

**CITY COUNCIL RESOLUTION NO. 2021-021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER FIVE TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL CONSULTING SERVICES AND THE PREPARATION OF A WATER MAIN ROUTING STUDY TO PROVIDE RECOMMENDATIONS TO THE CITY RELATED TO PROVIDING POTABLE WATER UTILITY SERVICE FROM THE PRICE CREEK WATER TREATMENT PLANT TO THE NORTH FLORIDA MEGA INDUSTRIAL PARK; AND AT A COST NOT-TO-EXCEED \$38,900.00.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services (hereinafter the “Continuing Contract”), with Jones Edmunds & Associates, Inc. (hereinafter “Jones Edmunds”) as authorized by City Council Resolution No. 2019-024 with respect to certain studies, planning, design and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport, City recreational facilities, City Hall, City safety facilities and streets (herein collectively the “City Projects”); and

**WHEREAS**, the Continuing Contract provides that Jones Edmunds shall perform services to the City only when requested to and authorized in writing by the City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

**WHEREAS**, the City desires to enter into Task Assignment Number Five with Jones Edmunds and receive an evaluation of the water main routing alternatives to provide potable water utility service from the City’s Price Creek Water Treatment Plant to the North Florida Mega Industrial Park, pursuant to the terms and conditions of Task Assignment Number Five, a copy of which is

attached hereto as "Exhibit A" and made a part of this resolution ("Task Assignment Number Five"), and in compliance with the Continuing Contract.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

**Section 2.** The City is hereby authorized to execute Task Assignment Number Five with Jones Edmunds for the Additional Services.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Five as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver Task Assignment Number Five in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney, if any. Execution by the Mayor and Jones Edmunds shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions if any.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of February 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

## **EXHIBIT A**

### **TASK ASSIGNMENT FIVE TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL CONSULTING SERVICES AND THE PREPARATION OF A WATER MAIN ROUTING STUDY TO PROVIDE RECOMMENDATIONS TO THE CITY RELATED TO PROVIDING POTABLE WATER UTILITY SERVICE FROM THE PRICE CREEK WATER TREATMENT PLANT TO THE NORTH FLORIDA MEGA INDUSTRIAL PARK.**

THIS TASK ASSIGNMENT NUMBER FIVE is made and entered into this \_\_\_\_ day of February, 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant")

#### **RECITALS**

A. City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of additional assistance with the completion of an evaluation of water main routing alternatives from the City's Price Creek Water

Treatment Plant to the North Florida Mega Industrial Park and desires to enter into Task Assignment Five with Consultant for such services pursuant to the terms and conditions contained in Consultant's proposed Scope of Services (hereinafter "Scope of Services"), a copy of which is attached as "Exhibit A".

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of this Task Assignment.
2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Scope of Services, attached hereto within ninety (90) days from the Consultant's receipt of a Notice to Proceed.
3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fixed fee for services at a total projected cost not to exceed \$38,900.00.
4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in and made a part of this Task Assignment and shall be binding on, and complied with by, Consultant.
5. **ATTORNEYS' FEES AND COSTS**. In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT.** This Task Assignment and the Continuing Contract constitutes the entire agreement between the City and Consultant and supersedes all prior written or oral understandings with respect to the project. This Task Assignment may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND.** This Task Assignment shall be binding upon and shall inure to the benefit of the City and Consultant, their successors and assigns.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Task Assignment as of the day and year first above written.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

ATTEST:

**JONES, EDMUNDS & ASSOCIATES, INC.**

By: \_\_\_\_\_  
Angela Witt,  
Contracts Administrator

By: \_\_\_\_\_  
Stanley F. Ferreira, Jr.,  
Vice President

November 30, 2020

Joe Helfenberger  
City Manager  
City of Lake City  
205 N. Marion Street  
Lake City, FL 32055

RE: Lake City Water Main Routing Study  
Jones Edmunds Opportunity No.: 95110-XXX-20

Dear Mr. Helfenberger:

In accordance with your request, Jones Edmunds is pleased to submit this Scope of Services for the Lake City Water Main Routing Study to evaluate water main route alternatives to provide potable water utility service from the City's Price Creek Water Treatment Plant to customers of the North Florida Mega Industrial Park.

## **BACKGROUND**

Columbia County (County) is developing the North Florida Mega Industrial Park (NFMIP) in conjunction with a private landowner, Weyerhaeuser, east of the City of Lake City (City). The construction of least one new business is anticipated by the end of 2021. The County is pursuing the permitting and construction of a raw water well but the timeline to completion is uncertain. This study will serve to provide recommendations for the City to provide potable water utility service from the Price Creek Water Treatment Plant (WTP) to the NFMIP, including pipe sizing, route alternatives, and cost estimating.

