

## Task Order for the Lake Worth Beach Civil Engineering Services

### TASK ORDER NO.

THIS TASK ORDER ("Task Order") is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, between the **City of Lake Worth Beach**, a Florida municipal corporation located at 7 North Dixie Highway, Lake Worth, Florida 33460 ("City") and Holtz Consulting Engineers, Inc., a Florida corporation ("Consultant").

#### **1.0 Project Description:**

The City desires the Consultant to provide those services as identified herein and generally described as: Lift Station Nos. 5, 6, 15, 25 Improvements (the "Project").

#### **2.0 Scope**

Under this Task Order, the Consultant will provide professional services to the City as detailed in the **Consultant's proposal attached hereto and incorporated herein as Exhibit "1"**.

#### **3.0 Schedule**

The services to be provided under this Task Order shall be completed within 270 calendar days from the City's approval of this Task Order or the issuance of a Notice to Proceed.

#### **4.0 Compensation**

This Task Order is issued for a time and expense, not to exceed amount of \$196,000.00. The attached proposal identifies all costs and expenses included in the time and expense, not to exceed amount.

#### **5.0 Project Manager**

The Project Manager for the Consultant is Stephen Fowler, P.E., phone: (561) 575-2005; email: Stephen.fowler@holtzconsulting.com; and, the Project Manager for the City is Julie Parham, P.E., phone: 561-586-1798; email: jparham@lakeworthbeachfl.gov.

#### **6.0 Progress Meetings**

The Consultant shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days at a minimum.

#### **7.0 Authorization**

This Task Order is issued in compliance with the Consultants' Competition Negotiation Act, section 287.055, Florida Statutes, and pursuant to the Agreement for Professional Services between the City of Lake Worth Beach and the Consultant, dated March 21, 2023 ("Agreement" hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail; however, the specific scope of services set forth in this Task Order shall take precedence.

over any other more general description of services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement to the Professional Services Agreement on the day and year first above written.

**CITY OF LAKE WORTH BEACH, FLORIDA**

By: \_\_\_\_\_  
Betty Resch, Mayor

ATTEST:

By: \_\_\_\_\_  
Melissa Ann Coyne, City Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Glen J. Torcivia, City Attorney

APPROVED FOR FINANCIAL  
SUFFICIENCY

By: \_\_\_\_\_  
Yannick Ngendahayo, Financial Services Director

CONTRACTOR: **Holtz Consulting Engineers**

By: \_\_\_\_\_  
*[Signature]*

Print Name: Stephen Fowler, P.E.

Title: Vice President

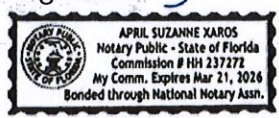


STATE OF Florida )  
COUNTY OF Palm Beach )

THE FOREGOING instrument was acknowledged before me by means of • physical presence or • online notarization on this 16 day of March 2023, by Stephen Fowler, as the Vice President [title] of Holtz Consulting Engineers, Inc. [vendor's name], a Florida [corporate description], who is personally known to me or who has produced \_\_\_\_\_ as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the CONTRACTOR to the same.

\_\_\_\_\_  
*April Suzanne Xaros*  
Notary Public Signature

Notary Seal:





HOLTZ CONSULTING ENGINEERS, INC

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March 2, 2023

Julie Parham, P.E.  
Assistant Water Utilities Director  
City of Lake Worth  
Water Utilities Department  
301 College Street  
Lake Worth, FL 33460

Subject: **City of Lake Worth Beach  
Lift Station Nos. 5, 6, 15, and 25 Improvements**

Dear Ms. Parham,

We are pleased to offer the following proposal for the Lift Station Nos. 5, 6, 15, and 25 Improvements Project. The project includes services for the underground locating, surveying, and engineering services for the design, permitting, and bidding of the proposed improvements at Lift Station Nos. 5, 6, 15, and 25, including all related mechanical, electrical, piping and site work. The project also includes replacement of the Lift Station No. 25 force main. The Scope of Services will consist of the following tasks:

### **Task 1 – Subsurface Utility Locating for Force Main Replacement**

Under this task the HCE will contract with Dig Safe First LLC. to provide utility locating services for the Lift Station No. 25 force main route. Key existing buried utilities will be located utilizing ground penetrating radar in order to obtain depth and diameter material information for the existing buried utilities to identify potential design conflicts and aid in the protection of these existing facilities during construction. These underground utility markings will be captured by the surveyor under Task 2 and depicted on the survey.

