

**BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY, FLORIDA  
PROFESSIONAL SERVICES AGREEMENT  
NO. 18-R00015/PH**

THIS AGREEMENT made and entered into this 14<sup>th</sup> day of August, 2018, by and between HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS, 20 N. Main St., Brooksville, Florida, a political subdivision of the State of Florida, hereinafter called the COUNTY and Cardno, Inc., 20215 Cortez Blvd., Brooksville, FL 34601, duly authorized to conduct business in the State of Florida, hereinafter called the PROFESSIONAL.

WITNESSETH:

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

Airport Wastewater Treatment Plant Expansion Engineering Services.

**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 therefore.

Reference herein to this Agreement shall be considered to include any supplemental thereto. Reference herein to COUNTY Administrator shall mean the Hernando County Administrator or his 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 shall be completed within 48 months from the date of Notice to Proceed as shown in Exhibit D, attached hereto and made a part hereof.

**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 address of firm. Records of cost incurred under 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, 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, 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.

**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 30 days prior written notice has been given to the COUNTY; Hernando County is named as additional insured as to Commercial General Liability and Certificate Holder must read: Hernando County Board of County Commissioners.*

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

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

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

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

**SECTION 19.** The COUNTY reserves the right to suspend, cancel or terminate the Agreement in the event one or more of the PROFESSIONAL'S Corporate Officers is indicted or has a direct information issued against him for any crime arising out of or in conjunction with any work being performed by the PROFESSIONAL for or on behalf of the COUNTY under this Agreement without penalty. It is understood and agreed that in the event of such termination, that reproducible copies of all tracings, plans, specifications, maps, and data prepared or obtained under this Agreement shall immediately be turned over to the COUNTY in conformity with the provisions of Paragraph (8) hereof. The PROFESSIONAL shall be compensated for its services rendered up to the time of any such termination in accordance with Paragraph (12) hereof. The COUNTY also reserves the right to terminate or cancel this Agreement in the event the PROFESSIONAL shall be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors. The COUNTY further reserves the right to suspend the qualifications of the PROFESSIONAL to do business with the COUNTY upon any such indictment or direct information. In the event that any such person against whom any such indictment or direct information is brought shall have indictment or direct information dismissed or be found not guilty, such suspension on account hereof

shall be immediately lifted by the County Administrator.

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

**SECTION 21.** All notices required to be served on the PROFESSIONAL shall be served by Registered or Certified mail, Return Receipt Requested, to PROFESSIONAL'S address and all notices required to be served upon the COUNTY shall be served by Registered or Certified mail, Return Receipt Requested, addressed to the County Administrator, Hernando County Board of County Commissioners, 20 N. Main St., Room 460, Brooksville, FL 34601.

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

Hernando County further reserves the right to reproduce any of the aforementioned documents pertaining to the work under contract.

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

**SECTION 24. E-VERIFY.**

CONTRACTOR/CONSULTANT 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 represents and warrants (a) that the CONTRACTOR/CONSULTANT 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 employees are legally eligible to work in the United States, and (c) that the CONTRACTOR/CONSULTANT 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's 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 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's use of unauthorized workers must be reported to both of the following agencies:

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

In the event it is discovered that the CONTRACTOR/CONSULTANT's employees are not legally eligible to work in the United States, then the COUNTY may, in its sole discretion, demand that the CONTRACTOR/CONSULTANT 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 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 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 part of 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 subcontractors' 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. LITIGATION**

This Agreement shall be governed by and construed according to Florida law. Venue for any dispute or formal litigation concerning this Agreement shall be in the appropriate court with territorial jurisdiction over Hernando County, Florida. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. 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 requesting travel and subsistence reimbursement shall comply with Florida Statute 112.061.**

## **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

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: *Suzanne Bueh* Deputy Clerk  
Donald C. Barbee, Jr., Clerk of Circuit Court

*[Signature]*  
Steve Champion, Chairman

CARDNO, INC.

Witness: *Donald C. Barbee, Jr.*

By: *[Signature]*  
Signature of Professional

Douglas E. Stoker, PE - Vice President  
Printed Name and Title of Professional

## EXHIBIT "A"

### SCOPE OF PROFESSIONAL SERVICES for Airport Wastewater Treatment Plant Phase 3 Expansion, Contract No. 18-R00015/PH

#### BACKGROUND

In 2006, Hernando County (the County) authorized the Cardno Team (Cardno, Jones Edmunds and Arcadis) to provide engineering design and construction administration services for modifications to the Airport Wastewater Treatment Plant (WWTP). The original Contract included design and permitting efforts to re-rate the existing Airport WWTP from a 0.75 million gallon per day (MGD) facility to a 1.25 MGD facility and preparation of construction documents for an expansion to a 3 MGD facility. Because of rapid population growth throughout the County, the scope was modified to expand the secondary treatment capacity to 6 MGD. Furthermore, the County requested the incorporation of additional treatment processes so the expanded facility would be capable of producing public-access reuse water.

Following completion of the 6 MGD expansion design, the County elected to phase the construction to reduce the initial expansion costs, further evaluate flow projections and wastewater system planning, and review the necessity and cost of expanding the public access reuse system. As a result, the design capacity of the Airport WWTP was reduced, and other portions including the reclaimed water treatment facilities (storage, pumping and transmission), Class I Reliability and the filtration system were deferred. Subsequently, the expansion included Phase I, re-rating the facility to 1.25 MGD and expansion of the rapid infiltration basins (RIBs); and Phase II which increased the capacity of the facility to 3.5 MGD through an additional treatment train (only 1.0 MGD of the existing train was used to achieve the 3.5 MGD capacity). Since completion of the Phase II expansion in 2016, the Florida Department of Environmental Protection (FDEP) has adopted the Weeki Wachee Basin Management Action Plan (WWBMAP) to protect the Weeki Wachee Spring Group. In order to reduce nitrate loadings to the springs, the WWBMAP has established a Total-Nitrogen (TN) effluent standard of 3 mg/L as an annual average for wastewater treatment facilities located within the Weeki Wachee Springshed. As a result, the Airport WWTP will need additional treatment processes to consistently meet the TN requirement of  $\leq 3$  mg/L for both public-access reuse and effluent discharged to RIBs. Although the permitted capacity of the RIBs is 4.0 MGD Annual Average Daily Flow (AADF), the flow is currently limited by the treatment capacity of the plant (3.5 MGD). Furthermore, the average observed loading rate of the newer RIBs is generally lower than the permitted loading rate, further reducing the disposal capacity. Therefore, the County requires expansion of the RIB disposal system and testing of the existing RIBs for potential rehabilitation.

As part of the Airport WWTP Improvements, Cardno completed the design and construction of force mains and pumping stations for the transfer of raw wastewater from the Spring Hill WWTP to the Airport WWTP. The Spring Hill WWTP operating permit expires in March 2022, and the County would like to decommission the facility prior to that date. The completion of the tasks described in this scope of work will expand the Airport WWTP, allow the County to decommission the Spring Hill WWTP and divert flows to the Airport WWTP.



## PROJECT DESCRIPTION

As part of the Phase 3 Expansion, the County would like the Airport WWTP to treat and dispose of 6.0 MGD annual average daily flow (AADF), while producing an annual average effluent TN below 3 mg/L. The existing 2014 design plans and technical specifications for the Airport WWTP Expansion to 6.0 MGD AADF will be utilized as the basis for final design.

