



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 20, 2023

RE: Resolution Number 23-38: Award of Engineering Construction Administration Services for the Bates Avenue WWTP Expansion Project

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## **Introduction:**

Resolution Number 23-38 awards Wright-Pierce Engineering (WPE) the Engineering Construction Administration Services for the Bates Avenue Wastewater Treatment Facility's Expansion Project, and authorizes the City Manager to execute all agreements and contracts associated with the award.

## **Background:**

Resolution Number 21-13 awarded Engineering Design Services for the Bates Avenue Wastewater Treatment Facility's Expansion Project to WPE. These services provided the engineering design for the Bates WWTP Expansion Project. During the discussions regarding Resolution 21-13, Commission was notified that staff would be bringing forth a proposal for the Construction Administration Services after the issuance of the construction contract. WPE has provided a proposal for these services for a Time and Materials (Not to Exceed) Contract in the amount of \$319,400.

The Scope of Services for this associated work includes two work tasks as identified below:

### Task 100 – Construction Administration

#### 1. Provide the following construction administration services:

##### a. Pre-Construction Meeting:

- i. Attend on-site pre-construction meeting.
- ii. Draft and submit meeting minutes for review.
- iii. Submit final meeting minutes.
- iv. Construction Progress Meetings: Attend on-site construction progress meetings, if requested by the City of Eustis. Assume one progress meeting per month or a total of 16 meetings. This meeting will be held in the Contractors Trailer at the project site.
- v. Draft and submit meeting minutes for review.
- vi. Submit final meeting minutes.

##### b. Specialized Project Meetings:

- i. Attend three specialized construction meetings (Pre-Concrete, Electrical, Pre-Startup Meeting), if requested by the City of Eustis. The meetings will be held virtually via MS Teams.
- ii. Draft and submit meeting minutes for review.
- iii. Submit final meeting minutes.

##### c. Review Shop Drawings:

- i. Receive, review, evaluate, and distribute shop drawings within 14 calendar business days of receipt of the shop drawings. Expected number of shop drawings is approximately 200. For this task, Wright-Pierce has assumed an average of two submittal reviews per shop.
- d. O&M Manuals:
  - i. Receive, review, evaluate, and distribute O&M manuals within 14 calendar business days of receipt of the shop drawings. Expected number of manuals is 30.
- e. Requests for Information (RFI):
  - i. Receive, review, and evaluate RFIs. Submit RFI response to Wharton-Smith and the City. Expected number of RFI's is 25.
- f. Change Orders:
  - i. Review Contractor's change order request, if requested by the City. For this task, we have assumed that Wright-Pierce will review 10 change orders.
- g. Attend initial start-up, training, and operation for each equipment system.
- h. Number of startups is estimated to be 15:
  - ii. Review and comment on the equipment manufacturer's report and certification documents.
- i. Substantial Completion Walk-Through, if requested by the City:
  - i. Overall engineer of record to conduct a walk through to visually assess the project completion.
  - ii. Process or mechanical, instrumentation and electrical engineers of record to conduct a walk through to assess the project completion.
  - iii. Create a punch list.
- i. Final Walk-Through, if requested by the City:
  - i. Overall engineer of record will conduct the final walk through to confirm and verify the completion of the punch list.
  - ii. Instrumentation and Electrical engineers of record will conduct the final walk through to confirm and verify the completion of the punch list.
- j. Permitting:
  - i. Prepare and submit the following certifications to the FDEP at the completion of the project:
    - 1. Form 62-620.910(12): *Notification of Completion of Construction for Wastewater Facilities or Activities*
    - 2. Form 62-620.910(13): *Notification of Availability of Record Drawings and Final Operations and Maintenance Manuals*
  - ii. Any permit fees will be paid by the City.
- k. Construction Record Drawings:
  - i. Review every contractor payment request with the Contractor's construction red lines.
  - ii. Once Contractor's construction red lines have been accepted by the City, update Construction Record Drawings.
  - iii. At the end of the construction, prepare and submit construction record drawings for City review.
  - iv. Incorporate City review comments and submit final construction record drawings.
- l. Prepare Revisions to Plant Operations and Maintenance (O&M) Manual:
  - i. For the equipment systems that are modified or replaced through this project, WP will prepare revisions to the existing CPH O&M Manual. Revisions will be inserted into the appropriate sections where

- needed.
- ii. Draft and final O&M Manual revisions for review
- iii. Submit an electronic compiled version and two hard copies for the record.

#### Task 200 – Resident Project Representative

Based on discussions with the City, a City staff member will conduct routine construction observation. WPE will supplement these observations with a part-time resident project representative (RPR). Such services will be billed on an hourly basis, as needed/requested, and will be inclusive of all reimbursable expenses and Engineer's Consultant charges, if any. The total compensation under this Task is estimated to be \$59,160.00, which is equivalent to 580 hours at a rate of \$102.00 per hour over the anticipated 16.5-month construction period (approximately 35 hours per month). The hourly rate will be adjusted annually to reflect equitable changes in the compensation payable to WPE. Such change will not be effective unless concurred by the City.

#### **Recommended Action:**

Staff recommends approval of Resolution Number 23-38

#### **Alternatives:**

1. Approve Resolution Number 23-38
2. Deny Resolution Number 23-38

#### **Discussion of Alternatives:**

1. Alternative 1 approves the Resolution.

##### Advantages:

- Wright-Pierce is the Engineer of Record for this expansion project and is uniquely familiar with the required actions to complete this project.

##### Disadvantages:

- The action approves an estimated expenditure of \$319,400.

2. Alternative 2 denies the Resolution.

##### Advantages:

- The City would not expend \$319,400.

##### Disadvantages:

- The permit associated with this contract would need to be closed by a firm willing to redesign the project and become Engineer of Record.

#### **Budget/Staff Impact:**

All budget transfers were requested and approved last month with the award of the CMAR Construction Contract. Staff will assist in the construction inspection on a full-time basis in addition to the oversight provided by WPE under this resolution.

#### **Prepared By:**

Sally Mayer, Administrative Assistant - Public Utilities

#### **Reviewed By:**

Rick Gierok, Director of Public Works

**Attachments:** -Wright-Pierce Scope of Services, available upon request