 BIDDING AND CONSTRUCTION-PHASE SERVICES (FUTURE SERVICES TO BE ADDED BY CONTRACT AMENDMENT)

### BIDDING-PHASE SERVICES:

- Meet with County once they determine appropriate bid advertisement, bid opening dates, and discuss County-requested updates to the previous 100% design documents submittal required before bidding.
- Make County-requested changes to 100% design 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 will provide the County with updated signed-and-sealed 100% design documents (per County request), pre-bid meeting minutes, RFI responses, and bid evaluation letter in electronic format.

# **EXHIBIT A**

## **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF 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:

- Prepare for and lead a pre-construction conference with the Contractor and the County after contract award. We will prepare an agenda, provide a sign-in sheet, and produce and distribute meeting minutes to the Contractor and the County. We expect 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.
- Prepare for and lead monthly construction progress meetings including preparing agendas and generating and distributing meeting minutes.
- Review submittals, shop drawings, material samples, results of tests and inspections, and other data that the Contractor is required to submit.
- 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.
- 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.
- Review and respond to Contractor RFIs. Track and review RFIs with the County PM. Coordinate RFI responses with the County before distribution to the Contractor.
- 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 reviewing, preparing, and executing Contract change orders.
- 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.
- 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, addenda, pay applications, shop drawings and submittals, O&M manuals, warranties, and regulatory correspondence.



# **EXHIBIT A**

## **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

#### **ASSUMPTIONS**

- All correspondence will be directed to the County's PM.
- The County will issue the Notice of Award, execute the construction Contract, and issue the NTP.
- The Contractor will be responsible for printing additional sets of Construction Documents.

#### **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 Engineers of Record (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.
- Provide the County with an electronic copy of the project files at project close-out for incorporation into the overall project catalog including:
  - 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

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

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 new plant 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 –Grit Removal.
- Biological Nutrient Removal --Step-Feed BNR System
- Final Clarification, Filtration and Disinfection.
- Reclaimed Water Storage and Pumping and Reclaimed Water Recharge through RIBs.
- SCADA, Instrumentation and Control Improvements

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

#### **DELIVERABLES**

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

### **13 CONSTRUCTION OBSERVATION SERVICES (FUTURE SERVICES TO BE ADDED BY CONTRACT AMENDMENT)**

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

## **EXHIBIT A**

### **GLEN SUBREGIONAL WRF EXPANSION TO 4.5 MGD AADF**

### **SCOPE OF SERVICES**

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 XX months (XXX days) that the Contractor is expected to be on site over the projected XX-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 and closeout time. The on-site RO will be supported by the Construction Administrator, Project Manager, EORs, Construction Coordinator, and engineering staff as needed for both on- and off-site construction activities and will be on-site during critical activities the last 3 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 weekly.
- 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.
- Observe and recommend to the County that the Contractor has met all requirements of the Phasing Plan established in the Contract Documents.

#### **ASSUMPTIONS**

- The total construction duration from NTP to Final Completion will be XX 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 XX-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.

## **EXHIBIT B TASK FEE QUOTATION PROPOSAL**



CONTRACT AMENDMENT NO. 2  
CONTRACT No. 21-RG0055/PH - Engineering Services for Glen Water Reclamation Facility  
EXHIBIT "B" TASK FEE QUOTATION PROPOSAL

