

**PROFESSIONAL ENGINEERING SERVICES NON-CONTINUING SERVICES
SAMPLE AGREEMENT
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**SECTION 1
INTENT OF AGREEMENT**

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR:

**South Cross Bayou WRF Bio-Solids Dewatering System
Improvements – Professional Engineering Services**

THIS AGREEMENT, entered into on the ____ day of _____, 20____, between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, represented by its Board of County Commissioners, and, Gresham, Smith and Partners with offices in Tampa, Florida hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, Pinellas County, herein referred to as the COUNTY, requires **PROFESSIONAL ENGINEERING SERVICES** associated with support to develop plans and specifications and perform all other professional engineering services as may be required during the construction of (Insert brief description of project and location) Pinellas County, Florida

WHEREAS, the COUNTY desires the CONSULTANT provide PROFESSIONAL ENGINEERING SERVICES requisite to the development of the PROJECT; and

WHEREAS, the CONSULTANT has expressed the willingness and ability to provide the aforementioned Services; and

NOW THEREFORE, the COUNTY and the CONSULTANT, in consideration of the mutual covenants hereinafter set forth, agree as follows:

SECTION 2 SCOPE OF PROJECT

2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS

For the purposes of this Agreement the term PROJECT shall include all areas of proposed improvements, all areas that may reasonably be judged to have an impact on the PROJECT, and all PROJECT development phases and the services and activities attendant thereto. It is not the intent of this Agreement to identify the exact limits or details involved in providing satisfactorily completed PROJECT construction documents. The CONSULTANT shall provide the following professional services to prepare construction plans, specifications, and complete applications for and receive all federal, state, and local permits required for construction of the PROJECT. The PROJECT design shall be based on the following data:

This project provides for the evaluation, design and construction of a state-of-the-art solids dewatering system for improved sustainability, including new centrifuges, new conveyance system, new piping system, new polymer storage and feed system, new controls and power distribution system and new interface with plant Supervisory Control and Data Acquisition (SCADA) system. Provide options to assess the viability for increasing pelletizing capacity and potential impacts to plant permitting. Produce a minimum dewatered cake of 20 - 24% solids to minimize drying and disposal costs. Review existing HVAC system, and mitigate and control odors and noise from the new system. The intent of the project is to meet a combined 22% dried solids sludge cake to meet Synagro's contract requirements. This dried solids percentage will include the William E. Dunn sludge delivered to the SCBWRF. All required permits shall be obtained by the engineering consultant. Plans shall be prepared in accordance with Revit CAD and follow Pinellas County Requirements. Exhibit A, Scope of Services is attached.

a) Required Deliverables

- Preliminary Engineering Report, all Technical memorandums, Envision sustainability criteria analysis, meeting notes, letter of interests for pre-qualification of vendors process, pre-qualification RFP for equipment vendors, risk assessment register and all detailed report's, evaluations or correspondence as detailed Exhibit A, Scope of Services
- Revit CAD 3D file (eTransmit) of construction plans and for each transmittal phase. The plans shall be provided electronically, plus two (2) paper prints signed and sealed by a Professional Engineer certified in the State of Florida.
- All technical specifications required for construction of project.

2.2 PROJECT PHASES

All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in Exhibit A.

2.3 CONSULTING RESPONSIBILITIES

- A. It is the intention of the COUNTY that the CONSULTANT is held accountable for its work, including checking and review of plans, and that submittals are complete.
- B. The CONSULTANT shall be responsible for the accuracy of the work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the COUNTY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

- C. The CONSULTANT represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through the CONSULTANT'S Project Manager. All of the services required hereunder will be performed by the CONSULTANT or under the CONSULTANT'S supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.
- D. The CONSULTANT shall endorse all reports, calculations, contract plans, and survey data. Services shall be prepared under the direction of an engineer registered in the State of Florida and qualified in the required discipline. Products or services performed or checked shall be signed and sealed by the CONSULTANT'S Florida registered engineer.
- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, prepared in Microsoft Project 2013 or later, which shows a breakdown of all tasks to be performed, and their relationship in achieving the completion of each phase of work. A bar chart schedule showing overall PROJECT time frames should also be prepared. These schedules must be submitted for COUNTY approval within ten (10) days of the initial PROJECT Notice to Proceed. These schedules will be used to verify CONSULTANT performance in relationship to Fees claimed and to allow the COUNTY'S Project Manager to monitor the CONSULTANT'S efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the COUNTY any major deviations in the actual versus estimated PROJECT time frames.
- F. The CONSULTANT shall respond, in writing, to all review comments made by the COUNTY, and shall incorporate appropriate design adjustments into the PROJECT, in a timely manner, resulting from the review exchange.

2.4 GENERAL DESIGN CONDITIONS

2.4.1 The CONSULTANT shall coordinate and solicit appropriate input, with the knowledge of the COUNTY.

2.4.2 All design data, plans, and drawings shall be delivered electronically and or on CD ROM formatted to .DXF or .DWG utilizing Revit CAD or Civil 3D 2012 (or later); as well as providing reproducible hard copies of plans and drawings. All specification and other documents shall be delivered electronically and or on a CD ROM, Microsoft Word & Excel format as required, as well as the reproducible hard copies.

2.4.3 One (1) original and nine (9) copies of all deliverables are required unless specific submittal requirements are specified elsewhere in this Agreement.

2.4.4 The CONSULTANT shall develop acceptable alternates to any and all design recommendations that may be declared unacceptable.

2.5 GOVERNING SPECIFICATIONS REGULATIONS AND PERTINENT DOCUMENTS

The PROJECT shall be designed by the CONSULTANT in accordance with applicable industry standards. The CONSULTANT shall be responsible for utilizing and maintaining current knowledge of any laws, ordinances, codes, rules, regulations, standards, guidelines, special conditions, specifications, or other mandates relevant to the PROJECT or the services to be performed.

**SECTION 3
SERVICES TO BE FURNISHED BY THE CONSULTANT**

3.1 SEE EXHIBIT A – SCOPE OF SERVICES.

3.2 BIDDING PHASE

The CONSULTANT shall prepare with the COUNTY'S assistance the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreement between the COUNTY and the Contractor. The CONSULTANT also, shall bear the cost of two (2) complete sets of documents (plans and specifications), two (2) of which shall be signed and sealed by the CONSULTANT as original record sets for the PROJECT. Each sheet in the two (2) construction plans print sets shall be signed, sealed and dated. The title sheet only of the two (2) specifications sets shall be signed, sealed, and dated. Additionally, any required addenda shall be signed, sealed, and dated.

3.2.1 The CONSULTANT, following the COUNTY'S review of the Construction Documents and of the latest Statement of Probable Construction Cost, shall be available to assist the COUNTY in obtaining bids, and in preparing and awarding construction contracts for each bid package. The CONSULTANT shall assist conducting pre-bid conferences, and shall prepare a Bid Tabulation spreadsheet following receipt of bids.

3.2.2 If the Advertisement for bids has not commenced within sixty (60) days after the CONSULTANT submits the approved Construction Documents to the COUNTY, any fixed limit of Construction Cost established as a condition of this Agreement shall be adjusted to reflect any change in the general level of prices which may have occurred during that period of time in construction industry. The adjustment shall reflect changes between the date of submission of the Construction Documents to the COUNTY and the date on which the Advertisement for Bids occurred.

3.2.3 The CONSULTANT shall prepare any required addenda to construction plans and specifications on the PROJECT during the bidding phase affecting the CONSULTANT'S plans and specifications. The CONSULTANT shall also provide any addenda during the Construction Phase in sufficient quantity to distribute to all necessary parties as determined by the COUNTY. Addenda material shall be placed in envelopes by the CONSULTANT for mailing by the COUNTY. The CONSULTANT shall also furnish certified mail receipt material and prepare mailing labels. The COUNTY shall mail all addenda.

3.3 CONSTRUCTION PHASE

All contact and/or communication from the CONSULTANT to the Contractor shall be coordinated with the knowledge of the COUNTY.

A. Construction Consultation Services

1. Processing, review, approval and distribution of shop drawings, product data, samples and other submittals required by the Contract Documents.
2. Maintenance of master file of submittals with duplicate for COUNTY.
3. Construction Field Observation Services consisting of visits to the site as frequent as necessary, but not less than once every week, to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents and prepare related reports and communications. Provide written report of each visit. This field observation requirement shall include any sub-consultants at appropriate construction points.
4. Review for comment or approval any and all proposal requests, supplemental drawings and information and change orders.

5. Review for correctness Contractors pay requests for the COUNTY.
6. Prepare, reproduce and distribute supplemental drawings, specifications and interpretations in response to requests for clarification by the Contractor or the COUNTY as required by construction exigencies. Response to any request must be received by the COUNTY within twenty-four (24) hours of request, or the next available working day when the request is prior to a weekend or holiday.
7. Review, upon notice by the Contractor that work is ready for final inspection and acceptance.
8. Notify the COUNTY of any deficiencies found in follow-up reviews.
9. Evaluate all testing results and make recommendations to the COUNTY.
10. Assist in the establishment by the COUNTY of programs of operation and maintenance of the physical plant and equipment.
11. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives.
12. Prepare an operation and maintenance manual for the COUNTY'S use.
13. The CONSULTANT shall visit the project as necessary, but at a minimum of three (3) month, six (6) month and upon construction completion in order to certify that the permit conditions have been met satisfactorily. This shall not relieve the CONSULTANT of other needed visits to the project should specific issues arise.
14. Assistance in the training of the facility operation and maintenance personnel in proper operations, schedules, procedures and maintenance inventory.
15. Prepare as-built record drawings, based on information furnished by the Contractors including significant changes in the work made during construction. The CONSULTANT will provide one (1) set of signed and sealed prints and one (1) CADD disk of the as-built record construction documents.
16. Transmit certified as-built record drawings and general data, appropriately identified, to the COUNTY within thirty (30) days following completion of construction.
17. Consult with, and recommend solutions to, the COUNTY during the duration of warranties in connection with inadequate performance of materials, systems, and equipment under warranty.
18. Review facilities or equipment prior to expiration of warranty period(s) to ascertain adequacy of performance, materials, systems and equipment.
19. Document noted defects or deficiencies and assist the COUNTY in preparing instructions to the Contractor for correction of noted defects.
20. The Contractor shall provide the CONSULTANT with all the required project close out material for CONSULTANT'S use in the warranty period services.
21. The Contractor shall have prime responsibility in the warranty period for all services herein. The CONSULTANT shall assist, consult, observe review and document as noted.

3.4 PROVISIONS RELATED TO ALL PHASES

3.4.1 The CONSULTANT will investigate and confirm in writing to the COUNTY, to the best of the CONSULTANT'S knowledge, conformance with all applicable local public and utility regulations.

3.4.2 The CONSULTANT will coordinate work designed by various disciplines.

3.4.4 The CONSULTANT shall submit to the COUNTY design notes and computations to document the design conclusions reached during the development of the construction plans.

- a. Five (5) copies of the design notes and computations shall be submitted to the COUNTY with the design development review plans. When the plans are submitted for final review, the design notes and computations corrected for any COUNTY comments shall be resubmitted. At the PROJECT completion, a final set of the design notes and computations, properly endorsed by the CONSULTANT, shall be submitted with the record set of plans and tracings.
- b. The design notes and calculations shall include, but not be limited to, the following data:
 - 1) Design criteria used for the PROJECT.
 - 2) Roadway geometric calculations
 - 3) Structural calculations.
 - 4) Drainage calculations.
 - 5) Traffic design calculations
 - 6) Traffic control calculations
 - 7) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision.
 - 8) Calculations showing probable cost comparisons of various alternatives considered.
 - 9) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
 - 10) Other PROJECT-related correspondences as appropriate.