Task 1 - Deliverables:

1. Information obtained from underground utility locating will be depicted on the survey deliverable provided under Task 2.

### **Task 2 - Topographic Survey**

Under this task, Holtz Consulting Engineers (HCE) will contract with Dennis J. Leavy & Associates, Inc., to perform a topographic survey of Lift Station Nos. 5, 6, 15, and 25, as well as the LS No. 25 force main route from the station to the discharge point in manhole 3593 on Lantana Pines Drive. The surveys shall depict the horizontal location and vertical location of facilities such as wet well and inverts, valve vault, piping, control panels, fence perimeter, etc., and:



- 2.1 Obtain horizontal and vertical control for this Project using information published by the Palm Beach County Survey Department utilizing State Plane Coordinates for horizontal control and the North American Vertical Datum of 1988 (NAVD 88) for vertical control (with conversion to NGVD 29).
- 2.2 Location of visible fixed improvements within the lift station sites and along the force main route, depicting the horizontal location and vertical location of facilities such as wet well and inverts, valve vault, piping, control panels, fences, power poles, buildings, etc.
- 2.3 Location of above ground existing utilities: FP&L, BellSouth, Cable TV, Natural Gas, Potable Water (valves, fire hydrants, and meters), Force Mains (valves), Sanitary Sewer, Reclaimed Water Mains (valves), Storm Sewers. Including invert elevations, pipe size, type and direction for storm and sanitary infrastructure.
- 2.4 Provide and reference site benchmarks. Elevations to be referenced to an existing established City or County Benchmark.
- 2.5 Platted boundary lines and easements will be shown on the survey but this proposal does not include performing any title searches.

#### Task 2 - Deliverables

1. Topographic Survey drawings in (CAD or PDF or hardcopy) format.

#### Task 3 – Engineering Design

HCE will provide engineering services consisting of preparation of construction plans and specifications for the improvements listed below. HCE will contract with Hillers Electrical Engineering to provide electrical :

- 3.1 Lift Station No. 5:
  - Complete mechanical upgrades including new pumps, base elbows, base plates, discharge piping and valves.
  - Full electrical equipment replacement upgraded to current standards, including control panel, RTU, etc.
  - Complete rehabilitation of civil components including new fence and gates, new concrete slab, new wet well and valve vault tops with new hatches that include fall protection.
  - New bypass pumping connection located outside of valve vault.
  - New 1.5” water service from water main located on west side of road.



- Addition of station isolation valve, protective bollards, light pole with overhead light.
- Addition of skid mounted generator with automatic transfer switch (ATS).
- Elimination of trip hazards from hydrogen peroxide feed system.
- Addition of pressure transmitters for the force main and water service.

3.2 Lift Station No. 6:

- Complete mechanical upgrades including new pumps, base elbows, base plates, discharge piping and valves.
- Full electrical equipment replacement upgraded to current standards, including control panel, RTU, etc.
- Complete rehabilitation of civil components including new fence and gates, new concrete slab, new wet well and valve vault tops with new hatches that include fall protection.
- New bypass pumping connection located outside of valve vault.
- Addition of station isolation valve and light pole with overhead light.
- Addition of pressure transmitters for the force main and water service.