## PROFESSIONAL SERVICES

This scope of work includes the design, permitting and bidding services for the expansion and upgrades to the Airport WWTP. The scope includes modifications to make bid-ready the 2014 Phase II Contract Documents for those components (structures and equipment) that were designed but whose construction was postponed and are now to be constructed as part of this Phase III expansion. Any changes beyond making the documents for these components bid-ready are not included in this scope of work. In general, the following tasks are included under this contract:

- Task 1 Kickoff Meeting, Oxidation Ditch No. 2 Rerate, Operating Permit Renewal, Preliminary Engineering Report (PER) Update, and Expansion Permit
- Task 2 RIB Expansion design, permitting, and bidding
- Task 3 Airport WWTP Expansion Phase 3 Improvements design, permitting and bidding
- Task 4 Airport WWTP Public Access Reuse to Anderson Snow Park design, permitting and bidding
- Task 5 FOG / Septage Receiving Station design, permitting and bidding
- Task 6 Survey
- Task 7 Geotechnical Investigation
- Task 8 Environmental Investigation
- Task 9 Subsurface Utility Engineering (SUE) Services

### Task 1A – Kickoff Meeting

Cardno (Engineer) will facilitate a kickoff meeting with County staff. Items to be discussed at the meeting include but are not limited to an overview of the project, project objectives, schedule, and to discuss specific aspects of the project and related County preferences. The Engineer will develop the agenda, participate in the meeting, and will develop and distribute minutes. The Engineer and County staff will visit the Airport WWTP site to verify existing conditions and consider input received during the kickoff meeting.

### Task 1B. Oxidation Ditch No. 2 Rerate

The Airport WWTP Oxidation Ditch No. 2 is currently rated for 2.5 MGD AADF. The Engineer will evaluate the ability to rerate Oxidation Ditch No. 2 beyond its current permitted capacity in order to treat additional wastewater flows from the Spring Hill WWTP based on the existing 2014 permit effluent quality standards. The capacity from Oxidation Ditch No. 1 will not be considered in the rerate. The Engineer will determine the ultimate capacity of Oxidation Ditch No. 2 through dynamic computerized biological treatment process modeling and other calculations as necessary.

As part of this task, a short term (approximately 2 to 3 weeks) sampling protocol will be developed and implemented to measure constituents from the Spring Hill WWTP influent wastewater, and

various Airport WWTP process locations (e.g., influent wastewater, septage, oxidation ditch profiles, effluent). The County will be responsible for sample collection and costs associated with laboratory analysis. The sampling data, along with existing plant data, will be used to characterize the wastewater flow streams for the biological process model calibration. The calibrated dynamic model will then be used with higher flows and loads including those from the Spring Hill WWTP to simulate and establish the maximum flow rating in terms of process treatment capacity of the existing ditch under average and dynamic process simulation of storm conditions for rerating purposes under the present permit effluent limits. A Process Modeling Technical Memorandum (TM) will be prepared summarizing the wastewater sampling, whole-plant process model calibration, analysis and biological process treatment capacity of the existing biological process. This TM will be combined with the other information needed for the WWTP Preliminary Engineering Report, as described in Task 1D.

#### Task 1C. Airport WWTP Permit Renewal

The existing FDEP domestic wastewater facility operating permit (FLA 017223) will expire April 28, 2019. Construction of the expanded WWTP will not be completed prior to this operating permit expiration date. This task includes services to prepare the required permit renewal application forms and supporting documents for submittal to the FDEP–Southwest District Domestic Wastewater Permitting Department. Based upon discussions with FDEP, the operating permit renewal including required permit application forms and supporting documents should be submitted to the agency no later than two months prior to the permit expiration date. In general, the permit renewal task for the Airport WWTP will include preparation of the following reports and forms:

1. FDEP Operating Permit Renewal Forms 1 and 2A
2. Capacity Analysis Report Update (CARU)
3. Operation and Maintenance Report Update (OMPRU)

The Engineer will prepare the CARU and OMPRU in accordance with the FDEP guidelines and the information (flows, loads, equipment information tables, unit process assessments) contained in these reports will be used to verify the capacity that can be reliably achieved with the existing treatment components. The rerate of Oxidation Ditch No. 2 will be included as part of the permit renewal, since Oxidation Ditch No. 1 will not be evaluated or considered in the capacity analysis. It is the County's intent to recover treatment capacity with the existing Oxidation Ditch No. 2 and a new Oxidation Ditch No. 3.

Engineer will provide the draft FDEP permit renewal application forms and supporting documents for the County's review. After the County's review, Engineer will address any comments and prepare the final application forms and supporting documents for distribution to the County and FDEP. It is understood that required permit fees will be paid for by the County. Engineer will prepare responses to FDEP's Requests for Additional Information (RAIs). If required, Engineer will attend one meeting at the FDEP-Southwest District office to discuss plant performance issues and other related permit renewal issues. After FDEP issues a draft permit, Engineer will review and provide comments for the final permit issuance.

#### Task 1D. Airport WWTP Preliminary Engineering Report Update and Expansion Permit

The FDEP requires a Preliminary Engineering Report (PER) be submitted in support of an application to construct a new wastewater treatment facility, or make major modifications (Oxidation Ditch No. 2 rerate), or expand an existing permitted wastewater treatment facility. To expedite the preparation of the PER update, individual TMs will be prepared for new components and upgrades to existing components as necessary. These TMs will present alternatives, supporting data, analyses, and costs to allow for the selection of appropriate systems and facilities necessary for plant modification,

additions, upgrades, and expansions. The PER Update will serve as a summary of the findings, conclusions, and recommendations of the various TMs. The following TMs will be prepared:

- TM1 Flows, Loads, Classification and Reliability and Redundancy Update
  - Projected wastewater flows and loads including septage loadings and potential pretreatment through aerated sludge holding tanks.
  - Anticipated and/or existing effluent limits and requirements.
  - Plant classification, staffing, and reliability and redundancy requirements.
- TM2 Whole Plant Dynamic Process and Control Strategies Modeling and Biological Nutrient Removal (BNR) Process Improvements
  - WWTP Biological Process and Control System Modeling Summary
  - Summary of equipment selection and associated design criteria
- TM3 Effluent Filters
  - Review and cost analysis of up to five (5) filtration technologies including denite filters.
  - Summary of equipment selection and associated design criteria
- TM4 FOG/Septage Receiving Station
  - Evaluate vacuum truck unloading procedures to accept FOG collected from County lift stations
  - The FOG/septage station may include incorporation of the existing headworks equipment from the Spring Hill WWTP
  - Summary of equipment selection and associated design criteria
  - Lifecycle cost comparison for up to three FOG/septage receiving, storage, dewatering alternatives
- TM5 Electrical, Instrumentation & Controls
  - General description of the plant supervisory and control system, field instruments and displays, control panel requirements (materials of construction, exposures), and overall plant control hierarchy (block diagram).
  - Description of the low-voltage electrical supply and distribution systems including provisions for emergency standby power.
- TM6 Construction Sequencing and Maintenance of Plant Operations
  - Description of the expansion construction phasing

After submittal of each TM, Engineer will conduct a technical review meeting at the County's office. Engineer will prepare meeting minutes to identify required action items for Engineer and County.

