

December 5, 2024

244125

Bill Freeman, P.E.
City Engineer
City of Flagler Beach
Via Email: bfreeman@cityofflaglerbeach.com

**RE: Water Treatment Plant Storage Tank
Professional Services Task Order Proposal**

Dear Bill,

On behalf of McKim & Creed, we appreciate the opportunity to assist with Professional Services for the City's Water Treatment Plant Storage Tank Project. The table below summarizes our proposed tasks and fees. For additional details on scope and schedule, please see **Attachment A – Scope of Services Summary**. Fees are summarized below and detailed in **Attachment B – Fee Schedule**.

Task	Description	Task Fee
Task 1	Project Management Services	\$18,226.00
Task 2	Preliminary Design Services	\$80,834.00
Total Proposed Fee		\$99,060.00

This proposal covers services for project management and establishing a basis of design. Due to the number of project unknowns, services associated with the final design, permitting, bid phase, and construction phase are not detailed in this scope at this time. We recommend that these services be developed as a later amendment when the basis of design is better established. At that time, McKim and Creed can provide a proposal for the City's review.

After you review the details of our proposal, please let us know when you would like to schedule a time to discuss.

Sincerely,

McKim & Creed, Inc.



Mario E. Loaiza, P.E., F.ASCE
Regional Manager



Charles Hill, P.E., BCEE
Client Manager

Attachments

Attachment A – Scope of Services Summary

Attachment B – Fee Schedule

Attachment C – Project Area

ATTACHMENT A SCOPE OF SERVICES SUMMARY

Proposal No: 244125
Project Name: Water Treatment Plant Storage Tank
Project Jurisdiction: City of Flagler Beach, Florida
Proposal Date: December 5, 2024

Pursuant to the terms of the Master Contract for Professional Service executed in March 2022 and later renewed in March 2024. McKim & Creed, Inc. (Consultant) is providing this scope of services to the City of Flagler Beach, Florida (City) for design services of a 1.0 million gallon (MG) storage tank at the City’s Water Treatment Plant (WTP).

A. PROJECT UNDERSTANDING

The City owns and operates a 2.0 million gallon per day potable water treatment facility (WTF), located at 4680 Seminole Woods Blvd, Palm Coast, Florida, under Public Water System (PWS) permit 2180349. The WTF had a lime softening treatment train, which has mostly been demolished and replaced with membrane filtration. The current WTF consists of a well field, prefiltration, nano-filtration, degasifier, disinfection, corrosion inhibitor, and high service pumping. Concentrate from the nano-filtration process is transmitted to the wastewater treatment plant for blending and final disposal. The distribution system provides potable water service to the residents of the City, both on the mainland and on the barrier island. There are several emergency interconnects with neighboring utilities, which usually remain closed. Currently, there is no onsite storage other than the final clear well, but offsite storage and pumping are in the distribution system.

To enhance the City’s ability to provide uninterrupted service and to aid ease of operation, the City wishes to design, permit, and construct a 1.0 million gallon (MG) storage tank on the water treatment plant site. A pre-scope meeting was held on October 22, 2024, to discuss project goals and perform a site inspection. The current facility process flow is accomplished by gravity from the influent of the degasifier towers to the clearwell. Finish water is then provided to the distribution system by high service pumps (HSPs) from the clearwell. During the pre-scope meeting and later discussions, the City identified that it wants to assess the feasibility of various configurations. The assessment will focus on hydraulics, pumping, structures, yard piping, chemical dosing, electrical, instrumentation, and controls

Since the overall Project is not well defined at this point, this Scope of Services is laid out to provide services to establish a basis of design. Typical support services, such as subsurface utility engineering, geotechnical investigations, environmental impact assessment, and professional surveying, will be scoped once the basis of design is established.

**Attachment A – Scope
City of Flagler Beach, WTP Storage Tank**

B. PROPOSED SCOPE

The following pages outline our proposed scope of services, deliverables, and fees associated with the Project. These services will be performed after a Notice to Proceed has been issued in a written work or purchase order.

