

CITY COUNCIL RESOLUTION NO. 2024-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE CITY TO ENTER INTO CHANGE ORDER NUMBER ONE TO TASK ASSIGNMENT NUMBER TEN BETWEEN THE CITY AND JONES EDMUNDS, FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE STATE ROAD 47 AND INTERSTATE 75 IMPROVEMENT PROJECT; PROVIDING FOR THE CONNECTION OF SEPTIC TANKS TO THE PROJECT; INCREASING THE ORIGINAL CONTRACT PRICE TO A PRICE NOT-TO-EXCEED \$95,200.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida, (hereinafter the "City") entered into Task Assignment Number Ten (hereinafter the "Task Assignment") with Jones Edmunds & Associates, Inc., (hereinafter "Jones Edmunds"), authorized by City Council Resolution No. 2022-104, for professional services assisting the City with the abandonment of eighteen (18) existing septic tanks at the Casey Jones RV Park, installation of a combined low-pressure gravity collection system, and connection of such to the City's State Road 47 and Interstate 75 Wastewater Improvements Project (hereinafter the "Project"); and

WHEREAS, the City administration and Jones Edmunds have determined that it is in their respective best interests to enter into Change Order No. 1 to the Task Assignment to include two additional parcels of the Casey Jones RV Park in the septic to sewer project increasing the original contract price to a price not-to-exceed \$95,200.00; and

WHEREAS, the City desires to enter into a Change Order No. 1 pursuant to and in accordance with the respective terms and conditions included in the attached correspondence, attached hereto as "Exhibit A", and made a part of this resolution.

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 hereby made a part of this resolution.

Section 2. The City is hereby authorized to enter into a Change Order No. 1 with Jones Edmunds, increasing the original contract price to a price not-to-exceed \$95,200.00.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Change Order as may be deemed necessary to be in the best interest of the City and its citizens. Provided however, that any such changes or modifications shall not cause the payment to Jones Edmunds to exceed the Contract Price, as provided herein.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of January 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

**CHANGE ORDER #1
TASK ASSIGNMENT #10**

October 12, 2023

Paul Dyal
City Manager, City of Lake City
692 SW St. Margarets Street
Lake City, Florida 32025

RE: City of Lake City
SR 47 Septic to Sewer Project, RV Park Extension – Revised Change Order 1 to Task Assignment 10
Jones Edmunds Project No. 08504-040-01

PROJECT BACKGROUND

In June 2020, Jones Edmunds assisted Lake City with an application for a RIVER Grant through the Florida Department of Environmental Protection (FDEP) to extend central sewer service to the Casey Jones RV Park. This project proposed to abandon 18 existing septic tanks at the Casey Jones RV Park, install a combined low-pressure/gravity collection system, and connect to the City's SR 47/I75 Wastewater Improvements Project (which was completed in July 2023). In March 2022, the City received FDEP Grant Agreement No. WG057 in the amount of \$470,000 to assist with funding of this project.

During the project kickoff meeting, the City identified two additional parcels that the owner of the Casey Jones RV Park would like to have included in the septic to sewer project – one undeveloped parcel to the north that will have additional RV hookups and one developed parcel to the southwest that has an existing home. Further, the City indicated that they would like to maximize the use of a traditional gravity collection system and minimize the use of low-pressure grinder pumps where possible.

Jones Edmunds completed Task 3, Conceptual System Design, and prepared two design alternatives for the City's review – Option 1, a combination gravity + low pressure system, and Option 2, a gravity collection system with two full-size lift stations. The City selected Option 1.

The inclusion of the additional parcels and the change from a mostly low pressure system to a combination gravity/low-pressure system as described in Option 1 will require additional design services, including additional plan sheets and survey. These additional services are included in this change order. Updates from the original scope and fee are in red.

SCOPE OF SERVICES

This Scope of Services is to prepare design, permitting, and construction documents for the low-pressure/gravity collection system to serve the Casey Jones RV Park. This project includes septic tank abandonment, new service laterals, grinder lift stations, and small-diameter force mains to connect to the City's domestic wastewater collection and transmission system on SW Arrowhead Terrace. This scope of services includes the following tasks: Surveying, Design, and Permitting described as follows.

TASK 1 – PROJECT KICKOFF MEETING AND PROJECT MANAGEMENT

Jones Edmunds will coordinate a Project Kickoff meeting at the Lake City Utility Annex with Lake City staff and representatives from the Casey Jones RV Park. The purpose of the meeting will be to:

- Discuss key issues and the City's expectations related to the project.
- Discuss availability of information that will be used in the design.
- Discuss the collection system alternatives and grinder pump sizing and selection.
- Discuss the City's design details and technical specifications to be used.
- Review the project schedule.
- Discuss collection system alternatives.
- Perform a project site visit.
- Prepare and distribute kickoff meeting minutes.