As part of the PER update, the calibrated whole-plant dynamic process and control strategies model will be further developed to incorporate all considered process configurations (including new oxidation ditch, secondary anoxic and re-aeration basins, supplemental carbon, expanded sludge storage, and effluent filters). Retrofit of the existing 1 MGD Oxidation Ditch No. 1 will be evaluated to serve as the 2nd Anoxic/ Reaeration Basin for installation of 4-stage Biological Nutrient Removal (BNR) system to meet annual average TN  $\leq$  3 mg/L. Modeling of various dynamic operational scenarios (dynamic influent variability and peak wet weather flow and intermittent dewatering recycle streams) and modeling of various control strategies (e.g. intermittent aeration of sludge storage to minimize recycled nitrogen) will be performed to establish all key process design criteria. Such criteria include the size and configuration of the new basins, sludge production, supplemental carbon needed, preliminary sizing of process equipment, type and number of key instrumentation and associated preferable control strategies, etc. to ensure reliable operation in meeting the new effluent TN limit under the modelled conditions. The process modeling for the expanded facilities design with TN limit of 3 mg/L will be summarized as part of TM2.

The PER will also address the following items:

1. Summary of results and conclusions of each TM.
2. Site layout for plant expansion.
3. Phasing plan to expand the plant.
4. Site survey to be used for civil drawings during final design.
5. Geotechnical investigation suitable for design of proposed structures.
6. Design capacity of each existing unit process.
7. Design criteria for each proposed unit process.
8. Description of effluent disposal systems including RIBs, reclaimed water pumping and pipeline
9. General description of site requirements including access, stormwater management, and flood damage mitigation.
10. General description of instrumentation and control philosophy for each process.
11. Preliminary drawings to include:
  - a. Existing and proposed site plan.
  - b. Proposed process flow diagram.
  - c. Preliminary Process and Instrumentation diagram (P&ID).
  - d. Preliminary electrical power distribution diagram.
  - e. Proposed plant hydraulic profile.
12. Preliminary Opinion of Probable Construction Cost.
13. Deviations required (if any) from the 2014 design plans and technical specifications for the Airport WWTP Phase III Expansion final design.

The draft PER will be submitted to the County. A one-day workshop will be held with the appropriate County personnel to discuss and review the draft PER. The final PER will then be prepared based on the workshop results and will serve as the 30% submittal and basis for the final WWTP expansion design. The PER and permit application forms will then be submitted to FDEP for the expansion of the WWTP as part of this task. It is understood that required permit fees will be paid for by the County. Engineer will prepare responses to FDEP's Requests for Additional Information (RAIs).

## **Task 2. RIB Expansion**

The Engineer will design and permit for the expansion of the RIB effluent disposal system to achieve a permitted and long-term capacity that will match the expanded WWTP capacity. The actual expanded capacity of the effluent disposal system will depend on the capacity analysis on the WWTP components completed under Task 1.

### Task 2A. Data Collection, Field Work and Analysis

The existing RIB effluent disposal system has a permitted capacity of 4.0 MGD AADF, but is limited by the current treatment capacity of the WWTP (3.5 MGD AADF). Furthermore, the average loading rate achieved in the field is lower than the permitted loading rate, further reducing the effluent disposal capacity. Engineer will perform up to 1 day of field work, including up to ten 15-foot-deep borings within the five newest RIBs using direct-push technology. Soil samples will be obtained to evaluate if deep disking or soil removal/replacement within the RIBs is a feasible and cost-effective alternative for increasing the capacity of the current system. Depth to water measurements (if encountered) will be recorded at each bore hole.

In addition, the existing stormwater pond for the WWTP site is located in an area with soils that allow for higher infiltration rates. The shifting of the pond will be evaluated as part of this task to determine the feasibility of accommodating potential RIB placement without extensive permitting or relocation of existing stormwater piping. Coordination with SWFWMD is anticipated to discuss permitting

requirements of stormwater pond modifications. The shifting of the stormwater pond and RIB expansion in this area is currently not included in the RIB expansion design and would be considered additional work.

Engineer will prepare a technical memorandum (TM) including a site map with boring locations and opinion regarding feasibility to achieve a higher infiltration capacity, and potential expansion into the stormwater pond area. Engineer will conduct a technical review meeting of the TM at the County's office. Engineer will prepare meeting minutes to identify required action items for Engineer and County.

The County has recently acquired additional parcels adjacent to the WWTP site that may be used for the RIB expansion. However, these parcels are zoned for Industrial and Agricultural use. The Engineer will verify with the Building Department the current zoning of these parcels and the variance procedures and application requirements. The Engineer will submit the variance application and associated documents to the Hernando County Zoning Division for the rezoning of the parcels. In addition the County is considering the purchase of an additional 10 acre parcel adjacent to the WWTP site. If this parcel is purchased after survey, data collection, and analysis, additional fees will apply.

#### Task 2B. Groundwater Flow Model Update

Engineer will collect and tabulate groundwater level data based on existing wells and piezometers, effluent flow data, and new and previously collected site-specific hydrogeologic and geotechnical data to be used for updating the groundwater flow model previously prepared by the Team in 2009. The updated groundwater flow model and mounding analysis will evaluate the groundwater mounding resulting from an effluent reuse capacity matching that of the expanded WWTP. A conceptual RIB layout of the proposed RIBs will be prepared based on the groundwater flow model and site-specific hydrogeology and geotechnical data.

#### Task 2C. Groundwater Monitoring Plan Update & Land Application Report

The current groundwater monitoring plan consists of six groundwater monitoring wells for obtaining water level and water quality data, and seven piezometers for obtaining water level data only. The expanded RIB system will require an update to the groundwater monitoring plan. Engineer will recommend the installation of new groundwater monitoring wells, including construction guidelines, based on the new footprint of the RIB system and direction of groundwater flow.

Engineer will prepare a Land Application Report for the expansion of the existing RIBs. The land application report will be prepared in support of the PER Update and FDEP permit application package and in accordance with Chapter 62-610, F.A.C.

#### Task 2D. RIB Expansion 60 Percent Design Documents

Prepare 60 percent drawings and technical specifications, as well as preliminary sequencing of construction and schedule, for County review and comments. Update Opinion of Probable Cost. Conduct technical design review meetings at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

#### Task 2E. RIB Expansion 90 Percent Expansion Design Documents

Prepare 90 percent drawings and specifications for County review and comments. Update sequence of construction, schedule, and Opinion of Probable Cost. Conduct technical design review meetings

at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

#### Task 2F. RIB Expansion Final Documents

Prepare Final bid documents. Update Opinion of Probable Cost. Provide final sequence of construction and construction schedule. Provide County with one reproducible set of drawings and specifications, as well as electronic copies of the bid documents on CD.

#### Task 2G. RIB Expansion Permitting

It is understood that required permit fees will be paid for by the County. Engineer will provide permitting services for the following permits:

1. Hernando County Development Permit
2. SWFWMD Permit

Services will include the following:

1. Pre-application meeting with agencies to advise them of the project and determine agency's interests and concerns.
2. Prepare permit application at appropriate point in the design process. The Land Application Report will be submitted to FDEP with the final PER.
3. Respond to agency questions on permit submittal.
4. Prepare an update to the existing RIB disposal system groundwater monitoring plan.

#### Task 2H. RIB Expansion Bidding Services

The Engineer will provide services during bidding consisting of the following items:

1. Attend a prebid conference chaired by the County at the County's office.
2. Receive, record, and issue clarifications to prospective bidders written questions regarding the Bid Documents during the project bid phase. Clarifications will be issued as an addendum item.
3. Prepare up to three addenda to the contract documents, if required.
4. Review the bids received, prepare a bid tabulation, and assist the County with a contract award recommendation.