3.4.5 Each set of plans for the PROJECT shall be accurate, legible, complete in design, suitable for bidding purposes and drawn to scales acceptable to the COUNTY. The completed plans shall be furnished on reproducible material and in a format, which is acceptable to the COUNTY.

3.4.6 The CONSULTANT shall make such reviews, visits, attend such meetings and conferences and make such contacts as are necessary for the proper preparation of plans and specifications for the PROJECT.

3.4.7 The COUNTY in no way obligates itself to check the CONSULTANT'S work and further is not responsible for maintaining project schedules.

3.4.8 Other CONSULTANT responsibilities shall be as listed below:

- a. Provide necessary sealed drawings to obtain building permits or any utility permit.
- b. Assist the COUNTY in Contractor claims and/or litigation.
- c. Review the Adequacy and completeness of documents submitted by the Contractor to protect the COUNTY against claims by suppliers or third parties.

3.4.9 The CONSULTANT must be familiar with the intent, thoroughness, safety factors and design assumptions of all structural calculations.

3.4.10 All work prepared and/or submitted shall be reviewed and checked by a CONSULTANT (Architect/Engineer) registered in Florida. All plans shall be signed and sealed by the Professional CONSULTANT in responsible charge.

3.5 PERMIT APPLICATIONS AND APPROVALS

3.5.1 The CONSULTANT shall prepare all permit applications, data and drawings required for submittal BY THE COUNTY for approval of local, state and federal agencies.

3.5.2 The CONSULTANT shall, at no additional cost to the COUNTY, make all reasonable and necessary construction plans revisions required to obtain the necessary permit approvals for construction of the PROJECT.

3.5.3 For the purpose of ensuring the timely approval of all permits necessary for the construction of the PROJECT, the CONSULTANT shall schedule the necessary contacts and liaison with all agencies having permit jurisdiction over the PROJECT, and shall furnish, on a timely basis, such plans, data and information as may be necessary to secure approval of the required permits.

3.6 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES

3.6.1 The requirements of the various utility services shall be recognized and properly coordinated with the PROJECT design.

3.6.2 Drainage investigations and drainage design shall be coordinated with any city or drainage district that may be affected by or have an effect on the PROJECT.

SECTION 4 SERVICES TO BE FURNISHED BY THE COUNTY

4.1 The COUNTY shall provide the following for the CONSULTANT'S use and guidance:

- A. Copies of existing maps, existing aerial photographs, as-built construction plans and data pertinent to the PROJECT design, which the COUNTY may have in its possession.
- B. Reproduces of the COUNTY Engineering Department Standard Drawings applicable to the PROJECT.
- C. Sample copies of the COUNTY standard contract documents and specifications.
- D. Preparation of legal (front-end) section of the specifications.

SECTION 5 PRESENTATIONS, PUBLIC MEETINGS AND TECHNICAL LIAISON

The following services shall be provided at no additional cost to the COUNTY:

5.1 Prior to the commencement of design activities, the COUNTY will conduct with the CONSULTANT a pre-design conference for the purpose of discussing issues relative to the PROJECT, plans preparation and submittal procedures and to convey to the CONSULTANT such items provided for under Section 4 as may be required and available at that time.

5.2 The CONSULTANT shall make presentations to the COUNTY'S Director of Utilities Engineering or designee as often as reasonably requested and at any point in the PROJECT development should issues arise which make additional presentations other than those listed elsewhere in this Agreement, in the COUNTY'S best interest.

5.3 The CONSULTANT shall participate in Monthly PROJECT Conferences with COUNTY staff personnel. The meetings will be scheduled by the COUNTY at a location provided by the COUNTY.

5.4 The CONSULTANT shall attend, as technical advisor to the COUNTY all meetings or hearings conducted by permitting agencies or public bodies in connection with any permit required for the construction of the PROJECT, and shall prepare all presentation aids, documents and data required in connection with such meetings or hearings, and at the discretion of the COUNTY, shall either plead the COUNTY'S case or provide engineering and technical assistance to the COUNTY in its pleading of the case.

5.5 The CONSULTANT shall keep accurate minutes of all meetings and distribute copies to all attending. These meetings shall be set up through the COUNTY and appropriate COUNTY staff shall attend.

SECTION 6 PAYMENT GUIDELINES AND CATEGORY OF SERVICES

6.1 BASIC SERVICES

The services described and provided for under Sections 2, 3 and Exhibit A shall constitute the Basic Services to be performed by the CONSULTANT under this Agreement.

6.2 OPTIONAL SERVICES

Services noted in Exhibit A of this Agreement as "Optional" shall constitute the Optional Services to be performed by the CONSULTANT under this Agreement. Optional Services shall be rendered by the CONSULTANT only upon written authorization by the COUNTY'S Director of the Utilities Engineering, or designee.

6.3 CONTINGENCY SERVICES

When authorized in writing by the COUNTY'S Director of Utilities Engineering or designee, the CONSULTANT shall furnish services resulting from unforeseen circumstances not anticipated under Basic Services due to minor changes in the PROJECT scope.

Compensation for any Contingency Services assignments shall be negotiated between the COUNTY and the CONSULTANT at the time the need for services becomes known.

6.4 ADDITIONAL SERVICES

When executed by the County Administrator or Board of County Commissioners as an amendment to this Agreement, the CONSULTANT shall provide such additional services as may become necessary because of changes in the Scope of PROJECT. Additional Services shall be classified as any change beyond the Contingency Services upset limit for compensation.

6.5 INVOICING

The CONSULTANT may submit invoices for fees earned on a monthly basis. Such invoicing shall be supported by a Progress Report showing the actual tasks performed and their relationship to the percentage of fee claimed for each phase. Billings within each phase of work shall be for the percentage of work effort completed to date for that phase. The COUNTY shall make payments to the CONSULTANT for work performed in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq., F.S.

The following services shall be considered reimbursable services and may be filled in full upon their completion and acceptance. The CONSULTANT shall provide copies of supporting receipts/invoices/billing documentation. Self-performed reimbursable work shall be reimbursed at the firm's standard hourly rates for all related services. A breakdown of man hours and billing rates shall be provided with each invoice. An hourly rate sheet is attached (Exhibit B).

- A. Soil Analysis/Geotechnical Investigations.
- B. Contamination Assessments/Hazardous Material Analysis (if required).
- C. Aerial Photography (if required).
- D. Payment of Permit Fees (if required).
- E. Payment of the Public Information Meeting Advertisements, if required.
- F. Payment of the Court Reporter for public meetings, if required.
- G. Printing and Binding Services.

Should an invoiced amount for fees earned appear to exceed the work effort believed to be completed, the COUNTY may, prior to processing of the invoice for payment, require the CONSULTANT to submit satisfactory evidence to support the invoice.

All progress reports shall be mailed to the attention of the designated Project Manager, Utilities Engineering, 14 S. Ft. Harrison Ave, Clearwater, FL 33756.

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 *et. seq.*, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable
Pinellas County Board of County Commissioners
P. O. Box 2438
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

Fees for contingent or additional services authorized shall be invoiced separately, and shall be due and payable in full upon the presentation of satisfactory evidence that the corresponding services have been performed.

**SECTION 7
COMPENSATION TO THE CONSULTANT**

7.1 For the BASIC SERVICES provided for in this Agreement, as defined in Section 3.10, the COUNTY agrees to pay the CONSULTANT as follows:

- A Lump Sum Fee of: One Hundred Thirteen Thousand Six Hundred Forty Eight and 00/100 Dollars (\$113,648.00) for the Task 1 – Project Management Phase of the PROJECT.
- A Lump Sum Fee of: Three Hundred Sixty Two Thousand Nine Hundred Twenty Eight and 00/100 Dollars (\$362,928.00) for the Task 2 – Preliminary Engineering Phase of the PROJECT.
- A Lump Sum Fee of: Two Hundred Ninety Six Thousand Five Hundred Twenty Three and 00/100 (\$296,523.00) for the Task 3 –Design Services Phase of the PROJECT.
- A Lump Sum Fee of: Twenty Three Thousand Nine Hundred Twenty One and 00/100(\$23,921.00) for the Task 4 –Permitting Assistance Phase of the PROJECT.
- A Lump Sum Fee of: Forty One Thousand Seventy and 00/100(\$41,070.00) for the Task 5 –Bidding Assistance Phase of the PROJECT
- A Hourly Rate Fee of: Two Hundred Eighteen Thousand Nine Hundred Two and 00/100 (\$218,902.00) for the Task 6 – Construction Services During Construction Phase of the PROJECT
- A Lump Sum Fee of: Thirty Two Thousand Fifty and 00/100 (\$32,050.00) for the Task 7 – Startup and Commissioning Assistance Phase of the PROJECT
- A Lump Sum Fee of: Thirty One Thousand Six Hundred Ninety Eight and 00/100 (\$31,698.00) for the Task 8 – Operation and Maintenance Preparation and Training Phase of the PROJECT
- A Lump Sum Fee of: Nine Thousand Two Hundred Two and 00/100 (\$9,202.00) for the Task 9 – Asset Management Assistance Phase of the PROJECT
- A Lump Sum Fee of: Ninety Three Thousand Six Hundred Sixty Five and 00/100 (\$93,665.00) for the Task 10 – Odor Control System Design Phase of the PROJECT

The above fees shall constitute the total not to exceed amount of **One Million Two Hundred Twenty Three Thousand Six Hundred Seven and 00/100 (\$1,223,607.00)** to the CONSULTANT for the performance of Basic Services. All man hours are billed per the established and agreed hourly rates. The hourly rates are fully loaded and include all labor, overhead, expenses and profit of any nature including travel within the Tampa Bay Metropolitan Statistical area. Travel outside of the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Section 112.061 F.S. and/or the County Travel Policy, as approved by the County.

7.2 For the OPTIONAL SERVICES provided for in the Agreement, as defined in Exhibit A, the COUNTY agrees to pay the CONSULTANT as follows:

- A Lump Sum Fee of: **Fifty Nine Thousand Seven Hundred Seventy One and 00/100 (\$59,771.00)** for the Task 11- Assessment of WEDWRF Sludge Impacts of the PROJECT

7.3 For any CONTINGENCY SERVICES performed, the COUNTY agrees to pay the CONSULTANT, a negotiated fee based on the assignment, up to a maximum amount not to exceed **One Hundred Thousand and 00/100 (\$100,000.00)** for all assignments performed.

7.4 Total agreement amount **One Million Three Hundred Eighty Three Thousand Three Hundred Seventy Eight and 00/100 (\$1,383,378.00)**.

7.5 For any ADDITIONAL SERVICES, the COUNTY agrees to pay the CONSULTANT a negotiated total fee based on the work to be performed as detailed by a written amendment to this Agreement.

7.6 In the event that this Agreement is terminated under the provisions of this contract the total and complete compensation due the CONSULTANT shall be as established by the COUNTY based on the COUNTY'S determination of the percentage of work effort completed to date of termination.

SECTION 8 PERFORMANCE SCHEDULE

Time is of the essence in this Agreement. The CONSULTANT shall plan and execute the performance of all services provided for in this Agreement in such manner as to ensure their proper and timely completion in accordance with the following schedule:

8.1 The services to be rendered by the CONSULTANT shall be commenced upon receipt from the COUNTY of written "NOTICE TO PROCEED."

