

**CONTRACT**

**BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY, FLORIDA  
PROFESSIONAL SERVICES AGREEMENT  
NO. 22-RG0128/AP**

THIS Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, 15470 Flight Path Drive, Brooksville, Florida, a political subdivision of the State of Florida, hereinafter called the County and Jones Edmunds and Associates, Inc. duly authorized to conduct business in the State of Florida, hereinafter called the Professional.

W I T N E S S E T H:

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

Providing Engineering Services for the Capacity Expansion of the Ridge Manor Wastewater Reclamation Facility including Design and Addition of an Emergency Operations Structure.

**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 eighteen (18) months from the date of issuance of the Purchase Order and /or Notice to Proceed.

**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, Florida Statutes (Current Edition), 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, Florida Statutes (Current Edition), 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 Section 112.313, Florida Statutes (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, 15470 Flight Path Drive, Brooksville, FL 34604.

**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 the 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 United States District Court, Middle District of Florida. 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 Procurement 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 encouraged (but not 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 Section 112.061, Florida Statutes (Current Edition).

## SECTION 27.

Attachments:

Exhibit "A" Scope of Services

Exhibit "B" Compensation and Method of Payment

Exhibit "C" Certificate of Insurance

Exhibit "D" Notice to Proceed

Exhibit "E" Supplementary Conditions for State Grant Requirements

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

Douglas A. Chorvat, Jr., Clerk of Circuit Court

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

Elizabeth Narverud, Chair

JONES EDMUNDS & ASSOCIATES, INC.

Witness Linda Lyles

By: Stanley F. Ferreira, Jr.  
Stanley F. Ferreira, Jr. (Mar 11, 2024 13:02 EDT)

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

*Bleerman 3/4/2024*



March 4, 2024

Alisa Pike, Procurement Coordinator  
Hernando County Department of Purchasing and Contracts  
15470 Flight Path Drive  
Brooksville, Florida 34604

RE: Ridge Manor Water Reclamation Facility (WRF) Expansion and Emergency  
Operations Structure (EOS)  
RFP #22-RG0128/AP – Capacity Expansion – Ridge Manor WRF Project  
Jones Edmunds Opportunity No.: 95144-190-23

Dear Ms. Pike:

Following our scope review and negotiation meeting on February 7, 2024, we revised our Scope of Services and Fee to reflect the County comments and ideas for development of a new Ridge Subregional WRF located in the center of the property to streamline approach for preliminary design, permitting, final design and bidding services. We also separated out construction-phase services for the Ridge Manor WRF Expansion to 2.0 million-gallons-per-day (MGD) annual average daily flow (AADF) and Emergency Operations Structure (EOS) project.

The Scope of Services is divided into six tasks:

- Task 1 – Project Management and Meetings
- Task 2 – Preliminary Design Services
- Task 3 – Permitting-Phase Services
- Task 4 – Final Design and Bidding-Phase Services
- Task 5 – Construction-Phase Services
- Task 6 – Construction Observation Services

We propose to complete Tasks 1 through 4 for a total lump sum fee of \$2,067,038. The construction services (Task 5 and Task 6) will be completed on an hourly (time and materials basis) for a not to exceed fee of \$1,183,749. We expect a project design, permitting, and ready to bid of approximately 18 months and construction phase duration of approximately 24 months. Exhibit A – the Detailed Scope of Services and Schedule – and Exhibit B – Task Fee Quotation Proposal – are attached to this letter. As always, we appreciate this opportunity to serve the Hernando County community. If you have any questions or comments call me at (813) 262-2204.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. W. Friedrich'.