## **SCOPE OF SERVICES**

The Scope of Services is to prepare a Water Main Routing Study technical memorandum that will detail the recommend pipe size, water main route alternatives, and an engineer's opinion of probable construction cost for the recommended route. The expected tasks to be completed under this Scope of Services are described below.

### **TASK 1: PROJECT MANAGEMENT AND KICKOFF MEETING**

This task includes project initiation, project management, and the project kickoff meeting. Jones Edmunds proposes the subtasks below.

#### **1.1 PROJECT INITIATION AND PROJECT MANAGEMENT**

The purpose of this subtask is to facilitate coordination and communication between the City and Jones Edmunds and to report project progress to the City on an ongoing basis.

- Monthly status reports will be provided to the City's Project Manager.

- Set up project files and prepare the Project Plan that will be used throughout the project. The Plan will summarize the City's goals and critical success factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. This will be a tool for all project team members to assess the project's progress.
- Monitor project progress (percent complete and schedule) and manage the project in conformance with the Project Plan to the extent possible throughout the contract. Monthly invoices will be submitted in accordance with the contract requirements.

## 1.2 KICKOFF MEETING

A project kickoff meeting will be held virtually through Microsoft Teams. During the kickoff meeting, the following will be discussed:

- Project purpose and objectives – confirm City goals.
- Project schedule.
- Project team roles, responsibilities, and communication.
- Critical success factors.
- Project schedule.
- Project data needs. Before the kickoff meeting Jones Edmunds will provide the City with a list of data needs. Anticipated data needs include, but may not be limited to:
  - Latest City geodatabases of the following: water supply and transmission system, wastewater collection and transmission system, natural gas transmission system, and other utilities.
  - For areas without known geodatabase information on system components, City staff will mark up a provided map at or before the kickoff meeting with pipe type, size, as well as age and material if known.
  - Record drawings and/or specifications for the Price Creek WTP and the potable water infrastructure in the vicinity of the NFMIP and Lake City Gateway Airport.
  - Pump curves for the Price Creek WTP high service pumps.
  - Available daily Supervisory Control and Data Acquisition (SCADA) pump run-time data and other available collected data for the past year such as recorded flows and pressures.
  - Monthly pump run-time data for the past year.
  - Number and type of connections and service-area population.
  - Level-of-service water flow in gallons per day and pressure in pounds per square inch for each known future development.
  - Monthly water use data within the service area for the past year.
  - Community Planning Documents with Land Use (future and existing) and population projections.
  - Other reports and documents as deemed necessary by City staff.

#### DELIVERABLES:

- Meeting agenda and meeting minutes will be e-mailed to the City's Project Manager.
- Status updates will be emailed monthly to the City's Project Manager.

#### KEY ASSUMPTIONS:

- All data will be provided in electronic format (Word, Excel, ArcGIS shapefile or geodatabase, and AutoCAD drawing files preferred; if not available, PDF) where available within 14 days of the Kickoff Meeting.

### TASK 2: DATA COLLECTION/DATA GAP ANALYSIS

- Develop maps and shapefiles identifying water transmission main data gaps.
- Review available SCADA data.
- Review as-builts of WTP and transmission system, and pump curves.
- Evaluate current and future maximum day potable and fire flow demands along the potential routes and destination to determine necessary pipe diameter to transmit required flows and maintain required pressures.
- Determine if adequate water supply and permitted capacity are available to meet the estimated demands.
- Prepare a draft technical memorandum (TM) summarizing the collected data findings, demand projections, and water main sizing.
- Attend one virtual meeting with City staff to discuss the data review and pipe sizing.

#### DELIVERABLES:

- PDF map of water transmission main data gaps.
- Meeting minutes emailed to the City's project manager follow the review meeting.
- Draft TM will be emailed to the City's project manager in PDF format.
- Status updates will be emailed monthly to the City's Project Manager.

#### KEY ASSUMPTIONS:

- If NFMIP customer flow and pressure demands are not available, Jones Edmunds will assume LOS based on the types of businesses that have expressed an interest in the park, industry-standard demands, and a percentage of estimated developable acreage.

### TASK 3: ROUTE EVALUATION AND MODEL SCENARIO DEVELOPMENT

Jones Edmunds will evaluate two route alternatives and model scenarios for a new water transmission main from the Price Creek WTP to the NFMIP. Considerations of the advantages and disadvantages of each route will include:

- Route length.
- Land or easement acquisition needs.



- Elevation.
- Potential utility conflicts.
- Construction requirements, i.e. length of directional drills versus open cuts.
- Potential future connections along the route.
- Potential for looping to minimize pressure drops.
- Wetlands along the route.

Jones Edmunds will develop model scenarios for each route based on the maximum daily flow and estimated pressures to determine the feasibility of each alternative. Jones Edmunds will update the draft TM to include a summary of the routing evaluation, including the relative advantages and disadvantages of each route and the proposed model parameters.

