



# NAVARRE BEACH

WATER & SEWER DEPARTMENT

1411 UTILITY DRIVE

NAVARRE BEACH, FL 32566

*A Division of Santa Rosa County Board of Commissioners*

**Roger A. Blaylock, P.E.**

EXECUTIVE DIRECTOR

**Terry W. Wallace**

UTILITIES SUPERVISOR

DATE: March 14, 2016  
TO: Tony Gomillion, County Administrator  
FROM: Roger Blaylock, County Engineer   
SUBJECT: Navarre Beach Wellhouse No. 2 Rehab of Backup Power and Electrical Equipment

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## DISCUSSION

Rehabilitation discussion for Navarre Beach Wellhouse No. 2 Backup Power and Electrical Equipment.

## BACKGROUND

Navarre Beach Wellhouse No. 2 is located adjacent to the elevated water tank just west of the boat ramp parking lot. It was constructed in 1973 and houses a potable water well, pump, chemical feed equipment, electrical equipment, and propane backup engine with right angle drive. Other than a pump starter that was replaced approximately six months ago, the existing electrical system (starters, controllers, etc.) consists of the original components, which are in critical need of replacement. The backup engine also was installed in 1973 and is currently out of service and is not repairable.

Primary source of potable water to Navarre Beach is the Fairpoint Regional Utility Water System through a subaqueous water main. Reliable operations of the potable water wells located on Navarre Beach are required when the Fairpoint water system is offline for repairs and maintenance and other emergency purposes. The Fairpoint water main was recently out of service for repairs approximately 13 months, and Navarre Beach relied on the Navarre Beach water wells during that time. Redundant well power is required by FDEP permit.

## ACTION TO BE CONSIDERED

Board approve Task Order 30 authorizing CH2M to provide professional engineering services during the design, bid, and construction phases of Wellhouse No. 2 rehabilitation of its backup power and electrical system.

RAB/sjp

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# Task Order 30

THIS TASK ORDER IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED, FOR THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

## Professional Engineering and Consulting Services for the Rehabilitation of the Navarre Beach Wellhouse No. 2 Backup Power and Electrical Equipment

### Article A. Purpose

Wellhouse No. 2 is located adjacent to the elevated water tank on Navarre Beach just west of the boat trailer parking lot. It was constructed in 1973 and houses a potable well, pump, chemical feed equipment, electrical equipment, and propane backup engine with right angle drive. Other than a pump starter that was replaced approximately six months ago, the existing electrical system (starters, controllers, etc.) consists of the original components, which are in critical need of replacement. The backup engine also was installed in 1973 and is currently out of service.

The primary source of potable water to Navarre Beach is from the Fairpoint Regional Utility Water System via a subaqueous water main. However, reliable operation of the potable water wells at Wellhouse Nos. 2 and 3 (also located on Navarre Beach) is needed when the Fairpoint system is offline for repairs and maintenance and during other emergency purposes. The water main was recently out of service for approximately 13 months, and Navarre Beach relied on the wells during that time.

The purpose of Task Order 30 is to authorize and direct CH2M to provide professional engineering services during the design, bid, and construction phases. A description of the scope of engineering services is provided below.

### Article B. Scope of Services

#### Task 1—Prepare Technical Drawings, Specifications, and Bid Package

CH2M will develop a draft (90-percent complete) bid package to include contract documents, drawings, and specifications. CH2M will submit copies of the draft documents to the CLIENT for review. CH2M will then incorporate the comments from the review into the final bid package and submit to CLIENT for advertisement.

#### Deliverables

Under this Task, CH2M will deliver to CLIENT the following items:

- Four (4) hard copies of draft bid documents, including drawings, specifications, and CLIENT “front end” bid documents. CH2M will also provide an electronic version of the drawings in PDF format.
- Three (3) hard copies of the final Construction Documents, consisting of 11-by 17-inch drawings, technical specifications, and front end documents. CH2M will also provide an electronic version of the drawings in PDF format.

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## **Task 2–Bid Phase and Construction Services**

### **Bid Phase Activities**

CH2M will prepare an advertisement for the project for the CLIENT to publicize. CLIENT will furnish copies of the final construction documents to prospective bidders, equipment suppliers, or other interested parties at a reasonable cost paid by the recipients.

If necessary, CH2M will produce addenda to the contract documents to address questions and changes discovered during the bid phase.