8.2 All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in 2.3 E.

8.3 The CONSULTANT shall not be held responsible for delays in the completion of the PROJECT design when the COUNTY causes such delays. The COUNTY reviews related to the above submittals shall not exceed twenty-one (21) days.

SECTION 9 AUTHORIZATION FOR CONTINGENT OR ADDITIONAL SERVICES

9.1 The CONTINGENCY services provided for under this Agreement shall be performed only upon prior written authorization from the Director of Utilities Engineering or designee.

9.2 The ADDITIONAL services provided for under this Agreement shall be performed only upon approval of the County Administrator or Board of County Commissioners.

9.3 The CONSULTANT shall perform no services contemplated to merit compensation beyond that provided for in this Agreement unless such services, and compensation therefore, shall be provided for by appropriate written authorization or amendment(s) to this Agreement.

SECTION 10 FIRMS AND INDIVIDUALS PROVIDING SUBCONSULTING SERVICES

The COUNTY reserves the right to review the qualifications of any and all subconsultants, and to reject any subconsultant in a proper and timely manner, deemed not qualified to perform the services for which it shall have been engaged. Any subconsultant not listed as part of the prime consultants team at time of award must be approved by the Director of Purchasing prior to performing any service.

**SECTION 11
SATISFACTORY PERFORMANCE**

All services to be provided by the CONSULTANT under the provisions of this Agreement, including services to be provided by subcontractors, shall be performed to the reasonable satisfaction of the COUNTY'S Director of Utilities Engineering or designee.

**SECTION 12
RESOLUTION OF DISAGREEMENTS**

12.1 The COUNTY shall reasonably decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this Agreement.

12.2 The decision of the COUNTY upon all claims, questions, disputes and conflicts shall be final and conclusive, and shall be binding upon all parties to this Agreement, subject to judicial review.

**SECTION 13
CONSULTANT'S ACCOUNTING RECORDS**

13.1 Records of expenses pertaining to all services performed shall be kept in accordance with generally accepted accounting principles and procedures.

13.2 The CONSULTANT'S records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the COUNTY'S agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the CONSULTANT or any of his payees pursuant to the execution of the Agreement. These records shall include, but not be limited to, accounting records, written policies and procedures, subcontractor files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this Agreement. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. The COUNTY shall not audit payroll and expense records on task assignments paid by lump sum fee.

13.3 For the purpose of such audits, inspections, examinations and evaluations, the COUNTY'S agent or authorized representative shall have access to said records from the effective date of the Agreement, for the duration of work, and until three (3) years after the date of final payment by the COUNTY to the CONSULTANT pursuant to this Agreement.

13.4 The COUNTY'S agent or authorized representative shall have access to the CONSULTANT'S facilities and all necessary records in order to conduct audits in compliance with this Section. The COUNTY'S agent or authorized representative shall give the CONSULTANT reasonable advance notice of intended inspections, examinations, and/or audits.

**SECTION 14
OWNERSHIP OF PROJECT DOCUMENTS**

Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the CONSULTANT under this Agreement shall be delivered to and become the property of the COUNTY. The CONSULTANT, at its own expense, may retain copies for its files and internal use. The COUNTY shall not reuse any design plans or specifications to construct another project at the same or a different location without the CONSULTANT'S specific written verification, adaptation or approval.

**SECTION 15
INSURANCE COVERAGE AND INDEMNIFICATION**

15.1 The Contractor must maintain insurance in at least the amounts required in the Request for Proposal throughout the term of this contract. The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements of the Request for Proposal, evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Contract. See Section C Insurance Requirements – Attached

15.2 If the CONSULTANT is an individual or entity licensed by the state of Florida who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the COUNTY relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the CONSULTANT will indemnify and hold harmless the COUNTY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Agreement.

**SECTION 16
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
FOR CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246**

In carrying out the contract, the CONSULTANT shall not discriminate against employee or applicant for employment because of race, color, religion, sex or national origin.

**SECTION 17
INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE
IMMIGRATION REFORM AND CONTROL ACT OF 1986**

CONSULTANT acknowledges that it is functioning as an independent contractor in performing under the terms of this Agreement, and it is not acting as an employee of COUNTY. CONSULTANT acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of this contract shall be considered a material breach and shall be grounds for immediate termination of the contract.

**SECTION 18
PROHIBITION AGAINST CONTINGENT FEE**

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**SECTION 19
TRUTH IN NEGOTIATIONS**

By execution of this Agreement, the CONSULTANT certifies to truth-in-negotiations and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the COUNTY determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the contract.

**SECTION 20
SUCCESSORS AND ASSIGNS**

The CONSULTANT shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the COUNTY.

**SECTION 21
INTEREST ON JUDGMENTS**

In the event of any disputes between the parties to this Agreement, including without limitation thereto, their assignees and/or assigns, arising out of or relating in any way to this Agreement, which results in litigation and a subsequent judgment, award or decree against either party, it is agreed that any entitlement to post judgment interest, to either party and/or their attorneys, shall be fixed by the proper court at the rate of five percent (5%), per annum, simple interest. Under no circumstances shall either party be entitled to pre-judgment interest. The parties expressly acknowledge and, to the extent allowed by law, hereby opt out of any provision of federal or state statute not in agreement with this paragraph.

**SECTION 22
TERMINATION OF AGREEMENT**

22.1 The COUNTY reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONSULTANT of the intention to cancel. Failure of the CONSULTANT to fulfill or abide by any of the terms or conditions specified shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of COUNTY. Alternatively, at the COUNTY'S discretion, the COUNTY may provide to CONSULTANT thirty (30) days to cure the breach. Where notice of breach and opportunity to cure is given, and CONSULTANT fails to cure the breach within the time provided for cure, COUNTY reserves the right to treat the notice of breach as notice of intent to cancel the Agreement for convenience.

22.2 If COUNTY terminates the Agreement for convenience, other than where the CONSULTANT breaches the Agreement, the CONSULTANT'S recovery against the COUNTY shall be limited to that portion of the CONSULTANT'S compensation earned through date of termination, together with any costs reasonably incurred by the CONSULTANT that are directly attributable to the termination. The CONSULTANT shall not be entitled to any further recovery against the COUNTY, including but not limited to anticipated fees or profit on work not required to be performed.

22.3 Upon termination, the CONSULTANT shall deliver to the COUNTY all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

22.4 In the event that conditions arise, such as lack of available funds, which in the COUNTY'S opinion make it advisable and in the public interest to terminate this Agreement, it may do so upon written notice.

**SECTION 23
AGREEMENT TERM**

This Agreement will become effective on the date of execution first written above and shall remain in effect for **forty-eight (48)** consecutive calendar months from the commencement date on the Notice to Proceed) unless terminated at an earlier date under other provisions of this Agreement, or unless extended for a longer term by amendment.

**SECTION 24
CONFLICT OF INTEREST**

24.1 By accepting award of this Contract, the CONSULTANT, which shall include its directors, officers and employees, represents that it presently has no interest in and shall acquire no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the CONSULTANT'S own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers suppliers, distributors, or contractors who will be eligible to supply material and equipment for the PROJECT for which the CONSULTANT is furnishing its services required hereunder.

24.2 If, in the sole discretion of the County Administrator or designee, a conflict of interest is deemed to exist or arise during the term of the contract, the County Administrator or designee may cancel this contract, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the COUNTY.

**SECTION 25
ENTIRE AGREEMENT**

This Agreement represents, together with all Exhibits and Appendices, the entire written Agreement between the COUNTY and the CONSULTANT and may be amended only by written instrument signed by both the COUNTY and the CONSULTANT.

**SECTION 26
PUBLIC ENTITY CRIMES**

CONSULTANT is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and CONSULTANT agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. CONSULTANT represents and certifies that CONSULTANT is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. CONSULTANT agrees that any contract awarded to CONSULTANT will be subject to termination by the County if CONSULTANT fails to comply or to maintain such compliance.

**SECTION 27
PUBLIC RECORDS**

Contractor acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Contractor agrees to charge the County, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and County policy for locating and producing public records during the term of this Agreement.

**SECTION 28
GOVERNING LAW AND AGREEMENT EXECUTION**

This Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the day and year first written above.

Firm Name:
Cresham, Smith and Partners

PINELLAS COUNTY, by and through its
Board of County Commissioners

By: Christopher M. Haney
Print Name: Christopher M. Haney
Title: Sr. Vice President Date: 4/6/17

By: _____
Name _____ Date: _____
Chairman

ATTEST:

ATTEST:

Ken Burke, clerk of the Circuit Court

By: John Barksdale
Print Name: Joseph B. Barksdale
Title: Sr. Vice President Date: 4/6/17

By: _____
Deputy Clerk _____ Date: _____

(CORPORATE SEAL)

APPROVED AS TO FORM

By: Brian R. [Signature]
Office of the County Attorney

**PROFESSIONAL ENGINEERING SERVICES
CONTRACT 156-0151-NC (SS)
FOR
GRESHAM SMITH AND PARTNERS
SOUTH CROSS BAYOU WRF
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

Pursuant with the Agreement for Professional Services Non-Continuing Contract between Pinellas County Utilities Department (COUNTY) and Gresham, Smith and Partners (CONSULTANT), CONSULTANT shall provide the following scope of services for the above referenced project.

PROJECT DESCRIPTION:

The COUNTY owns and operates the South Cross Bayou Water Reclamation Facility (SCBWRf), a permitted 33 million gallon per day (MGD) annual average daily flow (AADF) water reclamation facility, with the capability to handle the biosolids from both the SCBWRf and the William E. Dunn Water Reclamation Facilities (WEDWRf). The biosolids dewatering system currently includes three high speed dewatering centrifuges installed originally in 1995 and retrofitted in 2008. The dewatering system increases the biosolids concentration to between 20% - 24% prior to feeding into the adjacent regional solids drying and pelletization facility operated by Synagro Technologies, Inc. for the COUNTY. The dewatering facility includes a dry polymer storage and feed system based on handling "supersacks" and a polymer solution batch preparation system. The existing sludge feed pumps are rotary lobe style pumps, and existing cake conveyors are primarily screw conveyors that convey cake to the adjacent drying facility and to the truck loading bay during times when the dryer is out of service.

This project provides for the evaluation, design and construction of a state-of-the-art solids dewatering system for improved sustainability, including new centrifuges, new conveyance system, new piping system, new polymer storage and feed system, new controls and power distribution system and new interface with plant Supervisory Control and Data Acquisition (SCADA) system. Provide options to assess the viability for increasing pelletizing capacity and potential impacts to plant permitting. Produce a minimum dewatered cake of 20 - 24% solids to minimize drying and disposal costs. Review existing HVAC system, and mitigate and control odors and noise from the new system. The intent of the project is to meet a combined 22% dried solids sludge cake to meet Synagro's contract requirements. This dried solids percentage will include the William E. Dunn sludge delivered to the SCB WRF.

Services will consist of: Preliminary Engineering including a prequalification step to select a high quality dewatering centrifuge for the existing site and that meets the County's needs; Final Design; Permitting; Bidding Assistance; and Construction Services including startup and commissioning, operating and maintenance (O&M) manual supplement, training assistance, and asset management system updates. Deliverables will include a Preliminary Engineering Report (PER); Final Design Documents including an estimate of probable cost; Revit Cadd drawings; Record Drawings; and updated O&M Manuals.

The COUNTY may also require and request additional engineering services associated with sustainability, dryer facility (pelletizer) throughput, William E. Dunn WRF solids coordination and processing, or other solids processing technologies for future incorporation at the South Cross Bayou WRF. The scope for these services is described herein.