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

Enclosures/Attachments: Exhibit A – Detailed Scope of Services; Exhibit B – Task Fee Quotation Proposal

XC: Brad Smith – Project Manager; Ron Patel, PE – Engineering Division Manager, Hernando County  
Brian Icerman, PE – Executive Director, Jones Edmunds

**EXHIBIT A**

**RIDGE MANOR WATER RECLAMATION FACILITY (WRF)  
EXPANSION AND EMERGENCY OPERATIONS STRUCTURE  
(EOS)**

**DETAILED SCOPE OF SERVICES**

## **1 PROJECT MANAGEMENT AND MEETINGS**

### **1.1 PROJECT MANAGEMENT**

Jones Edmunds, as the prime consultant, will manage the project and subconsultants throughout the project from the preliminary design through WRF improvement startup and construction closeout. Work will include routine coordination with the County Project Manager (PM) including the following:

- Communication – phone calls, emails, texts, and virtual and in-person team meetings.
- Monthly invoicing.
- Project schedule/updates.

### **1.2 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 it 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.

### **1.3 MONTHLY PROJECT REVIEW MEETINGS**

Monthly project review meetings will begin after the kickoff meeting and continue during 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.

### **1.4 SHAREFILE MANAGEMENT**

Jones Edmunds will establish a Citrix ShareFile Site to allow Jones Edmunds, our subconsultants, the County PM, and County engineering and operations staff to share data, engineering submittals and drawings, permit applications, construction submittals, and final Record Drawings.



## 1.5 DELIVERABLES

Jones Edmunds will distribute PDF copies of the Project Plan and meeting minutes via e-mail within 10 calendar days of the kickoff meeting and monthly project review meetings.

## 2 PRELIMINARY DESIGN SERVICES

Jones Edmunds will complete preliminary design services that will serve as the basis of the design for the remainder of the project. The goal of this task is to develop preliminary WRF site layout alternative concept plans for discussion and selection with the County, collect and analyze field data, analyze the field data, perform preliminary engineering calculations for unit treatment processes, and document these findings in a Basis of Design Report (BODR) and 30% Design Plans.

### 2.1 WRF CAPACITY EXPANSIONS AND UNIT TREATMENT PROCESS IMPROVEMENTS

The County has requested that the existing 0.75-MGD-AADF WRF expansion occur in two phases to address the rapid growth in the service area. Phase I will be an expansion to 2.0 MGD AADF, and Phase II will be an expansion to 4.0 MGD AADF. The WRF will include the preliminary and final design of the following structures, site work and unit treatment processes:

- WRF administration office and laboratory facility with essential building requirements and designed and permitted as an EOS for use during critical storm events and with a shared area for 10 to 15 workstations with the flexibility to serve multiple functions. The structure will be hardened and designed for Category 5 wind-load rating and include a high-speed fiber internet connection.
- Site lighting for the new WRF area and EOS and as needed on the existing WRF site.
- Headworks with fine screens, screening compactors, grit removal, grit washing, and odor control system. The headworks structure will be set at an elevation to allow a gravity-flow design from the headworks through all unit treatment processes and allow reclaimed water recharge to the rapid infiltration basins (RIBs).
- The County operations staff prefers 5-Stage Step-Feed BNR configuration currently used at the Airport Regional WRF expansion which includes anoxic basins with mixers and aeration basins with centrifugal blowers with fine-bubble diffuser systems. County operations staff is satisfied with performance and wants to standardize unit treatment processes and equipment where and when feasible.
- BioWin® modeling of the proposed solution to develop the final sizing of unit treatment processes and the ability of the WRF to meet low-level Total-N with increased plant flow and loads, vacuum truck offloading, and recycle loads from the aerobic digester and centrifuge decant.
- A new WRF design for the requested 2.0-MGD AADF-WRF with ease for expansion to 4.0 MGD AADF and future expansions as needed over the next 20 years or to buildout and to allow direct gravity flow discharge to RIBs for recharge.
- Hydraulic design to provide gravity-flow hydraulics through the new WRF and unit treatment processes at AADF and peak hourly flow (PHF) conditions with the largest unit out of service.