### **Task 3. Airport WWTP Expansion Design**

The Engineer will design an expansion for the capacity determined as part of the work included in Task 1. The proposed modifications will provide effluent meeting advanced wastewater treatment limits including an annual average TN of  $\leq 3$  mg/L. The PER prepared under Task 1 will serve as the 30% design submittal. The final design includes modifications to make the 2014 Phase II Contract Documents bid-ready for those components (structures and equipment) that were designed but whose construction was postponed and are now to be constructed as part of this Phase III expansion. Any changes beyond making the documents for these components bid-ready are not included in this scope of work.

The final design services for the Airport WWTP expansion will include the following items:

1. Influent Flow Meter. A new influent flow meter and associated piping upgrades to reflect anticipated AADF of 6 MGD.

2. Modification to Existing Headworks. Anticipated items include addition of Stair Screen No. 2 with Washer and Compactor No. 2 and Control Panel No. 2. Additional spray heads just upstream of head cell will also be provided. Two additional dumpsters and bagging system for screening debris, and associated piping will be included. The existing odor control system will be evaluated including the number of air changes per hour. Recommendations on the system operation and performance will be made.
3. Oxidation Ditch. One new cast-in-place concrete oxidation ditch (Oxidation Ditch No. 3) to perform denitrification and nitrification utilizing the same capacity and technology as the existing Oxidation Ditch No. 2. Instrumentation and automated controls will be provided in order to optimize nitrogen removal through the treatment process. Two aluminum walk-over bridges to be incorporated into design to allow passage from existing Oxidation Ditch No. 2 to new Oxidation Ditch No. 3.
4. Second Anoxic Zone / Reaeration Basin. Based on the evaluation and review with the County under Task 1, retrofit existing Oxidation Ditch No. 1 or design one new cast-in-place concrete basin to provide two second anoxic and reaeration zones setup with isolation gates to allow operations flexibility and maintenance. A supplemental carbon storage and dosing system for the second anoxic zone will be provided. Instrumentation and automated controls will be provided in order to optimize nitrogen removal through the treatment process.
5. Secondary Clarifiers. No work is included for existing Clarifier Nos. 3 & 4.
6. Modify Existing RAS/WAS Pumping Station. Two new return activated sludge (RAS) end-suction centrifugal pumps. Each RAS pump motor will be equipped with variable frequency drives. One new skid mounted flow meter and NaOCl injection to match existing Skid No. 2. New pumps and skid to be mounted in space provided on existing prefabricated pumping station aluminum skid and concrete slab.
7. Modification to Existing Sodium Hypochlorite System. Expand disinfection dosing system. Replacement of two (2) chemical dosing pumps with larger capacity pumps is anticipated. No new building, building modifications, or expansion of the existing chemical storage is included.
8. Aerated Sludge Holding Tank No. 2. An intermittently-aerated (to maximize nitrogen removal), covered, concrete tank to hold waste sludge and scum prior to dewatering by mobile dewatering unit. The 2014 design plans for the proposed Aerated Sludge Holding Tank No. 2 will be utilized, and includes sludge transfer pumps, decant pipeline, supernatant pump station, and odor control (sludge holding tank and supernatant pump station). The 2012 design plans contain modifications to the existing Aerated Sludge Holding Tank No.1 and include an aluminum cover and odor control. The odor control system for Tank No. 1 will need to be modified since it includes air from the dewatering building. Instrumentation and automated controls will be provided in order to optimize nitrogen removal through the treatment process.
9. Effluent Filters. Addition of effluent filtration for advanced wastewater treatment and polishing. The filtration system not constructed but included in the 2014 design plans will be utilized unless the County-approved PER dictates an alternative filter design.
10. Yard Piping. Perform mechanical yard piping design to accommodate above components and modifications, including connection of Oxidation Ditch No. 2, second anoxic and reaeration basins, supernatant, return activated sludge, plant service water, raw sewage, mixed liquor, and plant drain piping systems.
11. Civil/Site Design. Perform civil/site design to accommodate above components and modifications, including drainage, roadways, sidewalks, parking, etc.

12. Stormwater Design. Perform design of stormwater mitigation system as required to accommodate new facilities.
13. Electrical/Instrumentation Design. Perform electrical and instrumentation design to accommodate components and facilities described herein, including site lighting, lightning protection, additional standby power, power and controls, plant SCADA system, etc. New electrical equipment expansion will be located in existing buildings.
14. Structural Design. Perform structural design to accommodate above components and modifications, as required.
15. Landscaping. No landscaping services are included in the scope of work. A natural buffer will be provided along the plant boundary with the Suncoast Parkway. The remainder of site will include basic restoration with sodding and seeding. No new or modified existing irrigation systems are proposed under this scope of services. The County is considering the purchase of an additional parcel adjacent to the WWTP site and Suncoast Parkway. If this parcel is purchased and utilized for the Airport WWTP expansion, additional landscaping and design fees may apply.

#### Task 3A. Airport WWTP Expansion 60 Percent Design Documents

Prepare 60 percent drawings and technical specifications, as well as preliminary sequencing of construction and schedule, for County review and comments. Update Opinion of Probable Cost. Conduct technical project workshops at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

A total of four (4) project workshops are included as part of this task.

A total of six (6) Airport WWTP site visits and two (2) Advanced Wastewater Treatment Plant (AWTP) Tours are included as part of this task.

#### Task 3B. Airport WWTP Expansion 90 Percent Expansion Design Documents

Prepare 90 percent drawings and specifications for County review and comments. Update sequence of construction, schedule, and Opinion of Probable Cost. Conduct technical project workshops at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

A total of two (2) project workshops are included as part of this task.

#### Task 3C. Airport WWTP Expansion Final Documents

Prepare Final bid documents. Update Opinion of Probable Cost. Provide final sequence of construction and construction schedule. Provide County with one reproducible set of drawings and specifications, as well as electronic copies of the bid documents on CD.

A final submittal workshop is included as part of this task.

#### Task 3D. Airport WWTP Expansion Permitting

It is understood that required permit fees will be paid for by the County. Engineer will provide permitting services for the following permits:

1. SWFWMD stormwater permit
2. Hernando County building permit submittal (Contractor to obtain final permit)



Services will include the following:

1. Pre-application meeting with agency to advise them of the project and determine agency's interests and concerns.
2. Prepare permit application at appropriate point in the design process. The FDEP permit application will be submitted after the final PER is completed.
3. Respond to agency questions on permit submittal.
4. Prepare an update to the existing RIB disposal system groundwater monitoring plan.
5. Prepare reuse system operating protocol.

#### **Task 3E. Airport WWTP Expansion Bidding Services**

The Engineer will provide services during bidding consisting of the following items:

1. Attend a prebid conference chaired by the County at the County's office.
2. Receive, record, and issue clarifications to prospective bidders written questions regarding the Bid Documents during the project bid phase. Clarifications will be issued as an addendum item.
3. Prepare up to three addenda to the contract documents, if required.
4. Review the bids received, prepare a bid tabulation, and assist the County with a contract award recommendation.

#### **Task 4. Airport WWTP Public Access Reuse to Anderson Snow Park**

The final design services for addition of public access reuse facilities at the Airport WWTP will include the following item:

1. Reclaimed Water Pumping Station and Pipeline. One pumping station and associated pipeline to pump reclaimed water for irrigation at night to Anderson Snow Park. The anticipated demand for the park is approximately 209,000 gallons per day.