Project management throughout the duration of this project is included in this task.

Deliverables:

- Kickoff meeting agenda and meeting minutes.

City responsibility:

- Attend kickoff meeting.
- Review meeting minutes.

TASK 2 – PROFESSIONAL LAND SURVEYING

Jones Edmunds will authorize a Florida-licensed professional land surveyor (PLS) to perform a boundary and utility survey and topographic survey within the limits of the proposed improvements. We will use the survey to develop the construction documents.

The survey will include the following:

- Property lines, easement lines, and right-of-way lines located within the survey limits.
- All aboveground utilities and structures, fencing, roads/pavement, driveways, sidewalks, power poles, panels, tree lines, etc., located within the survey limits.
- Sewer clean-outs and inverts on all residential properties.
- Limited topography and installation of a temporary construction benchmark in North American Vertical Datum of 1988 (NAVD 88) within the RV Park.

Deliverables:

- Electronic copy of the site survey.

City responsibility:

- Subsurface utility location (horizontal and vertical location confirmation) for any City utilities within the proposed project area.

TASK 3 – COLLECTION SYSTEM DESIGN

COLLECTION SYSTEM DESIGN

Jones Edmunds will design a combined gravity/low pressure sewage collection and transmission system to serve the RV Park facilities. The gravity system design will consist of 4-inch or 6-inch polyvinyl chloride (PVC) gravity sewer service laterals that will extend from the existing septic tank locations to new grinder pump stations. Up to 13 new duplex grinder pump stations will be installed near the existing septic tanks and will pump through new small-diameter (2-inch) high-density polyethylene (HDPE) force mains, constructed via open cut, and discharge into the gravity collection system on SW Arrowhead Terrace. One enclosed control panel, electric meter, disconnect safety switch, and vent will be mounted on a concrete post near each pump station. Some of the paved roadways within the RV Park may require reconstruction depending on the location of the new gravity mains.

UPDATE

Based on the additional parcels and the modified design discussed above, the new collection and transmission system will be a combination of gravity and low pressure. The low pressure portion of the system will consist of small diameter sewer service laterals that will extend from 10 existing septic tank locations to seven new grinder pump stations. The grinder pump stations will send flow through small diameter force mains into a new gravity collection system consisting of 10 manholes and 8-inch diameter gravity mains. The eight remaining septic system services areas will be connected to the new gravity collection system, which in turn will tie into the existing gravity line on SW Arrowhead Terrace.

Task 3 will consist of two submittals – 60% and Final Design. Each design submittal will include design drawings and technical specifications.

Drawings will use Jones Edmunds' presentation standards. City-provided standard details will be used to the extent practical. A preliminary list of drawings is outlined below, with updates sheet counts in red.

DWG No.	Title
G-1	Cover Sheet
G-2	Drawing Index, Legend, and Abbreviations
G-3	Piping Schedule, Notes, and Legend
G-4	General Notes
G-5	Site Key Map
C-1 to C-3	Low Pressure System, Plan View
C-4 to C-8	Gravity Collection System, Plan and Profile
C-9 to C-12	Details
C-12 to C16	Stormwater Pollution Prevention Plans
E-1	Electrical Notes and Legend
E-2	Electrical Site Plan
E-3 to E-4	Electrical Schedule, Diagram, and Details

The collection system layout sheets will be prepared with a horizontal scale of 1 inch = 20 feet (full-size, 22-x-34-inch) and 1 inch = 40 feet (half-size sheets 11-x-17-inch).

Jones Edmunds will use our standard Construction Standards Institute (CSI) 16-division-format technical specifications for this project, including Jones Edmunds front ends and approved City technical specifications.

60% DESIGN SUBMITTAL

The 60% Design Submittal Package will be submitted to the City for review and comment and will include the following:

- Design Drawings – Including completed survey, existing conditions and utilities, designed collection system layout, and key details.
- Technical specifications – Draft CSI specification sections for major project components showing most major edits with selections of materials for the project.
- Engineer's Opinion of Probable Construction Cost (EOPCC) - The EOPCC accuracy range will be Class 3 according to the Association for the Advancement of Cost Engineering (AACE) International's Cost Estimate Classification System (Recommended Practice No. 18R-97). The classifications depend on the level of project definition, with Class 1 being the highest level of definition and Class 5 being the lowest level of definition.