- The unit treatment processes tankage and design includes the following:
  - Anoxic treatment tanks with mechanical mixers. A workshop will be conducted with operations staff on mechanical mixer technology, reference installations, and operation and maintenance (O&M) to allow input on the final selection of mixer type and manufacturer.
  - Aerobic treatment tanks with multi-stage centrifugal blowers and fine bubble diffusers.
  - Reaeration tanks with fine bubble diffusers.
  - Splitter boxers to efficiently split flow and isolate tanks for maintenance.
  - 316 SS slide gates setup with drive nut to mate to a portable gate. The actuator will be supplied by Total Lockout or Green Power Line to match the gates installed at Airport WRF step feed tanks.
  - Final clarifiers with spiral blade mechanisms, scum collection, and scum pump stations to pump to aerobic digester for processing.
  - Return activated sludge (RAS) and waste activated sludge (WAS) pump stations with sludge grinder on WAS line feeding the aerobic digesters.
  - Chlorine contact tanks (CCT) sized to meet public access reuse (PAR) standards with 15-minutes contact time at design PHF and minimum 1 mg/L chlorine residual.
  - Chlorine building for sodium hypochlorite storage tanks and chemical feed pumps adjacent to the WRF access road to allow chemical delivery with 6,000-gallon tank trucks.
  - Clearwell at the end of the CCTs for plant water pump station and future reclaimed water transfer pumps to pump to a future ground storage tank.
  - Additional aerobic digester tank capacity for waste sludge storage designed for a minimum 10-day capacity at the maximum month production at 2 MGD AADF. The aerobic digesters will be sized for ease of expansion with additional tankage added for expansion to 4 MGD AADF.
  - Centrifuge dewatering facility with four bays: Two centrifuge bay, one equipment and polymer storage bay, and one for storage with a loft area for parts storage.
  - Plant-drain pump station(s) with gravity sewer and manholes to allow drainage of process tanks and collection of drains from structures and sanitary sewer from administration building.
  - Covered vacuum truck dump station (to match the similar design for the recent Glen WRF improvements) with gravity drain to plant drain system.
  - 480-volt electrical motor control centers (MCCs), switchgear, and backup emergency generators to power the plant and provide backup power to operate facility and EOS (with all workstations in operation) in emergency situations.
  - A Supervisory Control and Data Acquisition (SCADA) system for the monitoring and control of the WRF process.
- For future production of reclaimed water for unrestricted PAR customers (i.e., golf course ponds and associated common areas of developments), a WRF layout of unit processes and hydraulic profile to allow ease of incorporating future effluent filters (disk or sand filters) to meet effluent requirements of 5 mg/L total suspended solids (TSS), addition of reclaimed water transfer pumps to the CCT clearwell, and siting of reclaimed water ground storage tanks and high-service pump station.

## **2.2 WRF SITE LAYOUT ALTERNATIVES**

Jones Edmunds will conduct a workshop meeting with County staff to review the layout of the WRF unit treatment processes at the center of the site with the goals to mitigate nuisance odors and noise at north, south, and west sides of property boundaries. The new WRF in the center of the existing site (between RIB 1 and RIB 2) to allow gravity flow from the headworks through the CCTs and to the RIBs. Provide roadways for vehicle and truck access for O&M of the WRF unit treatment processes and parking for the Administration/EOS.

## **2.3 DELIVERABLES**

Jones Edmunds will provide the County with the meeting minutes, the WRF site layout discussed, and the updated version incorporating the County's comments at the meeting within 10 business days of the meeting.

## **2.4 ADMINISTRATION/EOS**

Jones Edmunds and our Architect will conduct an Administration/EOS workshop meeting with County staff to discuss the functional spaces desired such as offices, breakroom, multiuse area for use as emergency operations, men and women locker rooms, control room, electrical room, HVAC/washroom, and SCADA closet. We will discuss layout ideas to allow the architect to develop a concept drawing to submit to County staff for review and comment.

## **2.5 DELIVERABLES**

Jones Edmunds will provide the County with the meeting minutes and an updated version of a concept plan view of the Administration/EOS selected by the County at the meeting within 10 business days of the meeting.