CH2M will attend the bid opening and tabulate the bid proposals, perform an analysis of the bids, and make a recommendation to the CLIENT for award of the contract pending legal review.

### **Deliverables**

Under this subtask, CH2M will deliver to the CLIENT the following items:

- Two (2) addenda, as necessary
- Bid tabulation and recommendation of award
- Upon selection of a Bidder by CLIENT, CH2M will prepare electronic copies of the Conformed Contract Documents for distribution to CLIENT and the selected contractor.

### **Services During Construction and Project Closeout**

CH2M will provide overall construction administration services and act as CLIENT's representative for construction phase activities. The services that are to be provided are listed below.

#### ***Construction Administration***

CH2M will verify that the required permits, bonds, and insurance have been obtained and submitted by the Contractor. CH2M shall review the Contractor's applications for payment and the accompanying data and schedules. Such review shall only indicate an evaluation that, to CH2M's knowledge, information, and belief, the work has progressed to the point indicated and the quality of such work is in general accordance with the Contract Documents.

#### ***Submittal Review***

CH2M shall review, or take other appropriate action, shop drawings and samples, the results of tests and inspections, and other data that the Contractor is required to submit, for general compliance with the Contract Documents.

#### ***Requests for Information (RFI)***

CH2M will review the Contractor's RFIs and provide clarification of the contract for construction. CH2M will coordinate such review with the design team and with CLIENT, as appropriate. CH2M will coordinate and issue responses to the requests. CH2M will log and track the Contractor's requests.

#### ***Site Visits***

CH2M shall make visits to the site to attend the preconstruction meeting, as well as additional visits at key milestones during construction. The object is to assist in observing the progress and quality of the executed work of the Contractor and to assist in determining, in general, if such work is proceeding in accordance with the Contract Documents. The schedule of these site visits is anticipated to be such that it can maximize the purpose of the visit at key points during construction.

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### ***Interpretation and Claims***

CH2M shall advise CLIENT as to interpretations and clarifications of the Contract Documents and, in connection therewith, prepare customary change orders as required.

CH2M will receive, log, and notify CLIENT about letters and notices from the Contractor concerning claims or disputes between the Contractor and CLIENT pertaining to the acceptability of the work or the interpretation of the requirements of the contract for construction. CH2M will review such letters and notices and will discuss them with the Contractor as necessary to understand each claim or dispute. CH2M will advise CLIENT regarding the Contractor's compliance with the contract requirements for such claims and disputes. CH2M will assist CLIENT in discussions with the Contractor to resolve claims and disputes.

### ***Final Inspections***

CH2M will inspect the construction at the substantial and final completion stages. CH2M will prepare up to two (2) separate punch lists of items requiring completion or correction. CH2M will make recommendations to CLIENT regarding acceptance of the work based on the results of the final inspection.

### ***Record Drawings and Certifications***

CH2M will coordinate the Contractor's submittal of as-built drawings, specifications, and other as-built or record documents and transmit these to CLIENT. CH2M will revise the original design drawings to reflect available record information provided by the Contractor and equipment suppliers. Three (3) hard copies and one (1) CD with pdf-format drawings will be submitted to the CLIENT.

## **Assumptions and Specific Conditions**

The following assumptions have been taken into consideration in the preparation of this Scope of Services and compensation. These assumptions are based on the project scope, which is to deliver to CLIENT a completed set of construction documents, contract documents, plans, and specifications of sufficient detail to obtain a reasonably accurate bid for services to construct the proposed improvements and for the Contractor selected to be able to construct the facility and to monitor the construction of the project, and to provide post-construction services.

### **Assumptions**

- **Bid Documents.**
  - The scope of the improvements will include the equipment recommended in the following technical memorandum prepared by CH2M: *Navarre Beach Wellhouse No. Upgrades, April, 21, 2015*. The scope includes the following:
    - Replace existing back up engine with a new engine (existing right-angle drive to remain)
    - Install new diesel fuel storage tank
    - Replace existing electrical equipment
    - Install new generator for lighting panel
  - CLIENT will provide CH2M with electronic copies of CLIENT'S standard "front end" documents that will be incorporated into the bid package, including bidding instructions, bid form template, general conditions, specific conditions, and bond forms.

- **Bid Services.**
  - It is assumed that a prebid meeting will not be required
  - The project is anticipated to bid as a single project, inclusive of all aspects of the Final Construction Documents, and does not include the prequalification of contractors prior to the bid advertisement.
  - The inquiry period for Bidders will be limited to the time specified by CLIENT, which is assumed not to exceed 30 calendar days.
  - Up to two (2) addenda will be prepared to address modifications or changes to the Contract Documents.
- **Opinions of Cost.** Opinions of costs are not included in this scope of services.
- **Litigation Services.** Services for participation in litigation or alternative dispute resolution of claims, preparation for and serving as a witness in connection with any public or private hearing or other forum related to the project and services to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by CLIENT are not a part of this proposal.
- **Services During Construction.**
  - CH2M will conduct a Pre-Construction meeting as part of the scope of work. During the pre-construction meeting, the Contractor will provide the project schedule that is anticipated for construction. The time required by the Contractor to construct improvements will not exceed five (5) months from issuance of the Contractor’s Notice to Proceed until substantial completion of construction activity and 1 additional month to obtain final completion of construction activity.
  - CH2M will conduct up to 4 site visits during the duration of the construction, which includes project status meetings and periodic site visits to observe the construction progress.
  - CH2M assumes a maximum of two (2) change orders during construction.
  - CH2M will review up to 5 submittals from the Contractor, with up to one (1) resubmittal for each.
  - CH2M will not have control of or be in charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction or safety programs and precautions in connection with the work.
  - CH2M will not be responsible for the acts or omissions of the CONTRACTOR, the CONTRACTOR’s subcontractors, or any other persons performing any of the work, or for failure of any of them to carry out the work in accordance with the Contract Documents.

## Preliminary Drawing List

### PRELIMINARY DRAWING LIST

Sheet	Title
1	Cover
2	Index and Site Location Map
3	Abbreviations
4	Legend & Notes

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**PRELIMINARY DRAWING LIST**

<b>Sheet</b>	<b>Title</b>
5	Legend & Notes
6	Demolition Plan
7	Overall Site Plan
8	One-Line Diagram
9	Panel Schedules
10	Generator & Fuel Tank Details
11	Electrical Details
12	Electrical Details

### **Article C. Compensation Provisions:**

As compensation for providing the services described within Task Order 30, CLIENT shall pay CH2M in accordance with Article 2 of the February 24, 2000, Agreement, based on CH2M's Salary Costs plus 115 percent of CH2M's Salary Costs for the actual time worked on the PROJECT, plus Direct Expenses plus 5 percent of Direct Expenses incurred for the Project. There will be a budget ceiling of \$61,200 which shall not be exceeded without a revision to Task Order 30. CH2M will keep CLIENT informed of progress so that the budget and/or work effort can be adjusted if found necessary.

CH2M is not obligated to incur costs beyond the indicated budgets, as may be adjusted, nor is CLIENT obligated to pay CH2M beyond these limits. When any budget has been increased, CH2M's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

### **Article D. Period of Service:**

The proposed schedule and milestone dates for the Project within Task Order 30 are as follows:

Authorization to Proceed	March 15, 2016
Termination of Task Order	December 31, 2016

### **Article E. Authorized Representatives:**

THE AUTHORIZED REPRESENTATIVES DESIGNATED BELOW ARE AUTHORIZED TO ACT WITH RESPECT TO TASK ORDER 30. COMMUNICATIONS BETWEEN THE PARTIES AND BETWEEN CH2M'S SUBCONTRACTORS SHALL BE THROUGH THE AUTHORIZED REPRESENTATIVES:

<b>For the BOCC of Santa Rosa, Florida</b>	<b>For CH2M</b>
<b>Name:</b> Roger Blaylock, County Engineer	<b>Name:</b> William J. Klaus, P.E.
<b>Address:</b> 6065 Old Bagdad Highway, Milton, Florida, 32583	<b>Address:</b> 25 W. Cedar Street Pensacola, Florida 32502
<b>Telephone:</b> (850) 981-7100	<b>Telephone:</b> (850) 438-2740 ext. 59139

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## Article F. Authorization:

Task Order 30 is effective	
<b>Accepted for CLIENT by:</b>	<b>Accepted for CH2M by:</b>
<b>Name:</b>	<b>Name: David Stejskal, P.E.</b>
<b>Title:</b>	<b>Title: Geographic Operations Manager</b>

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