The PER prepared as part of Task 1 shall serve as the 30% design documentation. The phased submittals will be included in the Airport WWTP expansion design (Task 3).

It is understood that required permit fees will be paid for by the County. Engineer will provide permitting services for the following permits:

1. FDEP Permit Modification
2. Hernando County ROW
3. Turnpike Authority ROW

Services will include the following:

1. Pre-application meeting with agency to advise them of the project and determine agency's interests and concerns.
2. Prepare permit application at appropriate point in the design process
3. Respond to agency questions on permit submittal.

#### **Task 5. FOG / Septage Receiving Station**

Perform design for a FOG/septage receiving station with truck unloading facilities, integral screenings removal and compaction, and dewatering with separate bagging units. The PER prepared under Task 1 will serve as the basis of design for the station. Facility to include storage

and pump station. The design will consider odor control, separate FOG and septage receiving and screening, unloading facilities for FOG collected from County lift stations, hot water system, pumping to transfer mixed FOG/septage to holding tanks with option to pump to headworks, and screw press FOG dewatering for landfill disposal. The holding tank design will be pre-stressed concrete or glass-fused steel. Special architectural treatment is not included.

#### Task 5A. FOG / Septage Receiving Station 60 Percent Design Document

Assist in performing pilot test for polymer selection. Prepare 60 percent drawings and technical specifications for County review and comments. Update Opinion of Probable Cost. Conduct technical design review meetings at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

#### Task 5B. FOG / Septage Receiving Station 90 Percent Design Documents

Prepare 90 percent drawings and specifications for County review and comments. Update Opinion of Probable Cost. Conduct technical design review meetings at the County's office to review the documents. Prepare meeting minutes to identify required action items for Engineer and County.

#### Task 5C. FOG / Septage Receiving Station Final Documents

Prepare final bid documents. Update Opinion of Probable Cost. Provide County with one reproducible set of drawings and specifications, as well as electronic copies of the bid documents on CD.

#### Task 5D. FOG / Septage Receiving Station Permitting

It is understood that required permit fees will be paid for by the County. Engineer will provide permitting services for the following permits:

1. FDEP permit
2. Hernando County Development Permit

Services will include the following:

1. Pre-application meeting with agency to advise them of the project and determine agency's interests and concerns.
2. Prepare permit application at appropriate point in the design process
3. Respond to agency questions on permit submittal.

#### Task 5E. FOG / Septage Receiving Station Bidding Services

1. Receive, record, and issue clarifications to prospective bidders written questions regarding the Bid Documents during the project bid phase. Clarifications will be issued as an addendum item.
2. Attend a prebid conference chaired by the County at the County's office.
3. Prepare up to three addendums to the contract documents, if required.
4. Review the bids received, prepare a bid tabulation, and assist the County with a contract award recommendation.

## Task 6. Boundary and Topographic Survey

### Boundary Survey (approximately 180 acres)

- Preparation of a perimeter Boundary Survey in accordance with the Standards of Practice as set forth by Chapter 5J-17 of the Florida Administrative Code for the subject property. Interior improvements (structures and significant surfaces), if any, will be located and mapped. Interior fences, landscape, utilities, etc. will not be located;

### Topographic Survey Existing Treatment Plant (approximately 62 acres)

- Preparation of a Topographic Survey for a portion of the subject property. All work shall be in accordance with the Standards of Practice as set forth by Chapter 5J-17 of the Florida Administrative Code;
- Elevations shall be collected in a manner sufficient to generate one (1) foot contours;
- Elevations shall be referenced to the North American Vertical Datum of 1988;
- Up to twenty (20) horizontal & vertical locations for soil borings;
- Improvements shall be located and mapped in sufficient detail to facilitate engineering design.

### Topographic Survey Treatment Plant Expansion Area (approximately 95 acres)

- Preparation of a Topographic Survey for a portion of the subject property. All work shall be in accordance with the Standards of Practice as set forth by
- Chapter 5J-17 of the Florida Administrative Code;
- Elevations shall be collected in a manner sufficient to generate one (1) foot contours;
- Contours shall extend 50 feet beyond the subject property;
- Elevations shall be referenced to the North American Vertical Datum of 1988;
- Those trees within the subject property that are 4-inches d.b.h. and greater shall be located, mapped and classified by common name. Those trees that appear to be sick or dead shall be noted (Exempt trees per Hernando County Tree Ordinance are not included);

## Task 7. Geotechnical Investigation

The purpose of the geotechnical study is to obtain information on the general subsurface conditions at the proposed project site and provide geotechnical engineering recommendations to guide the design and construction of the proposed development. The following borings will be performed in two separate phases:

- Perform a limited Ground Penetrating Radar (GPR) survey within the oxidation ditch, sludge holding tank, and fuel tank/generator pad effluent filters, reclaimed water pumping station, and filter compressed air system footprints. A GPR survey of the RIB expansion area is not included in our scope of services.
- Perform two (2) Standard Penetration Test (SPT) borings within/near the proposed oxidation ditch footprint. Each boring will be extended to approximately 70 feet below the existing ground surface (bgs) or 10 feet into competent limestone, whichever is less. One of the borings will be advanced near the proposed southern end of the oxidation ditch within/near the geophysical anomaly A1, previously identified and unexplored during the 2014 geotechnical explorations.
- Perform one (1) SPT boring within/near the proposed sludge holding tank footprint. The boring will be extended to approximately 70 feet (bgs) or 10 feet into competent limestone, whichever is less.

- Perform one (1) SPT boring within/near the proposed fuel tank/generator pad. The boring will be extended to approximately 70 feet (bgs) or 10 feet into competent limestone, whichever is less.
- Perform one (1) SPT boring within/near the effluent filters. The boring will be extended to approximately 70 feet (bgs) or 10 feet into competent limestone, whichever is less.
- Perform one (1) SPT boring within/near the reclaimed water pumping station. The boring will be extended to approximately 70 feet (bgs) or 10 feet into competent limestone, whichever is less.
- Perform one (1) SPT boring within/near the filter compressed air system. The boring will be extended to approximately 70 feet (bgs) or 10 feet into competent limestone, whichever is less.
- Perform fifteen (15) SPT borings within the proposed RIB expansion area. Each boring will be extended to approximately 50 feet (bgs). At five (5) boring locations, a temporary piezometer will be installed. Piezometer readings will be performed once per week for three weeks after installation (3 total readings after installation).

At each SPT boring location, geotechnical engineer will sample nearly continuously for the upper 10 feet, then at 5 feet intervals thereafter. As called for by local regulations, all SPT borings will be grouted or plugged upon completion. An electronic copy of the geotechnical report will be sent upon completion of the study.

#### **Task 8. Environmental Services**

A preliminary listed species and habitat study will be completed on the referenced site in general accordance with the Florida Fish and Wildlife Conservation Commission (FWC) and the US Fish and Wildlife Service (FWS) guidelines. The study will identify and map habitat communities, and the use and/or likely presence of fauna or flora species listed as endangered, threatened, or species of special concern by either federal or state agencies. The study will be considered preliminary and an overview, and not a complete study for any one listed fauna or flora species, except for the gopher tortoise (GT). A complete 100% GT survey of the site will be performed in accordance with the FWC latest guidelines. Performing complete surveys of other listed wildlife species in accordance FWC and the FWS guidelines, if required, are time consuming, seasonal, and habitat restricted. It is unknown which species will require a complete survey until the preliminary survey of the site is performed. The report will provide confirmation of the presence of listed fauna or flora species encountered and/or the likelihood of fauna and flora species occurring on the site at the time of the inspection(s), based on known habitat preferences and geographical distribution. A habitat delineation map per Florida Land Use, Cover and Forms Classification System, FDOT 1999, (FLUCFCS) will be provided within the report. GT permitting and relocating is not included. An updated report will be provided prior to issuance of the County building permit.