SCOPE OF SERVICES:

The CONSULTANT shall perform the following tasks under this contract:

Task 1: Project Management

The CONSULTANT will develop and maintain project documents and associated activities.

- 1.1: Project Set-up:** CONSULTANT will develop project schedule, project management plan, QA/QC plan, safety plan (for engineering services only), hard and electronic file systems, etc.
- 1.2: Invoicing and Status Updates:** Monthly progress updates will be provided to COUNTY staff during the duration of project. CONSULTANT will also coordinate with subconsultants, submit monthly invoices.
- 1.3: Coordination:** CONSULTANT will attend and document meetings, phone conferences and workshops in addition to those noted in subsequent sections with the COUNTY during the scheduled project period.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 1, and will include the following:

- Project Schedule (monthly updates)
- Project Management Plan
- QA/QC Plan
- Safety Plan
- Invoice and Status Updates (monthly)
- Meeting and Phone Notes, one (1) hard copy and one (1) electronic format (PDF).

Task 2: Preliminary Engineering

- 2.1: Workshops and Meetings:** The CONSULTANT will conduct up to three (3) workshops during the preparation of the prequalification and preliminary engineering documents to coordinate project activities, acquire information and gain clear direction from the COUNTY stakeholders including the Pinellas County Purchasing Department (PROCUREMENT). A project kickoff meeting will also be held in addition to review meetings at major milestones during the preliminary engineering phase. CONSULTANT will prepare meeting notes and distribute accordingly.

Exhibit A

2.2: Data Collection and Evaluation: The CONSULTANT will coordinate with the COUNTY to obtain information that will be used to assist in the development of the design for the project, which may include, but not limited to the following:

- COUNTY shall provide drawings, sketches and photos of past and ongoing improvements considered relevant to this project
- CONSULTANT shall review recent survey data and subsurface utility information in the immediate vicinity of the dewatering area provided by the COUNTY.
- CONSULTANT shall review reports, programming information, O&M manuals, maintenance logs, permits, operating data, SCADA data, current and future staffing levels, and budget information provided by the COUNTY in order to perform evaluations and analysis for this project
- CONSULTANT shall perform field investigations to confirm data and existing conditions within the dewatering building.

2.3: Draft Preliminary Engineering Report: Based on the information gathered during the kickoff meeting and workshops, data evaluations, and pre-qualification and pre-selection, the CONSULTANT will prepare and submit five (5) hard copies of the Draft PER for the COUNTY to review and comment. The Draft PER will contain, but is not limited to, the conclusions of the following activities:

- 2.3.1:** Collect data and summarize background information including current biosolids processing operations. The CONSULTANT will collect data and provide update on biosolids production for current and future projections.
- 2.3.2:** Review biosolids permitting and other relevant information for biosolids processing with respect to Synagro.
- 2.3.3:** Coordinate with selected centrifuge manufacturer regarding specifics for design of dewatering system. Check on required submittals for selected system and coordinate structural, electrical and I&C requirements related to the selected equipment. Included in the centrifuge evaluation and selection are energy consumption and polymer usage for performance based bid documents.
- 2.3.4:** Odor Control Assessment

CONSULTANT will review odor control data to be provided by the COUNTY from previous odor control studies, confirm existing odor control technology and equipment is adequate to be reused for the dewatering facility, and make recommendations. CONSULTANT will assess current containment, capture, and conveyance system for the foul air in order to identify potential need for improvement to assure efficient capture/conveyance of odors; this may include a field survey to determine areas with inadequate negative pressure. A field survey plan will be developed and submitted for COUNTY approval prior to conducting the

Exhibit A

survey. A summary Technical Memorandum will be developed to be included as an appendix in the PER.

- 2.3.5:** CONSULTANT will review the existing dewatering building for building/environmental code compliance (structural, HVAC, plumbing, fire protection). A summary TM will be developed to be included as an appendix in the PER. This review will not include lead and asbestos, and any other regulated substances and/or materials. Any hazardous materials will be identified, removed, and disposed of by the Contractor. This work will be included in the specifications and be part of the Contractor's scope of work.
- 2.3.6:** Develop preliminary P&IDs for the process systems within the dewatering building and associated with the dewatering equipment, conveyors and polymer system. The process evaluation will include minimum and maximum flow rates to effectively monitor polymer performance and electrical consumption.
- 2.3.7:** Develop preliminary equipment list for the project.
- 2.3.8:** Develop preliminary process control strategy that is based on set performance criteria developed with the County.
- 2.3.9:** Estimate probable construction costs; update design and construction schedule.
- 2.3.10:** Propose sequence of construction and maintenance of plant operations (MOPO); Include discussion and recommendations in a workshop.
- 2.3.11:** Review dryer facility (pelletizer) throughput and provide recommendations, where relevant, including viability of increasing pelletizer capacity and potential permit impacts. This evaluation is intended to be informational in nature and is not full business case justifications. This sub-task will be performed after the design phase based on County authorization. No visual condition assessment of the dryer facility is included in this task.
- 2.3.12:** Provide broad view, qualitative examinations and suggestions on other biosolids processing topics and options (such as acid phase digestion, thermal hydrolysis process, thermophilic digestion, recuperative thickening, combined heat and power) in conjunction with the COUNTY's optimization consultant. These evaluations are intended to be informational in nature and are not full business case justifications.
- 2.3.13:** Provide Envision™ sustainability criteria analysis. CONSULTANT will conduct review of the project and its components in order to determine the most suitable sustainability criteria to apply to the project, and to work with the COUNTY to develop the approach to establish the approach, goals, and targets for meeting those criteria.

Exhibit A

2.3.14: CONSULTANT will develop a risk register to identify and manage risks anticipated on this project. The risk register will be developed in collaboration with COUNTY staff. The register will be used by the COUNTY and the COUNSULTANT to manage the risks on this project throughout the life of the project with an emphasis on construction logistics. In conjunction with other project workshops, the risk register will be reviewed with the COUNTY to discuss and refine the contents of the risk register, which will include items such as:

- Construction sequencing and the effect on schedule and operations. E.g. temporary dewatering.
- Maintenance of plant operations (MOPO) – cost, schedule and operational risks.
- Process reliability and equipment selection.
- Operations related to upstream and downstream processes.

Draft copies will be submitted prior to the workshop. The CONSULTANT will incorporate COUNTY comments into the register following the workshop. The risk register will be developed as part of the PER and then revisited at the 60% submittal phase to capture additional information related to project risk. The

2.3.15: Liquid Polymer Testing

The COUNTY is interested in understanding the change from dry polymer to emulsion (liquid) polymer for biosolids dewatering. To help with the transition and understanding of the emulsion polymer usage and effect on the dewatering of the SCBWRf sludge, a minimum of two liquid polymer feed system manufacturers will be invited to provide on-site polymer testing. The polymer testing will be provided at no cost by the prospective polymer system manufacturers, except for the cost of the polymer chemical, which will be provided by the COUNTY. The testing will include coordination of the polymer system feed manufacturers for 1 week testing runs. A performance summary report will be provided describing operations and usage (lbs of polymer per dry tons of sludge). Seasonal sludge variations will be addressed to the extent possible based on wet/dry weather fluctuations. Provided data will be reviewed and discussed with the County to determine how these variations can be accommodated as part of the design.

2.3.16: Produce the PER, which will include appendices containing relevant project information, 30% plans, technical memoranda, equipment datasheets, etc.

2.3.17: After review by the COUNTY, the CONSULTANT will prepare an agenda and conduct a workshop with the COUNTY to review and obtain comments for incorporation into Final PER. CONSULTANT will prepare meeting notes and distribute accordingly.

2.4: Final Preliminary Engineering Report: The CONSULTANT will incorporate comments from the review meeting and prepare the Final PER. Five (5) signed & sealed hard copies and one (1) electronic file of the Final PER will be submitted to the COUNTY. A comment and response letter will be submitted with the Final PER to demonstrate that all of the COUNTY's comments have been addressed from the draft submittal.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 2, and will include the following:

- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- Letter of Interest, Draft and Final, five (5) hard copies and one (1) electronic format (PDF). Based on final development of prequalification process.
- Pre-qualification RFP, Draft and Final, five (5) hard copies and one (1) electronic format (PDF).
- Meeting summaries of Pre-qualification meetings with COUNTY, electronic copies in format (PDF).
- Liquid Polymer Pilot Test TM, Draft and Final, five (5) hard copies and one (1) electronic format (PDF), Final to be included as appendices in the PER.
- Dryer Facility Capacity and Condition Assessment TM, Draft, five (5) hard copies and one (1) electronic format (PDF), Final to be included as appendices in the PER.
- Risk Assessment Register, Draft and Final, five (5) hard copies and one (1) electronic format (PDF), Final to be included as appendices in the PER.
- Odor Control TM, Draft, five (5) hard copies and one (1) electronic format (PDF), Final to be included as appendices in the PER.
- Compliance Review TM, five (5) hard copies and one (1) electronic format (PDF), Final to be included as appendices in the PER.
- PER, Draft and Final, five (5) hard copies and one (1) electronic format (PDF).
- All Revit MEP drawings will comply with the National CADD Standards requirements.

2.5: Pre-qualification and Pre-selection of Dewatering Equipment

Manufacturer: The purpose of this task is to pre-qualify, pre-select, and provide pre-purchase documents and support the direct purchase of the centrifuge equipment by the COUNTY.

Since this scope does not include centrifuge piloting testing, the CONSULTANT will review and utilize, as appropriate, recent pilot testing work performed at the SCBWRf, as well as centrifuge manufacturer provided information. The CONSULTANT will assist the COUNTY in developing a vendor pre-qualification document to select the centrifuge dewatering equipment manufacturer. Pre-selecting the centrifuge equipment will assist in reducing the long lead time for the dewatering equipment, while also providing a more efficient and cost effective design and construction.

2.5.1: Prepare Letter of Interest and Coordinate with the COUNTY.

CONSULTANT will meet with County engineering and procurement staff to confirm appropriate vendor pre-qualification/pre-selection processes. The CONSULTANT will prepare a Letter of Interest to be advertised by the COUNTY to attract interest from potential centrifuge system manufacturers. The centrifuge system technology and manufacturers will be shortlisted based on criteria including, but not limited to:

- Overall ability to provide dewatering requirements
- Anticipated performance based on stated capabilities such as electrical consumption and polymer usage for the anticipated machine throughput
- Installed capacity of equipment at similar facilities
- Verifiable operation at similar facilities and duration of operation
- Sustainability policies and practices
- Stability of company/supplier
- Suitability for the existing structure and support facilities
- Equipment warranty

The shortlisted (3-4) centrifuge manufacturers, as determined by the COUNTY with assistance from the CONSULTANT, will be provided the RFP and allowed to submit additional information for evaluation and selection.

2.5.2: Develop RFP for Manufacturers

CONSULTANT will develop an RFP for the shortlisted centrifuge manufacturers. The RFP document will include a scope of supply, commercial terms, and information on the mechanical design, electrical and I&C requirements, as well as installation and startup/performance services.