## **2.6 WASTEWATER COLLECTION SYSTEM LIFT STATION EVALUATION**

Jones Edmunds will conduct a meeting with County staff to discuss and evaluate the wastewater collection system lift stations that pump to the Ridge Manor WRF headworks based on the proposed site layout evaluation for the new WRF that will allow gravity flow through the entire WRF and into the RIBs for recharge. We will look at the existing lift station pump's ability to pump based on the future flow and total dynamic head (TDH) conditions. We will make recommendations for pump upgrades (new impellers, new pumps, or no change) and document required improvements at each pump station (as needed). An alternative approach to be considered is to leave all existing lift stations as is and construct a master pump station at the WRF with variable frequency drives (VFDs) on the pumps to assist in pumping a consistent wastewater flow rate to the WRF. If a master pump station is selected, it will be provided with bypass motor starters to provide continued operation in the event of VFD failure. The findings and recommendations will be provided in a Technical Memorandum (TM).

## 2.7 DELIVERABLES

Jones Edmunds will provide the County with the meeting minutes within 10 business days of the meeting. The TM on wastewater collection system evaluation with recommendations will be submitted to the County within 21 days after the meeting.

## 2.8 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 ASSOCIATES, INC.

- **Site Topographic Survey** – Coastal will conduct a topographic survey of the RIBs and the WRF site to document the property boundary, existing topography, buried utilities, and above-grade structures and piping for the construction of the new facility structures, piping, and planned improvements.
- **Structure Survey** – Coastal will survey the existing WRF top of walls (TOW), weirs, channel bottom, gates, hydraulic control points, and critical gravity flow piping elevations to allow an update of the WRF hydraulic profile to evaluate any structures for reuse for the WRF expansion.
- **Endangered Species (Biotic) Survey** – Coastal will conduct an endangered species survey in the RIBs and the WRF site area proposed for construction of improvements to identify endangered/protected species. 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.

### GEOTECHNICAL FEASIBILITY STUDY – TIERRA, INC.

- **Ground Penetrating Radar (GPR)** – Tierra has worked throughout Hernando County and at Hernando County WRFs and is familiar with the subsurface geologic conditions; the site is located within a region known for moderate sinkhole activity. Tierra will conduct a GPR survey across the area proposed for the WRF expansion and future expansion areas 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. Tierra will perform up to five Standard Penetration Test (SPT) borings (estimated depth of 50-feet) in areas of interest if identified by the GPR.
- **Geotechnical Borings** – Tierra will conduct up to 33 standard penetration test (SPT) borings with depths ranging from 30 to 75 feet below land surface (bls) within the areas proposed for the WRF expansion and the EOS. Tierra will conduct SPT borings at the locations determined for the new plant unit treatment processes and associated tanks, buildings, stormwater management area/pond, and RIBs.
- **RIB Piezometers for Load Testing** – Tierra will install up to four piezometers up to a depth of 50 feet bls (or 5 to 10 feet below the water table) in RIBs 1 and 2 for use by our hydrogeologist team 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 future design capacity (2.0 and 4.0 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 the feasibility of using 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 – AS NEEDED**

- **WRF Buried Pipe Locates** – Coastal will conduct SUE to identify and prepare drawings showing the depth and confirming pipe sizes of any buried pipes at the WRF that will remain and require identification.

## **2.9 LAND APPLICATION ENGINEERING REPORT – LIQUID SOLUTIONS GROUP, LLC (LSG)**

Based on the geotechnical field data collection results, Jones Edmunds and LSG will prepare a Land Application Engineering Report for re-rating the existing RIBs (R-001). R-001 is a 0.750-MGD-AADF-permitted capacity Part IV rapid land application system that consists of two cells (RIB 1 and RIB 2) with a total bottom surface area of 1,089,005 sf (25.0 acres). The expected project layout includes converting a portion of RIBs 1 and 2 to the plant expansion area for the Phase 1 and 2 WRF Expansions. To accommodate this, RIBs 1 and 2 will require re-rating to a capacity of 2.0 AADF (current expansion) and/or 4.0-MGD AADF (future expansion). If possible, a one-time re-rate to future buildout capacity of 4.0 MGD AADF will be completed to reduce permitting and construction costs. Jones Edmunds will review historical RIB loading rates and groundwater monitoring well data and contact the Florida Department of Environmental Protection (FDEP) to discuss the approach for re-rating, which may include installing piezometers and load testing the remaining RIBs to show the 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 Engineering 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).