#### **Task 9. Subsurface Utility Engineering (SUE) Services**

Perform subsurface utility engineering (SUE) services as needed for the WWTP expansion. These funds will be expended only with prior approval from the County.

## **Deliverables**

Drawings will be prepared using AutoCAD 2015 or later version. Reports and specifications will be prepared in Microsoft Word 2013 or later version. The following deliverables are included in this scope:

### **Task 1. Oxidation Ditch Rerate, Permit Renewal, PER Update, and Expansion Permit**

1. Technical Memoranda
2. Permit Renewal Forms
3. Preliminary Engineering Report (draft and final) to include RIBs, Reuse Facilities, and FOG / Septage Receiving Station
4. Capacity Analysis Report Update (draft and final)
5. Operation and Maintenance Report Update (draft and final)
6. FDEP Permit Application for WWTP Expansion

### **Task 2. RIB Expansion**

1. Technical Memorandum
2. Land Application Report
3. 60 percent design documents and opinion of probable construction cost
4. 90 percent design documents and opinion of probable construction cost
5. Final design documents, bid documents, and opinion of probable construction cost
6. Permit applications for variance, SWFWMD, and Hernando County building permit
7. Up to three addenda during bid phase
8. Bid tabulation and recommendation for contract award

### **Task 3. Airport WWTP Expansion**

1. 60 percent design documents and opinion of probable construction cost
2. 90 percent design documents and opinion of probable construction cost
3. Final design documents, bid documents, and opinion of probable construction cost
4. Permit applications for SWFWMD, and Hernando County building permit
5. Up to three addenda during bid phase
6. Bid tabulation and recommendation for contract award

### **Task 4. Airport WWTP Reuse to Anderson Snow Park**

1. Design documents, bid documents, and opinion of probable construction cost
2. Permit applications for FDEP, Hernando County ROW, and Turnpike Authority ROW

### **Task 5. FOG / Septage Receiving Station**

1. 60 percent design documents and opinion of probable construction cost
2. 90 percent design documents and opinion of probable construction cost
3. Final design documents, bid documents, and opinion of probable construction cost
4. Permit applications for FDEP, SWFWMD, and Hernando County building permit
5. Up to three addenda during bid phase
6. Bid tabulation and recommendation for contract award

**Task 6. Boundary and Topographic Survey**

1. Boundary and Topographic Survey

**Task 7. Geotechnical Investigation**

1. Geotechnical Investigation Report

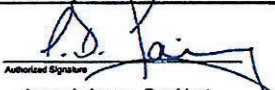
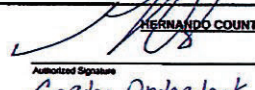

**Task 8. Environmental Services**

1. Preliminary Listed Species and Habitat Study Report
2. Gopher Tortoise Survey

**EXHIBIT "B" TASK FEE QUOTATION PROPOSAL**  
**Airport WRF Phase 3**  
**Design, Permitting and Bidding Services**

TASK	Principal \$230		Project Director \$205		Sr Proj Manager \$160		Sr Engineer \$170		Proj Engineer \$145		Proj Manager \$135		Sr Designer \$120		Designer \$110		Classical \$70		Task cost by Activity	Man Hrs by Activity	Avg Rate by Activity		
	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost	Man Hrs	Cost					
<b>1 Remote Airport WRF OD No.2, OP Renewal, and PER Update</b>																							
1A Kickoff Meeting	0	\$0	10	\$2,050	10	\$1,600	10	\$1,700	10	\$1,450	25	\$3,375	0	\$0	0	\$0	0	\$0	0	\$0	\$291,335	2913	\$145
1B Oxidation Ditch No. 2 Remote	1	\$290	14	\$2,870	10	\$1,600	200	\$34,000	140	\$20,300	100	\$13,500	20	\$2,400	10	\$1,100	24	\$1,680	24	\$1,680	\$77,740	619	\$150
1C Airport WWTP Permit Renewal	0	\$0	4	\$820	8	\$1,280	40	\$6,800	82	\$11,890	24	\$3,240	24	\$2,880	0	\$0	20	\$1,400	20	\$1,400	\$28,310	292	\$140
1D Airport WWTP Preliminary Engineering Report	1	\$290	60	\$12,300	40	\$6,400	360	\$61,200	260	\$37,700	120	\$16,200	200	\$24,000	100	\$11,000	80	\$5,600	80	\$5,600	\$174,680	1221	\$143
<b>2 RIB Expansion</b>																							
2A Data Collection, Field Work, and Analysis	0	\$0	2	\$410	2	\$320	2	\$340	8	\$1,160	12	\$1,620	0	\$0	0	\$0	5	\$350	5	\$350	\$4,200	31	\$135
2B Groundwater Flow Model Update	0	\$0	2	\$410	2	\$320	2	\$340	8	\$1,160	12	\$1,620	0	\$0	0	\$0	5	\$350	5	\$350	\$4,200	31	\$135
2C Groundwater Monitoring Plan Update	0	\$0	2	\$410	2	\$320	2	\$340	8	\$1,160	12	\$1,620	0	\$0	0	\$0	5	\$350	5	\$350	\$4,200	31	\$135
2D RIB Expansion 60% Expansion Design Documents	1	\$290	8	\$1,640	20	\$3,200	8	\$1,360	60	\$8,700	30	\$4,050	120	\$14,400	40	\$4,400	15	\$1,050	15	\$1,050	\$39,080	302	\$129
2E RIB Expansion 90% Expansion Design Documents	0	\$0	2	\$410	14	\$2,240	4	\$560	40	\$5,600	20	\$2,700	80	\$9,600	30	\$3,300	8	\$560	8	\$560	\$25,290	199	\$128
2F RIB Expansion Final Documents	1	\$290	2	\$410	5	\$800	0	\$0	40	\$5,600	16	\$2,160	4	\$480	20	\$2,200	4	\$280	4	\$280	\$12,420	92	\$135
2G RIB Expansion Permitting	0	\$0	4	\$820	10	\$1,600	4	\$560	0	\$0	20	\$2,700	0	\$0	0	\$0	4	\$280	4	\$280	\$8,040	42	\$145
2H RIB Expansion Bidding Services	0	\$0	2	\$410	8	\$960	12	\$2,040	0	\$0	34	\$4,690	0	\$0	8	\$560	3	\$210	3	\$210	\$9,090	65	\$140
<b>3 Airport WWTP Expansion Design</b>																							
3A Airport WWTP Expansion 60% Design Documents	3	\$870	50	\$10,250	60	\$9,600	140	\$23,800	180	\$26,100	80	\$10,800	160	\$19,200	198	\$21,780	52	\$3,640	52	\$3,640	\$154,440	913	\$169
3B Airport WWTP Expansion 90% Expansion Design Documents	0	\$0	40	\$8,200	40	\$6,400	100	\$17,000	154	\$22,330	61	\$8,235	140	\$19,800	172	\$18,820	40	\$2,800	40	\$2,800	\$100,625	747	\$135
3C Airport WWTP Expansion Final Documents	2	\$580	24	\$4,920	40	\$6,400	60	\$10,200	120	\$17,400	40	\$5,400	80	\$9,600	80	\$8,800	38	\$2,660	38	\$2,660	\$65,980	484	\$136
3D Airport WWTP Expansion Permitting	0	\$0	12	\$2,460	12	\$1,920	16	\$2,720	40	\$5,600	40	\$5,400	10	\$1,200	20	\$2,200	40	\$2,800	40	\$2,800	\$24,500	190	\$129
3E Airport WWTP Expansion Bidding Services	0	\$0	8	\$1,640	8	\$1,280	16	\$2,720	30	\$4,350	30	\$4,050	24	\$2,880	24	\$2,640	24	\$1,680	24	\$1,680	\$21,240	164	\$130
<b>4 Airport WWTP Public Access Reuse to Park</b>																							
4A Airport WWTP PCW facilities to Anderson Snow Park	0	\$0	2	\$410	24	\$3,840	8	\$1,360	60	\$8,700	12	\$1,620	80	\$7,200	0	\$0	24	\$1,680	24	\$1,680	\$24,810	190	\$131
<b>5 FOG / Septage Receiving Station</b>																							
5A FOG / Septage Receiving Station 60% Expansion Design Documents	1	\$290	24	\$4,920	30	\$4,800	200	\$34,000	160	\$23,200	60	\$8,100	200	\$24,000	100	\$11,000	22	\$1,540	22	\$1,540	\$111,860	797	\$140
5B FOG / Septage Receiving Station 90% Expansion Design Documents	0	\$0	16	\$3,280	16	\$2,560	100	\$17,000	100	\$14,500	30	\$4,050	60	\$7,200	62	\$5,720	10	\$700	10	\$700	\$55,010	364	\$151
5C FOG / Septage Receiving Station Final Documents	0	\$0	5	\$1,025	8	\$1,280	20	\$3,400	30	\$4,350	24	\$3,240	12	\$1,440	40	\$4,400	8	\$560	8	\$560	\$19,695	147	\$134
5D FOG / Septage Receiving Station Permitting	0	\$0	2	\$410	4	\$840	0	\$0	0	\$0	12	\$1,620	0	\$0	8	\$560	5	\$350	5	\$350	\$3,600	31	\$116
5E FOG / Septage Receiving Station Bidding Services	0	\$0	1	\$205	2	\$320	0	\$0	0	\$0	8	\$1,080	0	\$0	4	\$440	6	\$420	6	\$420	\$2,465	21	\$117
<b>Totals</b>	<b>10</b>	<b>\$2,940</b>	<b>298</b>	<b>\$60,480</b>	<b>343</b>	<b>\$58,680</b>	<b>1,364</b>	<b>\$221,680</b>	<b>1,836</b>	<b>\$221,860</b>	<b>822</b>	<b>\$110,970</b>	<b>1,164</b>	<b>\$143,280</b>	<b>966</b>	<b>\$99,660</b>	<b>448</b>	<b>\$31,360</b>	<b>448</b>	<b>\$31,360</b>	<b>\$650,460</b>	<b>6,873</b>	<b>\$138.28</b>