#### DELIVERABLES:

- PDF map of route alternatives.
- Status updates will be emailed monthly to the City's Project Manager.

#### KEY ASSUMPTIONS:

- City staff will provide preferred route alternatives for evaluation in electronic format (ArcGIS shapefile or geodatabase preferred; if not available, PDF) within 14 days of the Kickoff Meeting.
- This task does not include survey, geotechnical investigation, or environmental assessment. A desktop evaluation of existing geotechnical information and wetland boundaries will be performed.

### **TASK 4: HYDRAULIC MODEL DEVELOPMENT AND ALTERNATIVES ANALYSIS**

This task evaluates the City's existing potable water supply system's ability to transmit water from the Price Creek WTP to customers at the NFMIP.

Jones Edmunds proposes the following:

- Develop a hydraulic model of the existing potable water transmission system in the vicinity of the NFMIP using Bentley systems' WaterGEMS software. Model development will be based on the City's latest GIS data as provided by the City and collected in Tasks 1 and 2.
- Allocate existing and near-term projected flows generated in Task 1 to the Price Creek WTP. Flows will be allocated based on AADF and peaking factors will be used to adjust for MDF.
- Verify the model to the extent feasible based on the available existing SCADA data and the provided pump curves and as-builts.

- Perform hydraulic modeling evaluation to analyze the City's Price Creek WTP and existing potable water transmission system with the two possible route scenarios. Model scenarios will be conducted for near-term MDF.
- Meet with City staff to review modeled route alternatives. The goal of the meeting is to select a recommended route.

#### DELIVERABLES:

- Meeting minutes will be e-mailed to the City's Project Manager for distribution following the route review.
- Draft TM will be emailed to the City's project manager in PDF format.

#### KEY ASSUMPTIONS:

- Up to three scenarios will be modeled.
- Model will be calibrated based on existing user and SCADA data as provided by the City.

### **TASK 5: CAPITAL IMPROVEMENT PROJECT COSTS AND WATER MAIN ROUTING STUDY DEVELOPMENT**

#### 5.1 COST ESTIMATES OF RECOMMENDED IMPROVEMENTS

- Prepare planning-level Engineer's Opinion of Probable Construction Costs for recommended water main size and route. Costs will be presented in 2020 dollars. Costs associated with engineering and construction contingencies will be included.

#### 5.2 DRAFT AND FINAL WATER MAIN ROUTING STUDY

- Prepare the draft Water Main Routing Study summarizing the project effort for review and comment by the City.
- Meet with the City virtually to discuss the draft Study and receive comments.
- Following the review meeting, finalize the draft Study by incorporating the City's comments.

#### DELIVERABLES:

- Meeting minutes will be emailed to the City's project manager following the review meeting.
- Draft and Final Water Main Routing Study in PDF format.
- Final WaterGEMS and ArcGIS data collected and developed for the Study.

#### KEY ASSUMPTIONS:

- The cost opinions' accuracy range will be a Class 4 estimate, in accordance with the Association for the Advancement of Cost Engineering International's Cost Estimate Classification System (Recommended Practice No. 18R-97).

## PROJECT SCHEDULE

Jones Edmunds will begin working on this project within two weeks of receipt of a signed task order from the City. The estimated project schedule is as follows:

Task	Days	Days from NTP
Task 1 – Project Management and Kickoff Meeting	15	15
Task 2 – Data Collection and Data Gap Analysis	15	30
Task 3 – Route Evaluation and Scenario Development	15	45
Task 4 – Hydraulic Model Development and Alternative Analysis	30	75
Task 5 – Capital Improvement Project Costs and Water Main Routing Study Development	15	90
<b>Total</b>		<b>90</b>

## PROJECT FEE

Jones Edmunds proposes to perform the Scope of Services as described herein for a lump sum fee of \$38,900.

Task	Total Cost
Task 1 – Project Management and Kickoff Meeting	\$4,800
Task 2 – Data Collection and Data Gap Analysis	\$5,700
Task 3 – Route Evaluation and Scenario Development	\$6,500
Task 4 – Hydraulic Model Development and Alternative Analysis	\$8,900
Task 5 – Capital Improvement Project Costs and Water Main Routing Study Development	\$13,000
<b>Total Fee</b>	<b>\$38,900</b>

Jones Edmunds appreciates your trust in our staff in continuing to serve the City of Lake City and we look forward to working with the City on this important project. If you have any questions or wish to discuss any aspect of the proposed Scope of Services, please contact us at (352) 377-5821.

Sincerely,

  
Jamie Sortevik Bell, PE, CFM  
[jsbell@jonesedmunds.com](mailto:jsbell@jonesedmunds.com)