## **2.10 BASIS OF DESIGN REPORT (BODR)**

Jones Edmunds will prepare a BODR for the proposed facilities, improvements, and site and stormwater work in accordance with the most recent update of the 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 and unit treatment design requirements for the 2.0-MGD-AADF expansion and the future 4.0-MGD expansion. The BODR will be submitted as an attachment to the FDEP permit application to describe the proposed facilities and provide the information necessary to address all design elements and data requirements for the WRF expansion and proposed improvements.

## **2.11 30% DESIGN DOCUMENTS**

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

## **2.12 SPECIFICATION LIST**

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

## **2.13 BODR REVIEW MEETING**

After the County reviews the Draft BODR, 30% Documents, and Specification table of contents, 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.

## **2.14 DELIVERABLES**

Jones Edmunds will distribute PDF copies and CAD files for surveys listed above and SUE work developed for this phase to the County. Additionally, Jones Edmunds will provide the County with PDFs of the Draft BODR, Site Geotechnical Report, Land Application Report, Endangered Species Survey Report, Stormwater Management Plan and 30% Design Documents with an Engineer's Opinion of Probably Construction Cost (EOPCC). Jones Edmunds will provide the County with the Final BODR in electronic format (PDF) based on comments provided during the review meeting.

# **3 PERMITTING-PHASE SERVICES**

## **3.1 FDEP DOMESTIC WASTEWATER FACILITY PERMITTING AND LAND APPLICATION MODIFICATIONS**

The current WRF FDEP Permit does not expire until January 28, 2028, but 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.
- Form DEP 62-620.910(1) and (2), Application Forms 1 and 2A.
- BODR with Appendices
- Capacity Analysis Report (CAR) will be incorporated into the BODR
- Operation and Maintenance Performance Report (OMPR) will be incorporated into the BODR
- Land Application Engineering Report (Appendix)

- Site Geotechnical Report (Appendix)
- Biotic Evaluation (Appendix)
- Stormwater Management Plan (Appendix)
- Public Access Reuse Operations Protocol (Appendix)

This task includes conducting a pre-application meeting with FDEP Southwest District to discuss the permit submittal process and responding to up to two FDEP Requests for Additional Information (RAIs) for the wastewater permit application for this substantial modification.

### **3.2 FDEP ENVIRONMENTAL RESOURCE PERMIT (ERP) – STORMWATER MANAGEMENT SYSTEM PERMITTING**

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

- Conduct an FDEP pre-application meeting.
- Conduct a preliminary investigation of the 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.
- Perform the following work for the proposed WRF site:
  - Delineate existing and proposed drainage basins.
  - Perform time of concentration calculations for pre- and post-construction conditions.
  - Perform peak discharge calculations for pre- and post-construction conditions.
  - 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.

### **3.3 DELIVERABLES**

Jones Edmunds will provide the County with draft applications for review of the final substantial modifications of FDEP wastewater facility permit and the FDEP ERP. Jones Edmunds will submit the FDEP Wastewater Permit and Facility ERP applications in PDF format on behalf of the County. 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 Year 2022 or later will be used. The front-end documents for the Bid Documents specification package will be the Engineers Joint Contract Document Committee (EJCDC), latest version, with supplemental conditions modifications as required by Hernando County.

### **4.1 60% DESIGN DOCUMENTS**

- Prepare 60% Design Plans and Specifications (process, civil, mechanical, electrical, structural, and instrumentation and controls).
- Submit two hard copies of the 60% Design Plans and Specifications to the County for review. A PDF copy will also be provided.
- Prepare and submit a 60% EOPCC to the County for review.
- Meet with the County to review the 60% Design Documents.