Sub Consultants	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Total		
1 DC Johnson - Topographic Survey Consultant	\$0	\$0	\$0	\$0	\$0	\$83,034	\$0	\$0	\$0	\$83,034	SUB-TOTAL HOURLY COSTS	\$ 890,460
2 Intertek-PSI - Geotechnical Engineering Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$38,815	\$0	\$0	\$38,815	Out-of-Pocket Expenses (actual cost - not to exceed)	\$ 55,000
3 McAlpine Environmental - Listed Species and Habitat Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500	\$0	\$6,500	Miscellaneous Expenses (Subconsultant)	\$ 880,061
4 Jones Edmunds - Mechanical Process Engineering Consultant	\$65,000	\$58,000	\$212,038	\$0	\$0	\$0	\$0	\$0	\$0	\$335,038		
5 Arcadia - Electrical Instrumentation Engineering Consultant	\$43,400	\$29,400	\$209,260	\$5,000	\$21,000	\$0	\$0	\$0	\$0	\$300,060		
6 Weliva - Structural Engineering Consultant	\$0	\$3,827	\$67,321	\$2,000	\$8,156	\$0	\$0	\$0	\$0	\$82,604		
6 Subsurface Engineering Services Budget	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000	\$24,000	\$24,000		
<b>Totals</b>	<b>\$108,400</b>	<b>\$91,227</b>	<b>\$489,319</b>	<b>\$7,000</b>	<b>\$36,156</b>	<b>\$83,034</b>	<b>\$68,815</b>	<b>\$6,600</b>	<b>\$24,000</b>	<b>\$890,851</b>	<b>NOT TO EXCEED TOTAL LUMP SUM COST</b>	<b>\$ 1,846,511</b>

Cardno Firm Name (Date) <u>2/2/18</u>	 Authorized Signature Lance Lalrcey - President (Printed Name and Title)	Hernando County Utilities Department Name (Date) <u>2/3/18</u>	HERNANDO COUNTY  Authorized Signature Gordon Onderdonk (Printed Name and Title)	 James S. Wunderle Purchasing and Contracts Manager Chief Procurement Officer (Date) <u>2-3-18</u>
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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 TWO SIGNED ORIGINAL COPIES WITH A PURCHASE REQUISITION TO THE PURCHASING AND CONTRACTS DEPARTMENT.

**James S. Wunderle**  
 Purchasing and Contracts Manager  
 Chief Procurement Officer



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
06/14/2018

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): 8662837122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Cardno, Inc. 10004 Park Meadows Drive Suite 300 Lone Tree CO 80124 USA	<b>INSURER A:</b> Lexington Insurance Company      19437	
	<b>INSURER B:</b> Zurich American Ins Co      16535	
	<b>INSURER C:</b> American Guarantee & Liability Ins Co      26247	
	<b>INSURER D:</b> Ironshore Specialty Insurance Company      25445	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES      CERTIFICATE NUMBER: 570071781414      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
B	X <b>COMMERCIAL GENERAL LIABILITY</b>			GL0018396103	06/30/2018	06/30/2019	EACH OCCURRENCE	\$1,000,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000		
	X Per Project Agg \$2M						MED EXP (Any one person)	\$5,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000		
X	POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE	\$10,000,000		
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000		
B	<b>AUTOMOBILE LIABILITY</b>			BAP 0183962-03	06/30/2018	06/30/2019	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000		
	X ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person)			
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)			
							PROPERTY DAMAGE (Per accident)			
C	X <b>UMBRELLA LIAB</b>	X	OCCUR	AUC018392703	06/30/2018	06/30/2019	EACH OCCURRENCE	\$10,000,000		
	<b>EXCESS LIAB</b>		CLAIMS-MADE				AGGREGATE	\$10,000,000		
	DED		RETENTION							
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WC018396003	06/30/2018	06/30/2019	X PER STATUTE	OTHER		
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	E.L. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						N/A		E.L. DISEASE-EA EMPLOYEE	\$1,000,000
									E.L. DISEASE-POLICY LIMIT	\$1,000,000
D	Env Site Liab			002161704 Pollution Liability	06/30/2018	06/30/2019	Occurrence	\$10,000,000		
							Aggregate	\$10,000,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Hernando County is added as Additional Insured with respects to the General Liability policy.  
A waiver of Subrogation is granted in favor of Certificate Holder as required by written contract but limited to the operations of the Insured under said contract, with respect to the General Liability, Auto Liability and Workers Compensation policy.