TASK 1 PROJECT MANAGEMENT SERVICES

SUBTASK 1.01 PROJECT MANAGEMENT

1. The Consultant will provide overall project management, including contract administration, budget management, invoicing, monthly status reports, and coordination with the City and the Consultant’s sub-consultants.

SUBTASK 1.02 KICKOFF MEETING

1. The Consultant will attend one (1) kickoff meeting with the City. The meeting will include a review of the project scope, possible project hurdles, and a collaboration of site configuration and equipment preferences. The Consultant will prepare an agenda and minutes for the meeting.
2. The Consultant will also prepare a request for background documentation, such as existing drawings, reports, SCADA data, work order data, inspection sheets, photos, standards, planning documents, and necessary general conditions and construction forms.

SUBTASK 1.03 PROGRESS MEETINGS

1. The Consultant will attend up to two (2) progress meetings. For the preparation of the Scope, it is estimated that services through Task 2 will take six (6) months and that progress meetings will be held every other month, starting with month three after kickoff. The Consultant will prepare an agenda and minutes for each meeting.

SUBTASK 1.04 PUBLIC COORDINATION

1. The Consultant, as needed, will attend up to two (2) public coordination meetings. This can include public or commission workshops. The Consultant will prepare documents, visual aids, agendas, and minutes for each meeting. Expenses associated with this task are included.

TASK 2 PRELIMINARY DESIGN SERVICES

SUBTASK 2.01 REVIEW OF EXISTING CONDITIONS

1. The Consultant will review the surveying findings, record drawings, and other discovered information, and provide any additional requests for information.

SUBTASK 2.02 BASIS OF DESIGN REPORT

1. The Consultant will prepare and submit a Draft Basis of Design Report (BDR) which will outline:
 - a. General project information and background,
 - b. Findings of observed existing site conditions,

**Attachment A – Scope
City of Flagler Beach, WTP Storage Tank**

- c. Basic statement on potential impacts to wetlands, wildlife, existing features, and private property,
 - d. Existing utility materials and construction,
 - e. Feasibility statements on no more than two process configurations,
 - f. Design data and design calculations,
 - g. Proposed improvement configurations, locations, materials, and recommended methods of construction,
 - h. Anticipated permitting jurisdictions, permit forms, and schedule of permit fees (including information on which party will submit application and fees),
 - i. Rough order of magnitude (ROM) engineer’s opinion of construction cost for each process configuration,
 - j. Discussion on out-of-scope work was discovered as needed to complete the Project, and
 - k. Associated figures such as preliminary site plans, process flow diagrams, and hydraulic profiles,
 - l. And appendix materials.
2. The Consultant will facilitate one (1) review workshop of the report, including preparing an agenda and minutes. The Consultant will also prepare a response to City comments and incorporate resolved comments into the finalized BDR.

The following Tasks will be further developed once a Basis of Design Report is completed and accepted by the City.

TASK 3 DESIGN SUPPORT SERVICES

Final design support services will be amended to the task order at City’s direction. These services are proposed not to be at this time limit the chance they will be misdirected prior to a basis of design has been established.

TASK 4 FINAL DESIGN SERVICES

Final design services will be amended to the task order at City’s direction.

TASK 5 PERMITTING SERVICES

Permitting services will be amended to the task order at City’s direction.

TASK 6 BIDDING PHASE SERVICES

Bidding phase services will be amended to the task order at City’s direction.

TASK 7 CONSTRUCTION PHASE SERVICES

Construction phase services will be amended to the task order at City’s direction.

C. SUB-CONSULTANTS

No sub-consultants are identified for this phase of the project. As later tasks are authorized, sub-consultants will be listed here.

D. MILESTONES AND SCHEDULE

1. Project Milestones are identified by deliverables at the proposed schedule below:

Task	Deliverable	Months from Notice to Proceed
Task 2	Draft Basis of Design Report	6
Task 2	Final Basis of Design Report	7