### **4.2 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 two hard copies of the 90% Design Plans and Specifications to the County for review. A PDF copy will also be provided.
- Prepare and submit a 90% EOPCC to the County for review.
- Meet with the County to review the 90% Design Documents.

### **4.3 100% DESIGN DOCUMENT PREPARATION**

- Prepare 100% Design Plans and Specifications, incorporating the County's comments from the 90% design review.
- Submit two hard copies of the 100% Design Plans and Specifications to the County for review. A PDF copy will also be provided.
- Provide an PDF submission of the 100% Design Plans to the County for the Building Permit Application.
- Prepare and submit a 100% EOPCC to the County for review.
- Meet with the County to review the 100% Design Documents.

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

- Prepare and submit the Bid Documents to the County, incorporating the County's comments on the 100% Design Documents. This will include two signed-and sealed-copies and one PDF 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.
- Prepare a conformed set of Contract Documents (Plans and Specifications) that incorporate the addenda.

## 4.5 DELIVERABLES

Jones Edmunds will provide the County with a PDF and two hard copies of the 60% Design, 90% Design, and 100% Design Documents for review and comment. For the Bid Documents we will provide two signed-and sealed hard-copies and one electronic copy in PDF format. Jones Edmunds will provide the County with pre-bid meeting minutes, RFI responses, and bid evaluation letter in electronic format. Jones Edmunds will provide the County with an PDF and two hard copies of the conformed set of the Plans and Specifications and distribute a PDF version to the Contractor. Jones Edmunds will provide CAD drawings at 100% (Final Design and Bidding).

## 5 CONSTRUCTION-PHASE SERVICES

### 5.1 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 on an hourly, time and materials basis. 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 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.
1. Prepare for and lead monthly construction progress meetings including preparing agendas and generating and distributing meeting minutes.
2. Review submittals, shop drawings, material samples, results of tests and inspections, and other data that the Contractor is required to submit.
3. 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.
4. 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. Document that all deliverables required of the Contractor for the monthly pay application are submitted.
5. 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.
6. 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.

7. 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.
8. The Jones Edmunds Construction Project Coordinator will maintain project files throughout 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.

## 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 conformed Construction Documents.
- The Consultant's scope and fee are based on a 24-month performance period (21 months to Substantial Completion; 3 months to Final Completion).

## 5.2 CONTRACT CLOSEOUT

When the Contractor notifies the County that the project has reached Substantial Completion and Jones Edmunds has reviewed and agrees Substantial Completion has been reached and receives confirmation from the County, 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 with issuing 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, Contractor, and equipment representatives (as required) and document any remaining deficiencies.
- Provide the County with all equipment warranty documentation. Note all equipment warranties to start when the equipment is placed into service and facility is in operation.
- Assist the County with preparing, reviewing, and executing final documentation required by the Contract Documents for Final Acceptance and Contract Closeout.

- Provide the County with an electronic PDF copy of the project files at Contract Closeout for incorporating into the overall project catalog including:
  - As-Built Drawings, 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 and are reviewed by Jones Edmunds. Jones Edmunds will provide the Record Drawings for the project.

## 5.3 WRF O&M MANUAL UPDATE AND STARTUP ASSISTANCE

Jones Edmunds will prepare a new O&M Manual for the WRF in accordance with Chapter 62-600.720, FAC. The WRF O&M Manual will be submitted as a draft to County operations and engineering staff 4 months before the Contractor's planned WRF startup. Jones Edmunds will make updates to draft O&M Manual based on client's comments.

Jones Edmunds will assist the County operations staff with startup and monitoring of plant performance for 6 months following startup. Approximately 3 hours/week over 24 weeks are budgeted to assist with startup and WRF optimization.

## 5.4 DELIVERABLES

Jones Edmunds will provide the County with an electronic PDF and hard copy of the following: Final Punchlist, Record Drawings, Certificate of Substantial Completion, FDEP Notice of Construction Completion, WRF O&M Manual. Jones Edmunds will provide CAD drawings at 100% deliverables Final Record Drawings.