Task Number	Task Name	Project Officer \$250		Senior Project Manager \$180		Senior Engineer \$195		Project Engineer \$150		Engineer \$110		Engineer Intern \$90		Senior CADD Design \$100		Construction Admin \$110		Senior Admin Assistant \$80		Senior Technical Editor \$120		Total Labor Costs \$	Subconsultant Fee \$	Total Task Fee \$	Total Labor Hours	Avg Labor Rate \$/hr
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost					
7	Project Management and Meetings	46	\$11,500	292	\$52,560	46	\$8,970	64	\$9,600	0	\$0	32	\$2,880	0	\$0	0	\$0	20	\$1,600	8	\$960	\$88,070	\$7,000	\$95,070	508	\$173.37
	Project Management	20	\$5,000	240	\$43,200	12	\$2,340	24	\$3,600		\$0		\$0		\$0		\$0	8	\$640		\$0	\$54,780	\$7,000	\$61,780	304	\$180.20
	Kickoff Meeting and Initial Data Request	8	\$2,000	16	\$2,880	16	\$3,120	16	\$2,400		\$0	8	\$720		\$0		\$0		\$0		\$0	\$11,120	\$0	\$11,120	64	\$173.75
	Monthly Project Review Meetings (18-Monthly Meetings)	18	\$4,500	36	\$6,480	18	\$3,510	24	\$3,600		\$0	24	\$2,160		\$0		\$0	12	\$960	8	\$960	\$22,170	\$0	\$22,170	140	\$158.38
8	Preliminary Design Phase Services	268	\$67,000	444	\$79,920	472	\$92,040	560	\$84,000	260	\$28,600	960	\$86,400	640	\$64,000	52	\$5,720	16	\$1,280	40	\$4,800	\$513,760	\$178,500	\$692,260	3712	\$138.41
	Survey - 90 Acre Site - Topo, Structure and Biotic (Coastal)	2	\$500	4	\$720	4	\$780		\$0	10	\$1,100		\$0	40	\$4,000		\$0		\$0		\$0	\$7,100	\$30,000	\$37,100	60	\$118.33
	25-Acre RIB Geotechnical Feasibility Study (Tierra)	2	\$500	4	\$720	4	\$780		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$2,000	\$50,000	\$52,000	10	\$200.00
	Subsurface Utility Engineering Locates (Coastal)	4	\$1,000	4	\$720	4	\$780		\$0	10	\$1,100		\$0		\$0		\$0		\$0		\$0	\$3,600	\$55,000	\$58,600	22	\$163.64
	Land Application Eng. Report & Preliminary RIB Design - 25 Acre RIB	8	\$2,000	20	\$3,600	60	\$11,700	80	\$12,000	40	\$4,400	80	\$7,200	40	\$4,000	20	\$2,200	8	\$640	16	\$1,920	\$49,660	\$5,000	\$54,660	372	\$133.49
	Expansion Evaluation Options	40	\$10,000	80	\$14,400	80	\$15,600	160	\$24,000	0	\$0	80	\$7,200	80	\$8,000	0	\$0	0	\$0	0	\$0	\$79,200	\$12,500	\$91,700	620	\$152.31
	Basis of Design Report (30% w/ Drawings and EOPCC)	200	\$50,000	320	\$57,600	320	\$62,400	320	\$48,000	200	\$22,000	800	\$72,000	480	\$48,000	32	\$3,520	8	\$640	24	\$2,880	\$367,040	\$0	\$367,040	2704	\$135.74
	- Site Work, Civil and Stormwater (Coastal)	4	\$1,000	4	\$720		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$1,720	\$10,000	\$11,720	8	
	- Structural (Wekiva)	4	\$1,000	4	\$720		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$1,720	\$8,000	\$9,720	8	
	- Electrical, I&C, SCADA	4	\$1,000	4	\$720		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$1,720	\$8,000	\$9,720	8	
	Permitting Phase Services	18	\$4,500	44	\$7,920	42	\$8,190	128	\$19,200	82	\$9,020	200	\$18,000	8	\$800	0	\$0	8	\$640	4	\$480	\$68,750	\$20,000	\$88,750	534	\$128.75
	FDEP VAW Permit Substantial Modification w/ Data for CAR and OMPR	16	\$4,000	40	\$7,200	40	\$7,800	120	\$18,000	80	\$8,800	200	\$18,000	8	\$800		\$0	8	\$640	4	\$480	\$65,720	\$0	\$65,720	516	\$127.36
9	FDEP ERP - Stormwater	2	\$500	4	\$720	2	\$390	8	\$1,200	2	\$220		\$0		\$0		\$0		\$0		\$0	\$3,030	\$20,000	\$23,030	18	\$168.33
	Final Design (60%, 90%, Final) & Bidding Phase Services	600	\$150,000	940	\$169,200	1120	\$218,400	920	\$138,000	600	\$66,000	2240	\$201,600	2240	\$224,000	48	\$5,280	56	\$4,480	28	\$3,360	\$1,180,320	\$295,800	\$1,476,120	8792	\$134.25
	60% Design Drawings	240	\$60,000	400	\$72,000	480	\$93,600	480	\$72,000	240	\$26,400	960	\$86,400	960	\$96,000	16	\$1,760	16	\$1,280	4	\$480	\$509,920	\$0	\$509,920	3796	\$134.33
	90% Design Drawings	240	\$60,000	360	\$64,800	480	\$93,600	360	\$54,000	240	\$26,400	880	\$79,200	880	\$88,000	20	\$2,200	24	\$1,920	16	\$1,920	\$472,040	\$0	\$472,040	3500	\$134.87
10	100% Design Drawings	80	\$20,000	120	\$21,600	160	\$31,200	80	\$12,000	120	\$13,200	400	\$36,000	400	\$40,000	12	\$1,320	16	\$1,280	8	\$960	\$177,560	\$0	\$177,560	1396	\$127.19
	- Site Work, Civil and Stormwater (Coastal)	12	\$3,000	20	\$3,600		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$6,600	\$50,000	\$56,600	32	
	- Structural (Wekiva)	12	\$3,000	20	\$3,600		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$6,600	\$160,300	\$166,900	32	
	- Electrical, I&C, SCADA	16	\$4,000	20	\$3,600		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	\$7,600	\$85,500	\$93,100	36	
TOTALS FOR LUMP SUM		932	\$233,000	1720	\$309,600	1680	\$327,600	1672	\$250,800	942	\$103,620	3432	\$308,880	2888	\$288,800	100	\$11,000	100	\$8,000	80	\$9,600	\$1,850,900	\$501,300	\$2,352,200	13,546	\$136.64




SUB-TOTAL HOURLY COSTS (Tasks 7-10) \$1,850,900

Subconsultant Expenses \$501,300

TOTAL LUMP SUM COST (Tasks 7-10) \$2,352,200

Out-of-Pocket Expenses (actual cost - not to exceed) \$20,000

NOT TO EXCEED TOTAL COST (Tasks 7-10) \$2,372,200

Firm Name: Jones Edmunds & Associates, Inc.	Hernando County Utilities	HERNANDO COUNTY
Signature:  Brian Icerman, PE Senior Vice President (Printed Name and Title)	Department Name:  Authorized Signature 9/18/24 Gordon Onderdonk, PE Director of Utilities (Date) (Printed Name and Title)	 Carla Rossiter-Smith Chief Procurement Officer 11/25/24 (Date)
Date: 8/13/2024		

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