E. ASSUMPTIONS

1. With notice, the City will provide the Consultant with the following information and services, and the Consultant may reasonably rely on this information for use on the project:
 - a. Access to facilities and properties related to the Project,
 - b. Copies of existing permits and regulatory correspondence related to the Project,
 - c. Copies of existing design and record drawings and plans related to the Project area,
 - d. Copies of agreements related to the Project. This could include agreements between the City, contractors, other engineers, or local, state, or federal agencies, and
 - e. Copies of the City utility construction standards and details.
2. The following services related to the project are not included in this Scope of Services, but can be provided at the request of the City for an additional fee via scope amendment:
 - a. Title Reports, Easement Documents, or Legal Descriptions and Sketches,
 - b. Real Property and Easement acquisition services,
 - c. Design support services, final design, permitting, bidding, or construction phase assistance,
 - d. Permitting services, where it is advised to await more detailed design to support applications,
 - e. Wetlands delineation or protected species flagging, and
 - f. Geotechnical investigations.

F. PROPOSED FEE AND PAYMENT

1. The Consultant proposes to provide the professional consulting services described herein at the established fixed fees outlined in the table below. Fixed fees will be invoiced at the rate of project progression. Direct expenses will be invoiced at the rate incurred and provided backup documentation.
2. Costs are computed by the Consultant's 2024 Rate Schedule. A complete copy of this Rate Schedule can be provided at request.
3. The proposed totalized fees for the service described are summarized as follows:

Task	Description	Fixed Fee Amount	Time and Materials Amount	Total
Task 1	Project Management Services	\$17,726.00	\$500.00	\$18,226.00
Task 2	Preliminary Design Services	\$80,834.00	\$0	\$80,834.00
Total Proposed Fee		\$98,560.00	\$500.00	\$99,060.00