Exhibit A

The RFP package submitted by the proposers will include the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreement between the COUNTY and the manufacturer, and a set of technical specifications and drawings coordinated among existing systems and work to be completed by the installation contractor. The following information, at a minimum, shall be submitted with the manufacturer's proposal:

- Equipment cost
- Guaranteed annual maintenance requirements
- Guaranteed annual power consumption
- Capital and life-cycle cost information of proposed equipment,
- Equipment list and bill of materials
- General arrangement drawings
- Process and instrumentation drawings
- Electrical drawings and control strategy
- Equipment cut sheets
- Spare parts
- Specifications
- Warranty
- Performance guarantees such as electrical consumption, polymer usage, capture rate and percent solids
- Contractual agreement including penalty formula, and delivery schedule.
- Maintenance contract and service ability/capacity

2.5.3: Coordinate and Attend Pre-Bid Meeting

CONSULTANT will attend one pre-bid meeting conducted by the COUNTY to describe the project to the prospective centrifuge system bidders. Agenda, sign-in-sheet, and minutes will be prepared by the CONSULTANT and distributed by the COUNTY.

2.5.4: Respond to Questions and Provide Clarification

CONSULTANT will respond to questions posed by the bidders and document responses. Responses will be provided in writing as part of an official addendum to the project. Time to respond to up to approximately twenty (20) written questions and requests for clarification from bidders has been assumed. Non-technical inquiries will be addressed by the COUNTY. Responses provided by the CONSULTANT will be directed to the COUNTY, who will then provide responses to the proposers.

Exhibit A

2.5.5: Bid Evaluation

The CONSULTANT will attend the bid opening. The COUNTY will evaluate the bids for completeness and responsiveness in accordance with the invitation to bid. The CONSULTANT will then evaluate the bids for conformance to the bidding documents, specifically to include, but not limited to the following: review and analyze the life cycle costs; review variances in the bid versus the bidding documents; and work with the Centrifuge System bidders and the COUNTY to assign cost and non-cost ramifications to the bids. The CONSULTANT will tabulate the bids including any variations to the bid and prepare a bid summary. For the potential low bidder, the CONSULTANT will verify contact references and review other listed information on the bid form.

2.5.6: Vendor Selection

CONSULTANT will support the COUNTY in the final selection of the Centrifuge System manufacturer and will assist the COUNTY in the evaluation of the proposal by reviewing life cycle costs and other supporting documents.

2.5.7: Conformed Contract Document Preparation

The CONSULTANT will prepare a set of conformed contract documents that will include the modifications made during the addendum and bid evaluation process. These documents shall form the contract documents, which will be used to purchase the Centrifuge System and will be included as appendices in the final bidding documents for the installation contractor.

Task 3: Design Services

3.1: 60% Design Documents: Based on the design and recommendations agreed upon in the PER, CONSULTANT will prepare 60% design drawings, specifications, updated schedule and opinion of probable construction costs for COUNTY review and comment.

3.1.1: Drawings, prepared in Revit. will generally consist of the following:

- Cover, General Notes, Index, Symbols and Legend Sheets
- 60% Civil/Site Plans showing locations of proposed facilities. Plans will include overall layout of site showing locations of existing and proposed facilities.
- 60% Yard Piping Plans for the proposed improvements.
- 60% Mechanical/Process Plans for the proposed facilities. The mechanical plans will include notes, plans, and schematics necessary for the items outlined herein.

Exhibit A

- 60% Electrical Plans including single line diagrams, electrical site plans, motor control center modifications, schedule and details.
 - 60% Instrumentation Plans including Process & Instrumentation diagrams for integration of the new equipment into the existing facility.
 - 60% Structural Plans including equipment foundations, vibration analysis design requirements, service crane access review, maintenance pads, notes and details.
- 3.1.2:** CONSULTANT will prepare 60% level technical specifications for the construction of the new components and facilities. The opinion of probable construction cost from the Final PER will be updated for the 60% submittal.
- 3.1.3:** Quality control and quality assurance of the 60% Submittal Package will be conducted by a technical specialist not directly involved with the project in accordance with CONSULTANT's QA/QC procedures.
- 3.1.4:** The 60% Submittal package will be prepared and submitted to the COUNTY for review and comment. The submittal will include five (5) hard copies of the submittal package will be provided to the COUNTY. One (1) CD with PDF format of the 60% submittal package will also be provided.
- 3.1.5:** CONSULTANT will prepare an agenda and meet with COUNTY staff to review comments on the 60% Submittal Package. Obtain COUNTY comments for incorporation into the 90% Submittal Package within 2 weeks of submittal by the CONSULTANT. CONSULTANT will prepare meeting notes and distribute accordingly. A comment and response letter to the COUNTY's comments will be submitted with the 90% Submittal Package to demonstrate that all of the comments from the 60% review meeting are addressed.
- 3.2: 90% Design Documents:** Based on the COUNTY's 60% review comments and discussions held at the 60% review meeting, CONSULTANT will advance the 60% Design Document to 90% complete.
- 3.2.1:** Update drawings, technical specifications, project schedule and opinion of probable cost.
- 3.2.2:** Quality control and quality assurance of the 90% submittal documents will be conducted by a technical specialist not directly involved with the project in accordance with CONSULTANT's QA/QC procedures.
- 3.2.3:** The 90% Submittal Package will be prepared and submitted to the COUNTY and permitting agencies (where possible) for review and comment. The submittal will include five (5) hard copies of the submittal package will be provided to the COUNTY. One (1) CD with PDF format of the submittal package will be provided.

Exhibit A

3.2.4: CONSULTANT will prepare agenda and meet with COUNTY staff to review comments on the 90% Submittal Package, obtain COUNTY comments within 2 weeks of submittal by the CONSULTANT for incorporation into the Final Design Submittal Package. CONSULTANT will prepare meeting notes and distribute accordingly. A comment and response letter to the COUNTY's comments will be submitted with to demonstrate that all of the comments from the 90% review meeting are addressed.

3.3: Final Design Documents: Based on the COUNTY's 90% review comments and discussions held at the 60% review meeting, CONSULTANT will advance the 90% Design Document to 100% complete.

3.3.1: Update drawings, technical specifications, project schedule and opinion of probable cost.

3.3.2: Quality control and quality assurance of the Final submittal documents will be conducted by a technical specialist not directly involved with the project in accordance with CONSULTANT's QA/QC procedures.

3.3.3: The Final Submittal Package will be prepared and submitted to the COUNTY and permitting agencies for review and comment. The submittal will include five (5) hard copies of the submittal package will be provided to the COUNTY. One (1) CD with PDF format of the submittal package will be provided.

3.4: Instrumentation and Controls Review and Coordination: CONSULTANT will provide the following integration coordination review services:

- Review requirements to modify the existing PLC program to accommodate the I/O hardware changes being proposed as part of the project.
- Coordination between software provided by dewatering manufacturer and the COUNTY's SCADA system.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 3, and will include the following:

- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- 60% Submittal Documents (Drawings, Specifications, Engineer's Opinion of Probable Construction Cost, Updated Schedule, Constructability Review, Comment and Response Letter), five (5) hard copies and one (1) electronic format (PDF).
- 90% Submittal Documents (Drawings, Specifications, Engineer's Opinion of Probable Construction Cost, Updated Schedule, Comment and Response Letter), five (5) hard copies and one (1) electronic format (PDF).

- Final Design Submittal Documents to be used as the 'bid set' (Drawings, Specifications, Engineer's Opinion of Probable Construction Cost, Updated Schedule, Comment and Response Letter), five (5) hard copies and one (1) electronic format (PDF).

Task 4: Permitting Assistance

The CONSULTANT will assist the COUNTY with the following permits for the construction of the improved biosolids dewatering facility:

- 4.1: Environmental Resource Permit:** The CONSULTANT will prepare and submit an ERP application package to obtain an exemption letter. The COUNTY shall provide the review fee of \$100.
- 4.2: Building Permits:** The CONSULTANT will prepare and submit the building department permit application with 3 signed and sealed sets of full size drawings to begin the review process. The successful Contractor shall be responsible for obtaining the building permits and paying the associated fees. The COUNTY shall provide the review fee of \$575.
- 4.3: FDEP Minor Revision to the Wastewater Facility Operating Permit:** The CONSULTANT will prepare and submit the application to receive a permit minor modification. The County shall provide the review fee of \$1000.
- 4.4: County Site Review:** The CONSULTANT will prepare and submit the site review packet to obtain site development approval. It is assumed there is no review fee associated with this effort.

The CONSULTANT will be responsible for providing responses to RAI in order to complete all permitting efforts.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 4, and will include the following:

- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- Environmental Resource Permit Packet, one (1) executed hard copy and 1 electronic format.
- Environmental Permit, one (1) hard copy and one (1) electronic format (PDF).
- Building Permit Packet, one (1) executed hard copy and 1 electronic format (PDF).
- FDEP Permit Packet, one (1) executed hard copy and 1 electronic format.
- FDEP Permit, one (1) hard copy and one (1) electronic format (PDF).
- Site Review Packet, one (1) executed hard copy and 1 electronic format.
- RAI Responses, one (1) executed hard copy and 1 electronic format.

Task 5: Bidding Assistance

- 5.1: Bid Documents:** The CONSULTANT shall prepare with the COUNTY's assistance the necessary bidding information, bidding forms, summary of work, updated estimate of probable construction, and the conditions of the contract. CONSULTANT will provide bid document pdf files (drawings and specifications) for the COUNTY to post on the COUNTY's procurement website or selected service provider such as Demand Star.
- 5.2: Pre-bid Meeting:** CONSULTANT will attend a pre-bid meeting conducted by the COUNTY to provide an overview of the project and to respond to Contractors' questions.
- 5.3: Addenda:** CONSULTANT will receive, evaluate and log all written bidder inquiries and prepare and issue addenda responses as required and agreed with the COUNTY's Project Manager including any required revisions to construction plans and specifications for the project.
- 5.4: Bid Evaluation:** CONSULTANT will assist with the preparation of a certified tabulation and review the bids for completeness; including performance and payment bond, compliance with bid requirements, and references of apparent responsive low bidder. CONSULTANT will prepare a letter of recommendation for the COUNTY to use in awarding the contract.
- 5.5: Conformed Documents:** CONSULTANT will prepare two (2) complete sets of conformed documents (plans and specifications) for construction that will be signed and sealed, and provide to the COUNTY digital format (CADD and pdf files) for the conformed documents.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 5, and will include the following:

- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- Issue For Bid (IFB) Documents (Drawings, Specifications, Bid Form, Bid Support Documents, Engineer's Opinion of Probable Construction Cost, Updated Schedule, Comment and Response Letter), two (2) executed hard copies and one (1) electronic format (PDF, Excel, Word).
- Addenda and RAI Responses, two (2) hard copies (executed if necessary) and one (1) electronic format (PDF).
- Bid Evaluation and Recommendation, two (2) executed hard copies and one (1) electronic format (PDF).
- Conformed Documents (Drawings and Specifications), two (2) executed hard copies and one (1) electronic format (PDF).

Task 6: Engineering Services During Construction (this will be billed as a Time and Materials task item)

The Construction Services scope of work to be provided by the CONSULTANT is based on the assumption that the COUNTY will provide a qualified Resident Inspector, who is experienced with wastewater treatment plant construction, during the entire course of construction activities at the site. It is also assumed that the COUNTY will provide a Project Manager to provide all construction administration and management, as well as, all coordination with the COUNTY's Resident Inspector and the Contractor on a daily basis. It is the intent of the services outlined below to provide sufficient engineering oversight for CONSULTANT to be able to certify to the Florida Department of Environmental Protection that the work was constructed in substantial compliance with the contract drawings and design intent. CONSULTANT will rely on the COUNTY's daily inspection reports, photography, observations, monitoring and recording of installed quantities of work, and reports of workmanship to complete its services described below and to certify the project. The construction period for this project is estimated to be 460 calendar days.