## CERTIFICATE HOLDER

Hernando County  
Board of County Commissioners  
20 North Main Street, Room 265  
Brooksville FL 34601-2828 USA

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Southwest, Inc.*

Holder Identifier : 103090

Certificate No : 570071781414





# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Southwest, Inc.		NAMED INSURED Cardno, Inc.	
POLICY NUMBER See Certificate Number: 570071781414			
CARRIER See Certificate Number: 570071781414	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

**ADDITIONAL POLICIES** If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	OTHER							
A	Archit&Eng Prof			PSDEF1800430 Professional Liability	06/30/2018	06/30/2019	Aggregate	\$7,500,000
							Each claim	\$7,500,000



# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Southwest, Inc.		NAMED INSURED Cardno, Inc.	
POLICY NUMBER See Certificate Number: 570071781414			
CARRIER See Certificate Number: 570071781414	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

CARDNO NAMED INSUREDS

Cardno ChemRisk, LLC.  
 Cardno EM-Assit, Inc.  
 Cardno Emerging Markets USA, Ltd.  
 Cardno ENTRIX  
 Cardno ERI  
 Cardno GS, Inc.  
 Cardno Haynes Whaley, Inc.  
 Cardno JFNew  
 Cardno MMA  
 Cardno NC, Inc.  
 Cardno TBE (AZ)  
 Cardno TBE (FL)  
 Cardno TBE; TBE Group, Inc.  
 Cardno TEC, Inc.  
 Cardno USA, Inc.  
 Cardno WRG, Inc.  
 Cardno WRG, Inc. dba WRG Designs Inc.  
 Cardno, Inc (OR)  
 Cardno, Inc. (TX)  
 Cardno, Inc. (FL)  
 Cardno (MI), Inc.  
 Cardno PPI Engineering & Construction, Services LLC., PPI Technology Services, LLC., PPI Quality & Asset Management, LLC., and its Affiliated Companies  
 Entrix Inc. dba Cardno Entrix  
 Environmental Resolutions, Inc.  
 ES NY Engineering, P.A. PC.  
 J.F. New & Associates, Inc.  
 JFNew  
 TBE Group, Inc. (Adden)  
 TBE Group, Inc. dba: Cardno TBE  
 TBE Group, Inc., Cardno TBE  
 TBE Professional Services, PLLC  
 WRG North Carolina PLLC



DEPARTMENT OF PURCHASING AND CONTRACTS

1653 BLAISE DRIVE ♦ BROOKSVILLE, FLORIDA 34601  
P 352.754.4020 ♦ F 352.754.4199 ♦ W www.HernandoCounty.us

NOTICE TO PROCEED

TO: **CARDNO, INC.**  
20215 CORTEZ BLVD.  
BROOKSVILLE, FL 34601

ATTN: Kelly Wehner, PE

PROJECT NAME: Airport Wastewater Treatment Plant Expansion Project

OWNER'S CONTRACT NO. 18-R00015/PH

PURCHASE ORDER NO. 18001109

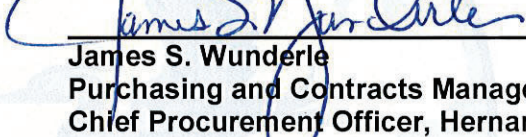
OWNER'S PROJECT MANAGER: Rick Kirby  
(352) 540-4368

You are hereby notified that the Contract Time under the above contract will commence to run on **SEPTEMBER 1, 2018**. By that date, you are to start performing the Work and your obligations under the Contract Documents.

Services shall be completed as set forth in the Agreement. The agreement stipulates that services shall be completed within **forty-eight (48) months from the commencement date as set forth in this Notice to Proceed.**

**SEPTEMBER 1, 2018 IS THE DATE THAT WILL BE USED TO CALCULATE THE CONTRACTUAL FORTY-EIGHT (48) MONTHS. THE DATE FOR FINAL COMPLETION IS AUGUST 31, 2022.**

OWNER: **HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS**

BY:   
**James S. Wunderle**  
Purchasing and Contracts Manager  
Chief Procurement Officer, Hernando County

DATE: 08-28-18

via email: Gordon Onderdonk, PE, Director of Utilities  
Rick Kirby, PE, Engineering Division Manager  
Jared Waring, PE, Utilities Engineering Department  
Landis Legg, Wastewater Plant Supervisor  
Ricky Leach, Operations Manager, Utilities Department  
Grace Sheppard, MBA, Finance Manager  
Rose Ann Haines, Operations Assistant

CC: Contract File: 18-R00015/PH



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

20 NORTH MAIN STREET  
ROOM 365  
BROOKSVILLE, FL 34601

**PURCHASE ORDER NO. 18001109**

PAGE NO. 1

salina.andres@cardno.com

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[ 5268 FAX: 503-419-2600 ]  
[ CARDNO TBE ]  
[ 6720 SW MACADAM AVE ]  
[ SUITE 200 ]  
[ PORTLAND OR 97219 ]

S  
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P  
[ UTILITIES ENGINEERING ]  
[ 15365 CORTEZ BLVD ]  
[ BROOKSVILLE FL 34613 ]  
T  
O  
[ ]

ORDER DATE: 08/28/18		BUYER: MROSSET		REQ. NO.: RQ171155	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CONTRACT NO. 18-R00015/PH	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>In accordance with Contract No. 18-R00015/PH Professional Engineering Services for the Airport Waste Water Treatment Plant Expansion Project. Agreement entered into on August 14, 2018.</p> <p>BOCC award Doc ID No. 14443, approved on 8/14/2018 meeting. LR 2017-723.</p> <p>Contract effective for forty-eight (48) months from Notice to Proceed Per Agreement Section No. three (3) and Exhibit D. Once the NTP is determined and issued it will be attached to this file/PO.</p> <p>County Contact: Rick Kirby at 352-540-4368.</p>					
01	900000.00	JOB	AIRPORT WWTP EXPANSION TO 6 MGD RFQ FOR ENGINEERING SVCS	1.0000	900,000.00
02	945511.00	JOB	AIRPORT WWTP EXPANSION TO 6 MGD RFQ FOR ENGINEERING SVCS	1.0000	945,511.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	1,845,511.00
01	07229 5626574	900,000.00	109470	<b>TOTAL \$</b>	<b>1,845,511.00</b>
02	07215 5626574	945,511.00	109470		

\*\*SEE TERMS AND CONDITIONS ON REVERSE SIDE\*\*

**APPROVED BY:**

*James S. Jundale*  
CHIEF PROCUREMENT OFFICER

## HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

### **GENERAL**

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

### **QUALITY**

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

### **QUANTITY/PRICE**

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

### **INDEMNITY AND INSURANCE**

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

### **PACKING**

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

### **DELIVERY**

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

### **PAYMENT**

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

### **MATERIAL SAFETY DATA SHEET**

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

### **OSHA REQUIREMENT**

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

### **LEGALLY AUTHORIZED WORKFORCE**

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR 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. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at [www.hernandocounty.us/pur/](http://www.hernandocounty.us/pur/).

### **INSURANCE**

Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability (Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence \$ 5,000 Medical Expense
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident