



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Utilities Department

**DATE:** January 9, 2024

**SUBJECT:** Motion to approve and authorize Task Order 2023-03 to Hazen & Sawyer in the amount not to exceed \$73,719 for construction oversight services on an as-needed basis for the Effluent Pump and VFD Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder. - **Utilities**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval and authorization to issue Task Order (TO) 2023-03 to Hazen & Sawyer (Hazen) in the amount not to exceed \$73,719.00 for additional construction oversight services on an as-needed basis for the Effluent Pump and VFD Replacement Project subject to the approval and authorization by the Commission of the Agreement with the lowest responsive and responsible bidder.

### **BACKGROUND OF ITEM:**

As the design engineers, Hazen is most familiar with the details of the project and best suited to answer questions from the contractor (and offer solutions) and supervise installation of the new membranes on an as-needed basis. Hazen's original TO, 2021-04, relied on certain services to be done by in-house staff employed at that time. However, due to transition and retirement of key personnel, the responsibility to complete the project has now shifted to the consultant. They will take the project through the closeout.

Construction oversight services, also known as CEI (construction, engineering and inspection), typically run between 8% to 12% of the construction cost. Together with the left over amount of \$9,041.35 from the original TO, 2021-04, the total oversight services, on an as-needed basis, are estimated to be \$82,760.35. The lowest bid received is \$770,900 from Global Tech.

Hazen is one of the three (3) consultants selected through City's RFQ No. 2020-1 and approved by the City Commission on June 8, 2021 after meeting the requirements of Florida Statute (FS) 287.055, commonly known as Consultants' Competitive Negotiation Act (CCNA). Pursuant to FS 287.055(2) (g), a consultant selected through the CCNA process, can be awarded a "continuing contract" for professional services for each individual study in an amount not to exceed \$500,000 without any additional competition.

**FISCAL IMPACT:**

Hazen’s Task Oder 2023-03 will be funded entirely by the ARPA funds and will be available after the bid is awarded by the Commission. Please note that the Effluent Pump Replacement Project was underfunded in the original ARPA estimate of \$250,000. Therefore, additional funds would have to be added to complete this Project.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Prior Requested Amount</u>	<u>New Request Amount</u>	<u>Remaining Amount</u>
<b>110-160-563435-536- WWTPE</b>	\$250,000.00	\$132,809.30	\$73,919.00	\$43,271.70

**ATTACHMENTS:**

1. Exhibit A – Task Order 2023-03 with Cost Proposal
2. Original Professional Agreement with Hazen and Sawyer  
[https://coopercityfl-my.sharepoint.com/:f:/g/personal/jmontoya\\_coopercity\\_gov/EpOH2lKHNLxFgqshI03N4o8BEZz9bvzoFNyyndHVeB7hcw?e=Rfd2k0](https://coopercityfl-my.sharepoint.com/:f:/g/personal/jmontoya_coopercity_gov/EpOH2lKHNLxFgqshI03N4o8BEZz9bvzoFNyyndHVeB7hcw?e=Rfd2k0)
3. Vendor Compliance
4. Hazen & Sawyer Continuing Services Agreement

Workflow History			
User	Task	Action	Date/Time
Montoya, Jenna	NEW ITEM: Not Yet Routed	Route to Purchasing	12/19/23 08:28 AM
Dodgen, Brandon	Assigned to Purchasing	COMPLETE: Forward to City Clerk	12/22/23 02:59 PM
<i>Email sent to H&amp;S for confirmation on their hourly rates that are reflected on the Task Order since there has been an increase, with an exception to one. According to the docs, the rates should be fixed for the initial term unless there was some approval that I requested from H&amp;S.</i>			
Allen, Tedra	Assigned to City Clerk	Route to Budget	12/29/23 10:14 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	12/29/23 10:48 AM
<i>I uploaded an updated Word File with the fiscal impact section updated. It's the Word Document that ends with "w Fiscal Impact".</i>			
Allen, Tedra	Assigned to City Clerk	Route to Attorney	12/29/23 11:10 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	12/29/23 11:21 AM
<i>Can we also add the existing H&amp;S continuing services contract as additional back-up for this item?</i>			
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	12/29/23 11:25 AM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	01/04/24 11:24 PM
Allen, Tedra	END WORKFLOW - APPROVED		01/05/24 09:21 AM