4. Attachment B includes a complete proposed fee breakdown.

**END OF ATTACHMENT A
SCOPE OF SERVICES SUMMARY**

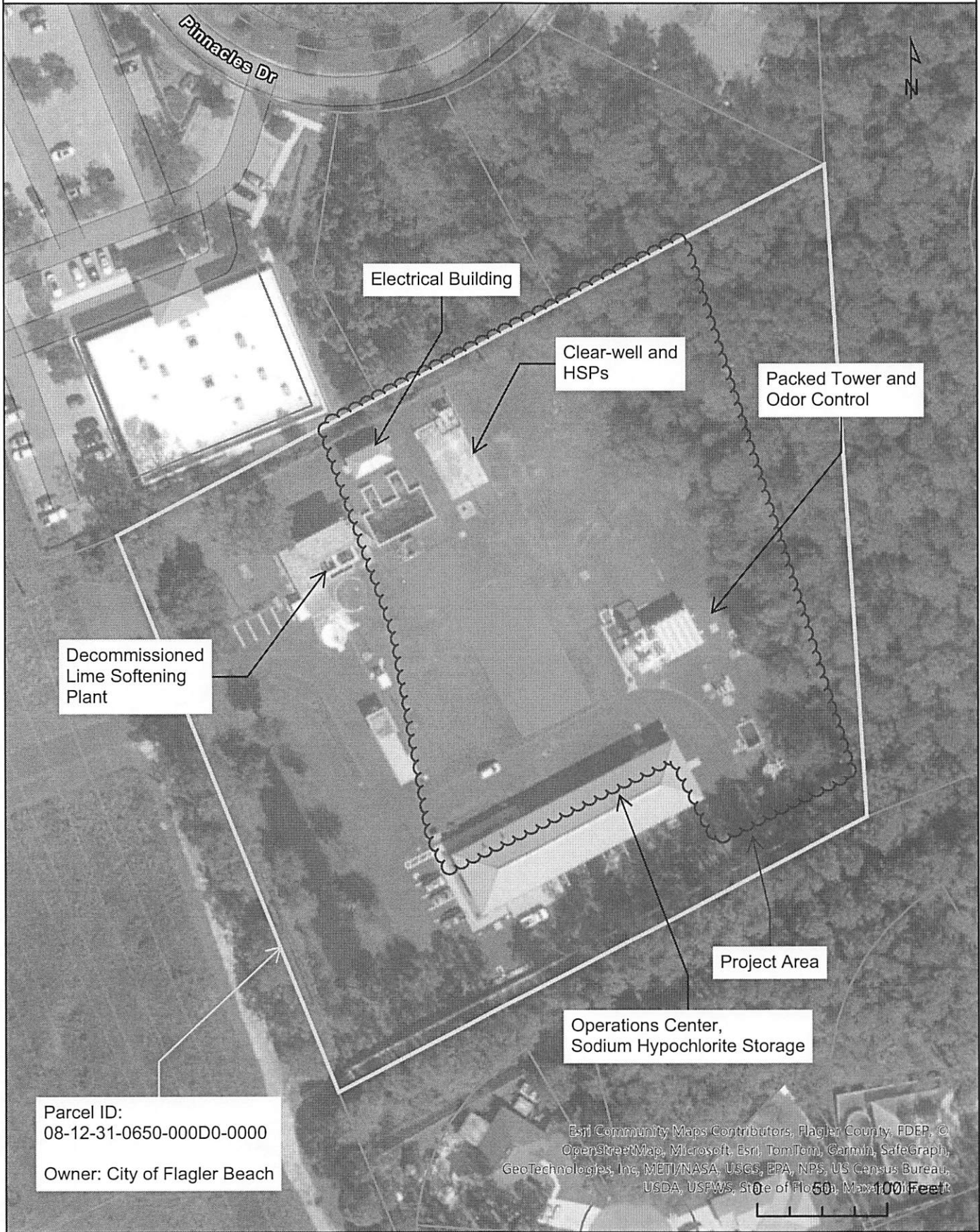
Fee Summary

Task	Principal	Project Manager III (Civil/Mech)	Technical Specialist III (Structural)	Technical Specialist III (Elec/I&C)	Project Engineer II (Civil/Mech)	Project Engineer II (Structural)	Project Engineer II (Elec/I&C)	Project Engineer I (Civil/Mech)	Designer II	Sn Project Admin	Total Hours	Total Labor Fee	Direct Expenses	Total Fee
	\$ 312.00	\$ 239.00	\$ 291.00	\$ 291.00	\$ 182.00	\$ 182.00	\$ 182.00	\$ 161.00	\$ 135.00	\$ 109.00				
Task 1 Project Management Services														
1.01 Project Management	1	8	1	1	9					8	28	\$ 5,316.00	\$ -	\$ 5,316.00
1.02 Kickoff Meeting		3	5	5	5					1	19	\$ 4,646.00	\$ -	\$ 4,646.00
1.03 Progress Meetings		6			6						12	\$ 2,526.00	\$ -	\$ 2,526.00
1.04 Public Coordination		8			10			8		2	28	\$ 5,238.00	\$ 500.00	\$ 5,738.00
Task 1 Subtotal	1	25	6	6	30			8		11	87	\$ 17,726.00	\$ 500.00	\$ 18,226.00
Task 2 Preliminary Design														
2.01 Review of Existing Conditions		1			15		3	14		3	36	\$ 6,096.00	\$ -	\$ 6,096.00
2.02 Basis of Design Report	2	25	16	27	69	32	81	102	41	5	400	\$ 74,738.00	\$ -	\$ 74,738.00
Task 2 Subtotal	2	26	16	27	84	32	84	116	41	8	436	\$ 80,834.00	\$ -	\$ 80,834.00
Total	3	51	22	33	114	32	84	124	41	19	523	\$ 98,560.00	\$ 500.00	\$ 99,060.00

Direct Expenses Detail

Task	SUE	Geotech	Enviro	Survey						Retrographics	Direct Expense Total
Task 1 Project Management Services											
1.01	Project Management										\$ -
1.02	Kickoff Meeting										\$ -
1.03	Progress Meetings										\$ -
1.04	Public Coordination									\$ 500.00	\$ 500.00
Task 1 Subtotal											\$ -
Task 2 Preliminary Design											
2.01	Review of Existing Conditions										\$ -
2.02	Basis of Design Report										\$ -
Task 2 Subtotal											\$ -

ATTACHMENT C
PROJECT AREA



Decommissioned
Lime Softening
Plant

Electrical Building

Clear-well and
HSPs

Packed Tower and
Odor Control

Project Area

Operations Center,
Sodium Hypochlorite Storage

Parcel ID:
08-12-31-0650-000D0-0000

Owner: City of Flagler Beach

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USDA, USFWS, State of Florida, Maxar, 0 50 100 Feet