- 6.1: Pre-Construction Meeting:** CONSULTANT will attend the pre-construction meeting. Construction procedures and lines of communication will be established. Minutes of the meeting will be developed and provided to the attendees by the CONSULTANT.
- 6.2: Pay Applications:** CONSULTANT will review monthly payment applications for accuracy and evaluate the request compared to the progress observed by the COUNTY's Resident Inspector and recommend payment.
- 6.3: Shop Drawing, Materials and Testing Submittals:** CONSULTANT will establish and administer a procedure for receiving and tracking submittals including long lead time items made by the Contractor. Services will be provided for technical review of shop drawings, detailed construction drawings, erection drawings and other submittals. Copies of submittal reviews will be provided to the COUNTY and the Contractor.
- 6.4: RAI Clarifications, Change Orders and Allowance Releases:** CONSULTANT will respond to requests for additional information and/or clarification by the Contractor, coordinate the resolution of issues during construction, assist the COUNTY in corresponding with the Contractor and Regulatory personnel, assist the COUNTY in preparing field directives, and assist the COUNTY in preparing change orders, if necessary.
- 6.5: Periodic Site Visits:** CONSULTANT will conduct periodic site visits to assess the overall construction progress and to observe major construction events. These visits will be conducted on an average of 8 hours per week during the 16-month (65-week) construction period. These services will be adjusted as necessary to be on site during key construction activities; while less time will be needed during mobilization, demobilization and other routine construction activities. CONSULTANT will prepare written summaries of the visits to the COUNTY.

Exhibit A

- 6.6: Factory Acceptance Testing:** CONSULTANT will attend and document observations at Factory Acceptance Tests for the centrifuge equipment if required by the COUNTY.
- 6.7: Walkthroughs and Punch Lists:** Upon notification of substantial completion of the entire project from the Contractor and confirmation from the COUNTY, CONSULTANT and Project Manager will conduct a walkthrough of the completed work to identify deficiencies. Once the walk through is complete, CONSULTANT will prepare a punch list of items to be addressed/completed by the Contractor. Once the Contractor has completed the punch list items with concurrence from the COUNTY, the CONSULTANT will conduct a final walk through to verify the work. If additional items are identified the CONSULTANT will prepare a final punch list to be completed by the Contractor and approved by the COUNTY.
- 6.8: Record Drawings:** CONSULTANT shall prepare Record Drawings, “as built” information supplied by the Contractor and observation reports of construction and annotated photo album supplied by the Resident Inspector. Accurately identify all field changes, material substitutions, and any other modifications made during the construction process. Provide the COUNTY a Revit MEP drawing file in electronic format, and five (5) signed and sealed hard copies of the drawing to be used as the official Record Drawings for the project.
- 6.9: Project Closeout:** CONSULTANT will assist the COUNTY in closing out of the project. The Contractor’s final application for payment will be reviewed and a final change order will be prepared for the COUNTY. Upon completion of construction, Record Drawings will be certified and the associated documents will be submitted to the regulatory agencies as required.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 6, and will include the following:

- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- Pay Applications and Allowance Releases, two (2) executed hard copies and one (1) electronic format (PDF).
- Shop Drawings, four (4) hard copies and one (1) electronic format (PDF).
- RAI Responses, Field Directives, Change Orders, Materials Testing Results, Site Visit Reports, Project Closeout Documents and Punch Lists, two (2) hard copies and one (1) electronic format (PDF).
- Record Drawings, five (5) executed hard copies and one (1) electronic format (PDF, 3D AutoCAD file).

Task 7: Assistance During Functional Testing, Startup, Commissioning, Performance and Acceptance Testing

- 7.1:** CONSULTANT will assist in the startup, testing and coordination of mechanical systems, instrumentation, electrical, controls and communication systems. For the purpose of this proposal it is anticipated that two engineers (mechanical and instrumentation) will need to be present during startup for twelve (12) full days or a total of 192 hours for startup of systems on this project. CONSULTANT will provide documentation of observations conducted and actions taken during these activities.
- 7.2:** CONSULTANT will test the I/O after the Contractor has completed all connections to the SCADA system. During the test, CONSULTANT will verify signals within the SCADA HMI. CONSULTANT will coordinate the start-up and programming (by others) with COUNTY personnel and the Contractor.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 7, and will include the following:

- Startup and Commissioning Documentation, two (2) hard copies and one (1) electronic format (PDF).

Task 8: Preparation of O&M Manual Supplement and Revisions to SCBWRf Master O&M Manual; Conduct Operations Training

- 8.1:** CONSULTANT will prepare draft and final O&M Manual Supplement for the new equipment, and provide draft and final revisions to the plant's master O&M manual. Deliverables for submittals will be five (5) hard copies and one electronic copy in PDF format. CONSULTANT will prepare training outline for review, and conduct training sessions to orient O&M staff to the new equipment with startup. Coordinate these sessions with training by the major manufacturers' representatives.
- 8.2:** CONSULTANT will provide training services covering the modified PLC, system software logic, and operation. CONSULTANT will provide two (2) three hour training sessions to train the operations and maintenance staff on the new software configurations and control logic with the PLC and SCADA. CONSULTANT will provide a HMI (human machine interface) operational description of how the screens and control logic operate.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 8, and will include the following:

- Supplemental O&M Documents, Five (5) hard copies and one (1) electronic format (PDF).

Task 9: Assistance with Input to the Maintenance and Asset Management Systems

- 9.1:** CONSULTANT shall provide assistance with inputting required project and equipment data to the COUNTY's maintenance and asset management systems.

Task 10: Odor Control Design

At the COUNTY's authorization, CONSULTANT shall provide the following odor control evaluation and design tasks:

- 10.1:** Data Collection and Evaluation: CONSULTANT will request information from the COUNTY on the ozone odor control units in the pumping stations, including manufacturer, model number and descriptions. CONSULTANT will contact vendors to obtain technical information and budgetary capital and O&M pricing for units sized for an estimated 14,000 CFM flows. CONSULTANT will verify estimated foul air rates based on centrifuges and sludge holding tanks. Two technologies will be evaluated: Ozone system, and a bioscrubber system with granular activated carbon for polishing and/or backup. As part of the evaluation, it is understood that the CONSULTANT will rely on a preliminary design report (previously produced by others) for a replacement odor control system based on bioscrubber/activated carbon technology.
- 10.2:** Site Visit and Location Coordination: CONSULTANT will identify a location in close proximity to the dewatering building for the new Odor Control Unit so the length of the duct runs can be estimated. It is understood the odor control goal is to achieve a Dilution Threshold D/T ratio of 5 at the plant site boundary, with 90% compliance, and H₂S monitoring may be used as an indicator of this achievement. Thus, H₂S from the exhaust stack shall be below 5 ppb at all times, and H₂S averages shall be below 2.5 ppb.
- 10.3:** Evaluate Air Ducting Requirements: CONSULTANT will evaluate the foul air ducting requirements inside and outside the dewatering building and calculate the duct friction losses in order to size the fans for the odor control system.
- 10.4:** Prepare Technical Memorandum: CONSULTANT will prepare a technical memorandum summarizing the information collected and the recommended technology. After a two week review period, CONSULTANT will meet with the COUNTY to discuss review comments.
- 10.5:** Odor Control System Design: Prepare specifications and layout arrangement drawings for the odor control system. Prepare a Process flow diagram for the Foul Air system and preliminary P&ID for the Odor Control System.

This task is to be completed as part of the Dewatering System project design.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 10, and will include the following:

- Odor Control Evaluation and Design, Draft, Five (5) hard copies and one (1) electronic format (PDF).
- Meeting Notes, one (1) hard copy and one (1) electronic format (PDF).
- Design Documents to be submitted as part of the Dewatering System design deliverables (Drawings, Specifications, Engineer's Opinion of Probable Construction Cost, Comment and Response Letter), five (5) hard copies and one (1) electronic format (PDF), final version to be included as appendices in the PER.

Contingency Services (only if Authorized by the COUNTY)

Task 11: Assessment of WEDWRF Sludge Transfer Impacts (Optional)

- 11.1:** CONSULTANT will provide a concise, qualitative examination and feasibility level analysis on transfer of waste activated sludge from the WEDWRF to the SCBWRF via a pumped system. This assessment will evaluate the impacts to the biosolids facilities at the SCBWRF. This evaluation is intended to be informational in nature and are not a full business case justification.
- 11.2:** Assessment of existing dewatering centrifuge feed pump's condition and viability for future uses. In addition, this task will examine the repurposing of the auxiliary sludge tanks (721 & 722) for potential future biosolids sludge processes. This may include sludge storage and/or unit processes associated stabilization of the biosolids.

Deliverables: CONSULTANT will prepare and submit to the COUNTY project deliverables in both hard copy and electronic formats under Task 11, and will include the following:

- WEDWRF Sludge Transfer Assessment technical memorandum draft, five (5) hard copies and one (1) electronic format (PDF), final version to be included as appendices in the PER.

STAFFING:

Projected Key Project Team Members

| | |
|--|-----------------------------|
| Principal | Chris Haney, PE, GS&P |
| Senior Project Manager | Jody Barksdale, PE, GS&P |
| Senior Engineer (QA/QC) | Tim O'Brien, PE, GS&P |
| Principal Engineer/Technical Director | Steve Schaefer, PE, Parsons |
| Project Engineer (Process/Mechanical) | George Dick, EI, GS&P |
| Project Engineer (Process/Mechanical) | Lindsey Short, EI, GS&P |
| Senior Engineer/Specialist (Electrical, I&C) | Alan Schwab, PE Wade Trim |
| Senior Engineer/Specialist (Structural) | Seneca House, PE Parsons |

Exhibit A

COMPENSATION:

The cost proposal provided as an attachment is based on the hourly rates as agreed upon and approved by the COUNTY and the CONSULTANT. The work will be billed on a “LUMP SUM” basis in accordance with the Agreement for Professional Services Non-Continuing Contract 156-0151-NC (SS). The lump sum fees for the various tasks are outlined below.

Budget

| | |
|--|--------------------|
| Task 1: Project Management | \$113,648 |
| Task 2: Preliminary Engineering | \$362,928 |
| Task 3: Design Services | \$296,523 |
| Task 4: Permitting Assistance | \$23,921 |
| Task 5: Bidding Assistance | \$41,070 |
| Task 6: Construction Services During Construction (T&M) | \$218,902 |
| Task 7: Startup and Commissioning Assistance | \$32,050 |
| Task 8: O&M Preparation and Training | \$31,698 |
| Task 9: Asset Management Assistance | \$9,202 |
| Task 10: Odor Control System Design | \$93,665 |
| Task 11: Optional Services - Assessment of WEDWRF Sludge Impacts | \$59,771 |
| Total | \$1,283,378 |

SCHEDULE:

Please see the attached schedule, which is included as part of this scope of services. This schedule is based on several tasks being performed concurrently, assumes a 2-week review by Pinellas County for each submittal, and assumes 4-months from submittal of Bid Documents to construction Notice to Proceed. The Contract start date will be the commencement date on the Notice to Proceed (NTP). This Contract will remain in effect through the completion of the construction, certification, and acceptance of the project by Pinellas County. A MS Project Schedule will be submitted to the COUNTY within 10-working days of authorization.