3.3 Lift Station No. 15:

- Replacement of check valves and plug valves only.
- Addition of skid mounted generator with automatic transfer switch (ATS) and concrete pad for generator.
- Modifications to the existing RTU to add signals from the ATS and generator.
- New 1.5" water service from water main.
- New base elbow for one of the pumps.

3.4 Lift Station No. 25:

- Full electrical equipment replacement upgraded to current standards, including control panel, and addition of RTU with connection to SCADA system.
- Addition of light pole with overhead light
- Addition of backflow prevention device to water service.

3.5 Lift Station No. 25 Force Main:

- Replacement of approximately 2,700 LF of 3" force main with 4" PVC C-900 force main, including one subaqueous directional drill and reconnection to the existing discharge manhole. The entire length of the force main will be replaced from the station valve vault to the discharge manhole (MH 3593) on Lantana Pines Drive.

- 3.6 HCE will prepare an Engineer's Opinion of Probable Construction Cost at the 60%, 90%, and 100% design stages. These cost estimates will be provided with the 60%, 90%, and 100% complete submittal packages.



- 3.7 HCE will provide one (1) digital set, one (1) full size (24" x 36") set, and two (2) half size (11" x 17") sets of plans for review and comment by the City at the 60%, 90%, and 100% complete stages. The submittals will also include a draft outline of the specifications table of contents with the 60% complete submittal, and an updated table of contents and complete draft of the technical specifications sections with the 90% complete submittal. HCE will also provide CAD files and PDF files of the final (100% complete) drawings and specifications.

Task 3 Deliverables:

1. 60% complete drawings, specifications table of contents, and cost estimate.
2. 90% complete drawings, specifications, and cost estimate.
3. 100% complete drawings, specifications, and final cost estimate.

**Task 4 – Permitting of Lift Station Improvements**

- 4.1 HCE shall prepare permit applications for construction of the lift station improvements that require permitting to the following agencies:
- Palm Beach County Health Department (PBCHD)
  - Palm Beach County Land Development Utility Permit (for force main replacement)
  - Lake Worth Drainage District (LWDD) (for subaqueous force main crossing)
- 4.2 HCE will coordinate with the permitting agency during the review process on a regular basis in an effort to keep the project on schedule and respond to their review comments. HCE will respond to Requests for Additional Information (RAI) during the permitting process. It is anticipated that no more than three (3) RAI's will be issued by the permitting agencies.
- 4.3 Permit fees will be paid by the City.

Task 4 Deliverables:

1. Copies of all permits obtained.

**Task 5 – Bidding Assistance**

Under this task, HCE will perform the following activities:

- 5.1 Prepare bid documents.



- 5.2 Prepare bid advertisement and provide bid documents to bidders.
- 5.3 Conduct a pre-bid meeting and issue meeting minutes to all plan holders.
- 5.4 Respond to questions bidders may have concerning the bid documents.
- 5.5 Issue addenda as necessary to clarify the bid documents.
- 5.6 Maintain a plan-holders list.
- 5.7 Attend bid opening and prepare bid tabulation form.
- 5.8 Evaluate bids and prepare recommendation of award to the lowest responsive, responsible bidder.
- 5.9 Prepare Contractor's Notice of Award.
- 5.10 Prepare and review executed contract documents.
- 5.11 Prepare Contractor's Notice to Proceed.

Task 5 Deliverables:

- 1. Addenda as necessary.
- 2. Bid tabulation form.
- 3. Written recommendation for award of the contract.
- 4. Copy of Notice of Award and Notice to Proceed.
- 5. Executed Contract Documents

**SCHEDULE**

The above tasks will be completed according to following schedule:

Task 1 - Subsurface Utility Locating	20 days from NTP
Task 2 – Topographic Survey	45 days from NTP
Task 3 – Engineering Design	
60% Design Submittal	90 days from receipt of survey



HOLTZ CONSULTING ENGINEERS, INC

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90% Design Submittal

60 days from receipt of City comments on the 60% Submittal

100% Design Submittal

30 days from receipt of City comments on the 90% Submittal

Task 4 – Permitting of Lift Station Improvements

Applications submitted with the 90% plans

Task 5 – Bidding Assistance

Throughout bid process

### COMPENSATION

Compensation will be in accordance with the attached budget summary (Attachment A) for a lump sum amount of \$196,000. Monthly progress payments will be authorized based on percent complete as determined by HCE and approved by the City.