## 6 CONSTRUCTION OBSERVATION SERVICES

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 and provide accurate records of the Contractor's progress by completing Daily Construction Reports with construction photographs of work being performed.

The RO will document 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 any other Jones Edmunds employee, each such person will exercise reasonable precautions for themselves and for the County property. Each such person will comply with all laws, rules, regulations, or ordinances related to safety and health and will take precautionary and prompt action when loss control/safety measures should reasonably be expected. Each such person will

perform the services in a manner consistent with the degree of care and skill exercised by other members of the same profession currently practicing under similar circumstances.

This Scope of Services estimates RO services will be required 8 hours per day, 5 days per week over 24 months (720 days) that the Contractor is expected to be on site over the projected 24-month construction schedule. This Scope of Services 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, EOR, Construction Project Coordinator, and engineering staff as needed for on- and off-site construction activities and will be on site during critical activities the last 3 months of the Contract 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 document 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-Buil Drawings 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.
- Perform up to 24 Jones Edmunds EOR(s) site visits to review the installed work for compliance with the Contract Documents.
- Perform up to five Jones Edmunds EOR site visits for mechanical, structural, and electrical (or until matter are resolved to County's satisfaction) 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.

## 6.1 DELIVERABLES

Jones Edmunds will provide the County with an electronic PDF of the following: Daily Field Reports, photos, test report results, and monthly payment applications.

### ASSUMPTIONS

- The total construction duration from NTP to Final Completion will be 24 months. This Scope of Services 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 24-month project duration, a subsequent amendment may be required to this Scope of Services, 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 Task 6 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 to be completed as summarized 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	4 weeks after NTP
Complete WRF Site Layout Alternatives Meetings and Minutes	8 weeks after NTP
Administration/EOS Workshop Meeting and Minutes	12 weeks after NTP
Wastewater Collection System Lift Station Evaluation	16 weeks after NTP
Complete Geotechnical Evaluation of Project Areas	16 weeks after NTP
Complete Topographic and Structure Survey of Project Areas	16 weeks after NTP
Complete SUE to Locate Piping	16 weeks after NTP
Complete RIB Site Work, Load Test, GW Modeling	36 weeks after NTP
Submit Draft BODR and 30% Drawings	40 weeks after NTP
Conduct BODR Review Meeting with County	2 weeks after submittal
Finalize BODR	46 weeks after receiving review comments
Conduct Pre-Application Meeting with FDEP on Permit Mod.	48 weeks after NTP
Permit Submittals to FDEP	50 weeks after NTP
Complete 60% Design Drawings and Specifications	60 weeks after NTP
Conduct 60% Review Meeting with County	2 weeks after submittal
Complete 90% Design Drawings and Specifications	74 weeks after NTP
Complete 100% Design Drawings and Specifications/Bid Documents	78 weeks after NTP

## **COMPENSATION**

Jones Edmunds proposes to provide the final design and bidding services detailed above on a lump-sum basis for Tasks 1 through 4 of \$2,067,038. Construction phase services and

full-time on-site construction observation services will be billed hourly on a time-and-material basis for Task 5 and Task 6 for a total cost of \$1,183,749. We will complete these services in accordance with the Professional Services Agreement related to RFQ No. RFP #22-RG0128/AP, Capacity Expansion – Ridge Manor WRF Expansion and EOS Project for a total not-to-exceed amount of \$3,250,787. The table below summarizes the labor effort and subconsultant cost by task. Exhibit B (Attached) is the Task Fee Quotation Proposal and provides the detailed labor hours and subconsultant costs by task. Invoices for Tasks 1 through 4 will be on percent-complete basis, and Tasks 5 and 6 will be on a time-and-material basis. Jones Edmunds will submit invoices to the County monthly in coordination with the County PM.