Jones Edmunds will participate in a review meeting at the Lake City Utility Annex to discuss and obtain comments. Changes agreed to at the meeting will be incorporated into the Final documents.

Deliverables:

- Electronic copies of all 60% deliverables in PDF format.
- Electronic copies of the design review meeting minutes. The meeting minutes will include responses and dispositions to the City's comments.
- EOPCC.

City responsibility:

- Review and provide comments on the 60% design submittal.
- Attend the 60% design submittal review meeting.

FINAL DESIGN SUBMITTAL

After the 60% design review meeting, Jones Edmunds will incorporate the City's review comments into the design and issue the Final Design Submittal. The Final Design Submittal Package submitted to the City will include the following:

- Final drawings, technical specifications, and EOPC (Level 1 per AACE 8R-97).

Deliverables:

- Two hardcopies and one signed/sealed electronic copy (PDF and/or CAD format) of the Final Design Submittal. One hardcopy drawing set will be half size (11-x-17-inch) and one drawing set will be full size (22-x-34-inch), both signed and sealed.

City responsibility:

- Review and provide comments on the Final Design Submittal.

TASK 4 – PERMITTING ASSISTANCE

Jones Edmunds will provide the following permitting assistance.

- Prepare a Florida Department of Environmental Protection (FDEP) Domestic Wastewater Collection/Transmission System permit application package, including forms, calculations, exhibits, maps, and drawings for the new RV Park collection and transmission system. The application package will be provided to the City for review, approval, and signatures before being submitted to FDEP.
- Prepare an application for a FDEP Environmental Resource Permit (ERP) General for Installation, Maintenance, Repair, and Removal of Underground Utility Lines. The application will include forms, calculations, and drawings for the new RV Park collection and transmission system. An application summary will be provided to the City for review, approval, and signatures before being submitted to FDEP.
- Respond to two FDEP Requests for Additional Information (RAIs) per permit application to address FDEP comments. We expect responses to RAI comments will primarily be clarifications or minor edits to the design documents and will not require significant redesign.

Deliverables:

- FDEP permit application for City review and signature.
- Permit application submissions.
- Up to two RAI responses per permit application.

City responsibility:

- Review and comment on the permit application.
- Sign the permit application.

SCHEDULE

Jones Edmunds will begin work on this project upon receipt of purchase order and Notice to Proceed (NTP) from the City. The schedule for this project will be based on a mutual agreement between the City and Jones Edmunds. Preliminarily, the project tasks are anticipated to be completed as follows:

Task	Calendar Days from NTP
Kickoff Meeting/Site Visit	14
Survey	90
60% Design Submittal	150
Final Design Submittal	210

PROPOSAL CLARIFICATIONS

The following clarifications are exclusions or conditions to this Scope of Services. Excluded items may be provided by Jones Edmunds upon written authorization via a contract amendment.

- Geotechnical investigation is not expected to be necessary and is excluded.
- County and FDOT permitting is **assumed to be** not required.
- The project excludes modifications to existing roads other than restoration to pre-construction conditions.
- Local permitting activities such as zoning, comprehensive planning, fire department approvals, or building permitting, if required, are excluded.
- Assistance with acquisition of easements is excluded.
- Development of a maintenance of traffic plan is the responsibility of the Contractor.
- Wetlands, environmental site assessment, species and habitat, archaeological, or historical investigations are not expected to be necessary and are excluded.
- Aside from restoration and grassing of disturbed areas, landscape and irrigation is excluded.
- Responding to FDEP RAIs is limited to 2 man hours per RAI and excludes field investigations.

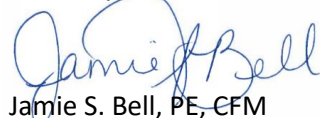
COMPENSATION

We propose to perform the additional Scope of Services as described for a lump-sum fee of \$19,100.

Item	Initial Cost	Change Order	Total Cost
Task 1 – Kickoff Meeting, Project Management	\$4,900	\$700	\$5,600
Task 2 – Professional Land Surveying Services	\$10,100	\$9,500	\$19,600
Task 3 – Collection System Design	\$56,400	\$8,900	\$65,300
Task 4 – Permitting Assistance	\$4,700	-	\$4,700
Total Fee (All Tasks)	\$76,100	\$19,100	\$95,200

We look forward to continuing to assist the City on your utility work and are available to answer any questions you may have regarding this Scope of Services.

Sincerely,



Jamie S. Bell, PE, CFM
Department Manager