Sincerely,

HOLTZ CONSULTING ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read 'SFW', is positioned above the typed name.

Stephen Fowler, P.E.  
Vice President



Attachment A: City of Lake Worth Beach Lift Station Nos. 5, 6, 15, and 25 Improvements - Budget Summary

Task	Rate	Principal	Senior Project Manager	Project Engineer (EI)	Senior Designer	Construction Manager	Construction Inspector	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
		\$190	\$170	\$105	\$110	\$135	\$95	--		
Item	Hours	Fees								
1. Subsurface Utility Locating	Utility Locates		3					\$3,200.00	\$4,030.00	\$4,030.00
2. Topographic Survey	Surveying Services		3	3				\$36,535.00	\$41,013.50	\$41,013.50
3. Engineering Design Services	Prepare Agenda, Attend Kickoff Meeting with City and Site Visits	4	4	5					\$1,965.00	\$139,088.60
	60% General Drawings and Details	3	10	12	36				\$7,490.00	
	60% Lift Station Demolition Drawings	3	12	20	40				\$9,110.00	
	60% Lift Station Civil and Mechanical Drawings	3	35	60	60				\$19,420.00	
	60% Force Main Drawings	1	6	18	34				\$6,840.00	
	60% Specifications	4	8	24					\$4,640.00	
	60% Cost Estimate	1	6	12					\$2,470.00	
	90% General Drawings and Details	3	4	8	16				\$3,850.00	
	90% Lift Station Demolition Drawings	2	6	10	15				\$4,100.00	
	90% Lift Station Civil and Mechanical Drawings	1	24	32	35				\$11,480.00	
	90% Force Main Drawings	1	8	12	20				\$5,010.00	
	90% Specifications	2	4	12					\$2,320.00	
	90% Cost Estimate	1	4	8					\$1,710.00	
	100% General Drawings and Details	2	2	2	8				\$1,810.00	
	100% Demolition Drawings	1	2	2	8				\$1,620.00	
	100% Civil and Mechanical Drawings	4	4	6	20				\$4,270.00	
	100% Force Main Drawings	1	4	6	8				\$2,380.00	
	100% Specifications	1	2	4					\$950.00	
	100% Cost Estimate	1	2	4					\$950.00	
	Monthly Progress Meetings (including submittal review meetings, 5 meetings total)	4	10	10					\$3,510.00	
Electrical Engineering Subconsultant Design	1	4		8			\$37,676.00	\$43,193.60		
4. Permitting	Prepare and Submit PBC Health Department Permit Applications	1	4	5					\$1,395.00	\$7,999.80
	Prepare and Submit Palm Beach County Land Development Utility Permit Application	1	4	6					\$1,500.00	
	Prepare and Submit Lake Worth Drainage District Permit Application	1	6	6					\$1,840.00	
	Respond to RFIs (Assume 3)		3	3	3				\$1,155.00	
	Electrical Engineering Subconsultant Permitting							\$1,918.00	\$2,109.80	
5. Bidding	Prepare, Attend Pre-Bid Meeting and Minutes	2	2	2					\$930.00	\$3,889.80
	Issue Addenda		1						\$170.00	
	Attend Bid Opening and Prepare Bid Tab		2						\$340.00	
	Recommendation of Award		1						\$170.00	
	Assist with Contract Execution, NTP		1						\$170.00	
Electrical Engineering Subconsultant Bidding							\$1,918.00	\$2,109.80		
		49	191	292	311	0	0	\$81,247.00		
<b>Total Engineering Fee</b>									<b>\$196,021.70</b>	