TASK	Jones Edmunds Labor Effort and ODCs	Subconsultants	TOTAL
Task 1 – Project Management and Meetings	\$ 134,640	\$ 26,865	\$ 161,505
Task 2 – Preliminary Design Services	\$ 338,590	\$ 297,893	\$ 636,483
Task 3 – Permitting-Phase Services	\$ 82,720	\$ 15,024	\$ 97,744
Task 4 – Final Design and Bidding-Phase Services	\$ 691,220	\$ 480,086	\$1,171,306
<b>Total Lump Sum Fee for Tasks 1 through 4</b>	<b>\$1,247,170</b>	<b>\$ 819,868</b>	<b>\$2,067,038</b>
Task 5 – Construction Phase Services	\$ 460,100	\$ 155,249	\$ 615,349
Task 6 – Construction Observation Budget (T&M)	\$ 518,400	-	\$ 518,400
Miscellaneous Expenses	\$50,000	-	\$50,000
<b>Total Time and Material Cost (Tasks 5 and 6 &amp; Expenses)</b>	<b>\$1,028,500</b>	<b>\$ 155,249</b>	<b>\$1,183,749</b>
<b>Total Not-to-Exceed Fee</b>	<b>\$2,275,670</b>	<b>\$ 975,117</b>	<b>\$3,250,787</b>

## ASSUMPTIONS AND EXCLUSIONS

1. Bidding phase services assume 2-month advertisement period.
2. Bid alternatives proposed by prospective bidders will not be reviewed by the Engineer during the bid process.
3. County will pay permit fee to the FDEP for WRF Permit Substantial Modification due at time of permit application submittal.

4. Right-of way or land acquisition services are excluded from this Scope of Services. Zoning modifications and related public involvement meetings/hearings are excluded from this Scope of Services.
5. Archaeological investigations, and historical investigations are excluded from this Scope of Services.
6. Construction administration and RPR services are based on 24 months of construction and 21-months of on-site RPR, respectively as outlined in the scope of work.
7. The proposed schedule assumes the County will provide review comments within two weeks of receiving submittals, and requested information submitted in the data gap request within two weeks for receipt.
8. Structural and geotechnical work does not include deep foundation recommendations in the event that the Geotechnical Investigation indicate that shallow foundations are not feasible.
9. All permit-support documents can be digitally signed and sealed by the Engineer of Record.
10. The Ridge Manor WRF basis design and final design approach provided herein is based on Hernando County Utilities goal to standardize treatment processes across the three subregional WRFs (Airport WRF, Glen WRF and Ridge WRF). The major unit treatment processes will be similar in design and equipment specified as done recently at the Airport WRF (Headworks, 6-Stage Steep Feed BNR, Final Clarifiers, Effluent Disc Filters, Chlorine Contact Tank; Covered Centrifuge Dewatering Facility) and Glen WRF (Vacuum Truck Dump Station; Aerobic Sludge Holding Tank; RIB Re-rate).
11. The Ridge Manor Subregional WRF layout will be located in the center of the existing site to mitigate odors and noise to surrounding landowners at the WRF property boundary.

Submitted by:



---

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

03/04/2024  
Date

**EXHIBIT B**

**TASK FEE QUOTATION PROPOSAL**



## EXHIBIT "B" TASK FEE QUOTATION PROPOSAL

Firm Name: Jones Edmunds & Associates, Inc.

Signature:   
Brian Icerman, PE  
Executive Director  
(Printed Name and Title)

Date: 3/8/2024

Department Name: 3/5/24 GORDON UNDERDANK  
Authorized Signature: (Printed Name and Title)

Chief Procurement Officer

Date \_\_\_\_\_

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.

**2023 Standard Hourly Rates**

						Hourly Rate
Project Officer						\$ 300
Chief Engineer or Scientist						\$ 265
Senior Project Manager						\$ 235
Senior Engineer or Scientist						\$ 235
Project Manager / Senior Construction Administrator						\$ 200
Project Engineer / Construction Administrator						\$ 185
Engineer III						\$ 155
Senior Technical Specialist						\$ 155
Senior Designer						\$ 130
Senior Administrative Assistant						\$ 125
Senior Field Representative Construction						\$ 135
Engineer I / Engineer Intern						\$ 130
Designer						\$ 120
Construction Project Coordinator / Administrative Assistant						\$ 110