ASSUMPTIONS AND CONSIDERATIONS:

1. It is assumed that the existing odor control system is adequate for the dewatering facility with only minor modifications. If upgrade or replacement of the system is required beyond the scope as outlined in Task 10, budget modifications will be negotiated and appropriate changes authorized in writing prior to proceeding.
2. Wetland impacts, mitigation plans and protected species permitting are not anticipated and are not included in this scope of work.
3. Maintenance of traffic or landscaping plans are not anticipated and are not included in this scope of work.
4. COUNTY will issue all addenda.
5. Surveying, subsurface investigation or geotechnical or services are not anticipated and are not included in this scope of work.
6. Existing surveys, record drawings and aerials will serve as the basis for design drawings and will be provided by the COUNTY. CONSULTANT will use the existing information "as is".
7. CONSULTANT will utilize COUNTY standard details and specification where possible for the basis of design.
8. Supervision of the removal of lead and asbestos-containing materials shall be provided and performed by the General Contractor.
9. Engineer assumes the review of submittals for major equipment (those included in divisions 11, 13, 15, and 16) are limited to "or equal" manufacturers/products. The review of major equipment substitutions is not included in this scope of work.
10. Building/environmental compliance evaluation and recommendations include only a list of deficiencies and recommended minor upgrades. The design for significant upgrades and modifications to existing systems (HVAC, structural, and electrical) is not included in this scope of work.
11. Building/environmental code compliance assessment, and odor control assessment, and related design of minor, incidental improvements, are limited to the dewatering building and specifically exclude the adjacent dryer facility. Assessment code compliance and odor control for the dryer facility may be conducted as an additional service, upon mutual agreement and written authorization by the COUNTY. Adjustments to scope, schedule, and fee shall be mutually agreed upon by the participating parties.
12. CONSULTANT assumes the review of submittals for major equipment (those included in Divisions 11, 13, 15, and 16) are limited to "or equal" manufacturers/produces. The review of major equipment substitutions is not included in this scope of work.



| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | Gresham Smith | | | Parsons | | | Wade Trim | | | Total Man Hours | Total Task Cost |
|---|--|---------------|------------------|-----------------|------------|------------------|-----------------|-----------|-------------|-----------------|-----------------|-------------------|
| | | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | | |
| No | Description | | | | | | | | | | | |
| Task 1 | Project Management | | | | | | | | | | | |
| 1.1 | Project Set-Up, Planning, Schedule | 102 | \$ 14,058 | 138 | 36 | \$ 6,056 | 168 | 0 | \$ - | 0 | 138 | \$ 20,114 |
| 1.2 | Invoicing and Status Updates | 128 | \$ 18,000 | 141 | 112 | \$ 15,788 | 141 | 0 | \$ - | 0 | 240 | \$ 33,788 |
| 1.3 | Coordination (subconsultants and County) | 202 | \$ 30,550 | 151 | 172 | \$ 29,196 | 170 | 0 | \$ - | 0 | 374 | \$ 59,746 |
| Man Hour Task Subtotal | | 432 | \$ 62,608 | 145 | 320 | \$ 51,040 | 160 | 0 | \$ - | 0 | 752 | \$ 113,648 |
| Task 2 | Preliminary Engineering | | | | | | | | | | | |
| 2.1 | Workshops and Kickoff Meeting | 157 | \$ 22,253 | 142 | 72 | \$ 13,280 | 184 | 12 | \$ 1,962 | 164 | 241 | \$ 37,495 |
| 2.2 | Data Collection and Evaluation | 80 | \$ 10,960 | 137 | 84 | \$ 13,028 | 155 | 0 | \$ - | 0 | 164 | \$ 23,988 |
| 2.3 | Draft PER | 5 | \$ 690 | 138 | 24 | \$ 4,784 | 199 | 0 | \$ - | 0 | 29 | \$ 5,474 |
| 2.3.1 | Collect and Summarize Data | 50 | \$ 6,330 | 127 | 36 | \$ 5,376 | 149 | 0 | \$ - | 0 | 86 | \$ 11,706 |
| 2.3.2 | Review Permitting | 26 | \$ 3,340 | 128 | 8 | \$ 1,448 | 181 | 0 | \$ - | 0 | 34 | \$ 4,788 |
| 2.3.3 | Coordinate w/Centrifuge Mfrs | 27 | \$ 3,745 | 139 | 6 | \$ 1,524 | 254 | 0 | \$ - | 0 | 33 | \$ 5,269 |
| 2.3.4 | Odor Control Assessment | 24 | \$ 3,570 | 149 | 208 | \$ 27,860 | 134 | 0 | \$ - | 0 | 232 | \$ 31,430 |
| 2.3.5 | Environmental Code Compliance | 11 | \$ 1,986 | 181 | 144 | \$ 19,412 | 135 | 0 | \$ - | 0 | 155 | \$ 21,398 |
| 2.3.6 | Develop Preliminary P&ID | 32 | \$ 4,030 | 126 | 0 | \$ - | 0 | 40 | \$ 4,200 | 105 | 72 | \$ 8,230 |
| 2.3.7 | Develop Equipment List | 20 | \$ 2,650 | 133 | 2 | \$ 260 | 130 | 20 | \$ 2,876 | 144 | 42 | \$ 5,786 |
| 2.3.8 | Develop Control Strategy | 19 | \$ 2,535 | 133 | 2 | \$ 260 | 130 | 12 | \$ 1,688 | 141 | 33 | \$ 4,483 |
| 2.3.9 | Develop Cost Estimate (OPCC) | 29 | \$ 4,150 | 143 | 8 | \$ 980 | 123 | 12 | \$ 1,688 | 141 | 49 | \$ 6,818 |
| 2.3.10 | Develop MOPO/Construction Sequencing | 48 | \$ 6,390 | 133 | 3 | \$ 762 | 254 | 12 | \$ 1,688 | 141 | 63 | \$ 8,840 |
| 2.3.11 | Review Dryer Operations | 40 | \$ 5,410 | 135 | 18 | \$ 2,748 | 153 | 0 | \$ - | 0 | 58 | \$ 8,158 |
| 2.3.12 | Develop Other Considerations | 72 | \$ 9,660 | 134 | 0 | \$ - | 0 | 0 | \$ - | 0 | 72 | \$ 9,660 |
| 2.3.13 | Develop Envision Criteria | 68 | \$ 8,740 | 129 | 28 | \$ 4,508 | 161 | 0 | \$ - | 0 | 96 | \$ 13,248 |
| 2.3.14 | Risk Management Register | 6 | \$ 1,035 | 173 | 50 | \$ 7,417 | 148 | 0 | \$ - | 0 | 56 | \$ 8,452 |
| 2.3.15 | Liquid Polymer Testing | 26 | \$ 4,160 | 160 | 60 | \$ 9,906 | 165 | 0 | \$ - | 0 | 86 | \$ 14,066 |
| 2.3.16 | Submit and Review Draft PER | 189 | \$ 25,117 | 133 | 8 | \$ 1,276 | 160 | 40 | \$ 6,108 | 153 | 237 | \$ 32,501 |
| 2.3.17 | PER Workshop | 121 | \$ 17,114 | 141 | 8 | \$ 1,276 | 160 | 0 | \$ - | 0 | 129 | \$ 18,390 |
| 2.4 | Develop and Submit Final PER | 154 | \$ 20,926 | 136 | 8 | \$ 1,276 | 160 | 0 | \$ - | 0 | 162 | \$ 22,202 |
| 2.5 | Pre-qualification and Pre-selection | 56 | \$ 8,366 | 149 | 0 | \$ - | 0 | 6 | \$ 972 | 162 | 62 | \$ 9,338 |

| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | Gresham Smith | | | Parsons | | | Wade Trim | | | Total Man Hours | Total Task Cost |
|---|-------------------------------------|---------------|------------|-----------------|-----------|------------|-----------------|-----------|------------|-----------------|-----------------|-----------------|
| | | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | | |
| No | Description | | | | | | | | | | | |
| 2.5.1 | Prepare Letter of Interest | 6 | \$ 920 | 153 | 36 | \$ 5,496 | 153 | 0 | \$ - | 0 | 42 | \$ 6,416 |
| 2.5.2 | Develop RFP for Manufacturers | 6 | \$ 1,040 | 173 | 104 | \$ 14,512 | 140 | 0 | \$ - | 0 | 110 | \$ 15,552 |
| 2.5.3 | Coord and Attend Pre-Bid Mtg | 3 | \$ 690 | 230 | 20 | \$ 2,748 | 137 | 0 | \$ - | 0 | 23 | \$ 3,438 |
| 2.5.4 | RFP Questions and Clarifications | 13 | \$ 1,960 | 151 | 28 | \$ 4,284 | 153 | 0 | \$ - | 0 | 41 | \$ 6,244 |
| 2.5.5 | Bid Evaluation | 18 | \$ 2,650 | 147 | 48 | \$ 6,876 | 143 | 0 | \$ - | 0 | 66 | \$ 9,526 |
| 2.5.6 | Vendor Selection | 12 | \$ 1,960 | 163 | 12 | \$ 2,464 | 205 | 0 | \$ - | 0 | 24 | \$ 4,424 |
| 2.5.7 | Conformed Contract Document Prep | 6 | \$ 1,040 | 173 | 36 | \$ 4,568 | 127 | 0 | \$ - | 0 | 42 | \$ 5,608 |
| Man Hour Task Subtotal | | 1324 | \$ 183,417 | 139 | 1061 | \$ 158,329 | 149 | 154 | \$ 21,182 | 138 | 2,539 | \$ 362,928 |
| Task 3 | Design Services | | | | | | | | | | | |
| 3.1 | 60% Design Documents | 60 | \$ 8,234 | 137 | 18 | \$ 3,390 | 188 | 189 | \$ 23,990 | 127 | 267 | \$ 35,614 |
| 3.1.1 | Develop Drawings | 357 | \$ 47,343 | 133 | 0 | \$ - | 0 | 80 | \$ 10,040 | 126 | 437 | \$ 57,383 |
| 3.1.2 | Develop Specs and Estimate | 156 | \$ 21,910 | 140 | 8 | \$ 2,032 | 254 | 60 | \$ 7,940 | 132 | 224 | \$ 31,882 |
| 3.1.3 | Perform QA/QC | 28 | \$ 6,104 | 218 | 8 | \$ 2,032 | 254 | 0 | \$ - | 0 | 36 | \$ 8,136 |
| 3.1.4 | Submit 60% Documents | 120 | \$ 16,058 | 134 | 8 | \$ 2,032 | 254 | 0 | \$ - | 0 | 128 | \$ 18,090 |
| 3.1.5 | Review Meeting | 30 | \$ 3,996 | 133 | 0 | \$ - | 0 | 6 | \$ 981 | 164 | 36 | \$ 4,977 |
| 3.2 | 90% Design Document | 44 | \$ 5,954 | 135 | 9 | \$ 1,695 | 188 | 104 | \$ 13,428 | 129 | 157 | \$ 21,077 |
| 3.2.1 | Update Documents | 294 | \$ 36,986 | 126 | 35 | \$ 5,955 | 170 | 80 | \$ 9,912 | 124 | 409 | \$ 52,853 |
| 3.2.2 | Perform QA/QC | 22 | \$ 4,808 | 219 | 0 | \$ - | 0 | 0 | \$ - | 0 | 22 | \$ 4,808 |
| 3.2.3 | Submit 90% Documents | 86 | \$ 10,712 | 125 | 0 | \$ - | 0 | 0 | \$ - | 0 | 86 | \$ 10,712 |
| 3.2.4 | Review Meeting | 30 | \$ 3,996 | 133 | 0 | \$ - | 0 | 0 | \$ - | 0 | 30 | \$ 3,996 |
| 3.3 | Final Design Documents | 32 | \$ 4,528 | 142 | 9 | \$ 1,695 | 188 | 48 | \$ 6,136 | 128 | 89 | \$ 12,359 |
| 3.3.1 | Update Documents | 78 | \$ 9,592 | 123 | 0 | \$ - | 0 | 36 | \$ 4,436 | 123 | 114 | \$ 14,028 |
| 3.3.2 | Perform QA/QC | 24 | \$ 5,296 | 221 | 0 | \$ - | 0 | 0 | \$ - | 0 | 24 | \$ 5,296 |
| 3.3.3 | Submit Final Design Documents | 86 | \$ 12,500 | 145 | 0 | \$ - | 0 | 0 | \$ - | 0 | 86 | \$ 12,500 |
| 3.4 | Instrumentation and Controls Review | 12 | \$ 1,840 | 153 | 0 | \$ - | 0 | 6 | \$ 972 | 162 | 18 | \$ 2,812 |
| Man Hour Task Subtotal | | 1459 | \$ 199,857 | 137 | 95 | \$ 18,831 | 198 | 609 | \$ 77,835 | 128 | 2,163 | \$ 296,523 |
| Task 4 | Permitting | | | | | | | | | | | |
| 4.1 | ERP | 41 | \$ 4,862 | 119 | 0 | \$ - | 0 | 0 | \$ - | 0 | 41 | \$ 4,862 |
| 4.2 | Building Permits | 71 | \$ 8,590 | 121 | 12 | \$ 2,432 | 203 | 8 | \$ 1,296 | 162 | 91 | \$ 12,318 |
| 4.3 | FDEP Permit | 41 | \$ 5,146 | 126 | 0 | \$ - | 0 | 0 | \$ - | 0 | 41 | \$ 5,146 |
| 4.4 | County Site Review | 13 | \$ 1,595 | 123 | 0 | \$ - | 0 | 0 | \$ - | 0 | 13 | \$ 1,595 |
| Man Hour Task Subtotal | | 166 | \$ 20,193 | 122 | 12 | \$ 2,432 | 203 | 8 | \$ 1,296 | 162 | 186 | \$ 23,921 |

| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | Gresham Smith | | | Parsons | | | Wade Trim | | | Total Man Hours | Total Task Cost |
|---|--|---------------|-------------------|-----------------|------------|------------------|-----------------|------------|------------------|-----------------|-----------------|-------------------|
| | | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | | |
| No | Description | | | | | | | | | | | |
| Task 5 | Bidding Assistance | | | | | | | | | | | |
| 5.1 | Bid Documents | 110 | \$ 13,854 | 126 | 4 | \$ 835 | 209 | 18 | \$ 2,338 | 130 | 132 | \$ 17,027 |
| 5.2 | Pre-bid Meeting | 16 | \$ 2,348 | 147 | 1 | \$ 189 | 189 | 0 | \$ - | 0 | 17 | \$ 2,537 |
| 5.3 | Addenda | 43 | \$ 5,899 | 137 | 2 | \$ 427 | 214 | 12 | \$ 1,944 | 162 | 57 | \$ 8,270 |
| 5.4 | Bid Evaluation | 22 | \$ 3,086 | 140 | 0 | \$ - | 0 | 0 | \$ - | 0 | 22 | \$ 3,086 |
| 5.5 | Conformed Documents | 61 | \$ 7,923 | 130 | 1 | \$ 219 | 219 | 16 | \$ 2,008 | 126 | 78 | \$ 10,150 |
| Man Hour Task Subtotal | | 252 | \$ 33,110 | 131 | 8 | \$ 1,670 | 209 | 46 | \$ 6,290 | 137 | 306 | \$ 41,070 |
| Task 6 | Construction Services (T&M) | | | | | | | | | | | |
| 6.1 | Pre-Construction Meeting | 24 | \$ 3,718 | 155 | 8 | \$ 1,368 | 171 | 8 | \$ 1,308 | 164 | 40 | \$ 6,394 |
| 6.2 | Pay Applications | 40 | \$ 6,116 | 153 | 8 | \$ 1,368 | 171 | 0 | \$ - | 0 | 48 | \$ 7,484 |
| 6.3 | Submittal Reviews | 142 | \$ 20,244 | 143 | 88 | \$ 13,822 | 157 | 98 | \$ 14,670 | 150 | 328 | \$ 48,736 |
| 6.4 | RAI, CO and Allowance Review | 60 | \$ 9,760 | 163 | 24 | \$ 4,120 | 172 | 98 | \$ 14,670 | 150 | 182 | \$ 28,550 |
| 6.5 | Periodic Site Reviews | 416 | \$ 64,180 | 154 | 76 | \$ 14,324 | 188 | 20 | \$ 3,252 | 163 | 512 | \$ 81,756 |
| 6.6 | Factory Acceptance Testing | 48 | \$ 7,400 | 154 | 0 | \$ - | 0 | 0 | \$ - | 0 | 48 | \$ 7,400 |
| 6.7 | Walkthroughs and Punch Lists | 48 | \$ 7,920 | 165 | 8 | \$ 1,368 | 171 | 12 | \$ 1,956 | 163 | 68 | \$ 11,244 |
| 6.8 | Record Drawings | 112 | \$ 13,640 | 122 | 16 | \$ 2,736 | 171 | 18 | \$ 2,922 | 162 | 146 | \$ 19,298 |
| 6.9 | Project Closeout | 44 | \$ 6,672 | 152 | 8 | \$ 1,368 | 171 | 0 | \$ - | 0 | 52 | \$ 8,040 |
| Man Hour Task Subtotal | | 934 | \$ 139,650 | 150 | 236 | \$ 40,474 | 172 | 254 | \$ 38,778 | 153 | 1424 | \$ 218,902 |
| Task 7 | Assistance During Functional Testing, Startup, Commissioning, Performance and Acceptance Testing | | | | | | | | | | | |
| 7.1 | Mechanical Startups | 98 | \$ 13,630 | 139 | 72 | \$ 13,680 | 190 | 0 | \$ - | 0 | 170 | \$ 27,310 |
| 7.2 | I&C Startups | 11 | \$ 1,500 | 136 | 0 | \$ - | 0 | 20 | \$ 3,240 | 162 | 31 | \$ 4,740 |
| Man Hour Task Subtotal | | 109 | \$ 15,130 | 139 | 72 | \$ 13,680 | 190 | 20 | \$ 3,240 | 162 | 201 | \$ 32,050 |
| Task 8 | Preparation of O&M Manual Supplement and Revisions to SCBWRP Master O&M Manual; Conduct Operations Training | | | | | | | | | | | |
| 8.1 | O&M Manuals | 124 | \$ 17,946 | 145 | 24 | \$ 4,424 | 184 | 12 | \$ 1,752 | 146 | 160 | \$ 24,122 |
| 8.2 | Training | 40 | \$ 6,020 | 151 | 0 | \$ - | 0 | 10 | \$ 1,556 | 156 | 50 | \$ 7,576 |
| Man Hour Task Subtotal | | 164 | \$ 23,966 | 146 | 24 | \$ 4,424 | 184 | 22 | \$ 3,308 | 150 | 210 | \$ 31,698 |
| Task 9 | Assistance with Input to the Maintenance and Asset Management Systems | | | | | | | | | | | |
| 9.1 | Asset Management Assistance | 64 | \$ 8,780 | 137 | 0 | \$ - | 0 | 3 | \$ 422 | 141 | 67 | \$ 9,202 |
| Man Hour Task Subtotal | | 64 | \$ 8,780 | 137 | 0 | \$ - | 0 | 3 | \$ 422 | 141 | 67 | \$ 9,202 |

| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | Gresham Smith | | | Parsons | | | Wade Trim | | | Total Man Hours | Total Task Cost |
|---|--|---------------|------------|-----------------|------------|------------|-----------------|------------|------------|-----------------|-----------------|-----------------|
| | | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | Man Hours | Labor Cost | Ave Rate / Hour | | |
| No | Description | | | | | | | | | | | |
| Task 10 | Odor Control System Design | | | | | | | | | | | |
| 10.1 | Data Collection and Evaluation | 5 | \$ 930 | 186 | 36 | \$ 5,604 | 156 | 14 | \$ 2,018 | 144 | 55 | \$ 8,552 |
| 10.2 | Site Visit and Location Coordination | 4 | \$ 580 | 145 | 8 | \$ 1,384 | 173 | 0 | \$ - | 0 | 12 | \$ 1,964 |
| 10.3 | Evaluate Air Ducting Requirements | 0 | \$ - | 0 | 56 | \$ 8,732 | 156 | 0 | \$ - | 0 | 56 | \$ 8,732 |
| 10.4 | Prepare Technical Memorandum | 14 | \$ 2,361 | 169 | 74 | \$ 11,366 | 154 | 14 | \$ 2,018 | 144 | 102 | \$ 15,745 |
| 10.5 | Odor Control System Design | 137 | \$ 17,728 | 129 | 206 | \$ 27,962 | 136 | 102 | \$ 12,982 | 127 | 445 | \$ 58,672 |
| | Man Hour Task Subtotal | 160 | \$ 21,599 | 135 | 380 | \$ 55,048 | 145 | 130 | \$ 17,018 | 131 | 670 | \$ 93,665 |
| | Contingency Services | | | | | | | | | | | |
| Task 11 | Assessment of WEDWRF Sludge Impacts | | | | | | | | | | | |
| 11.1 | Data Collection and Evaluation | 44 | \$ 6,000 | 136 | 11 | \$ 2,654 | 241 | 14 | \$ 2,018 | 144 | 69 | \$ 10,672 |
| 11.2 | Assessment of Existing Facilities | 141 | \$ 22,053 | 156 | 7 | \$ 1,713 | 245 | 14 | \$ 2,018 | 144 | 162 | \$ 25,784 |
| 11.3 | Prepare Technical Memorandum | 105 | \$ 14,431 | 137 | 26 | \$ 5,178 | 199 | 26 | \$ 3,706 | 143 | 157 | \$ 23,315 |
| | Man Hour Task Subtotal | 290 | \$ 42,484 | 430 | 44 | \$ 9,545 | 217 | 54 | \$ 7,742 | 143 | 388 | \$ 59,771 |
| | Total Man Hours Per Classification | 5,354 | | 140 | 2,252 | | 158 | 1,300 | | 136 | 8,906 | \$ 1,283,378 |
| | Total Labor Cost Per Classification | \$ 750,794 | | | \$ 355,473 | | | \$ 177,111 | | | 144 | |



nty
watering System Improvements
Professional Engineering Services Contract 156-
0151-NC-(SS)
Engineering Budget



GRESHAM
SMITH AND
PARTNERS

| | | MGR | Technical | | | | | | | | | | | Construction | | | | | | |
|-------------------------------|---|------------------------|--------------------|--|---------------------------------|------------------------------|-------------------------------|---|----------------------|---------------|------------------|------------------|-----------|----------------------|--|-----------------------------------|--|--------------------------|-----------------|-----------------|
| No | Description | Senior Project Manager | Principal Engineer | Senior Engineer - Process / Mechanical | Engineer - Process / Mechanical | Senior Engineer - Structural | Project Engineer - Structural | Principal Designer - Process / Mechanical | Senior CADD Designer | CADD Designer | Senior Scientist | Senior Architect | Architect | Construction Manager | Constr. Eng. - Senior Project Engineer | Contr. Eng. - Consultant Engineer | Constr. Eng. - Contract Support Specialist | Administrative Assistant | Total Man Hours | Total Task Cost |
| | | \$ 230 | \$ 216 | \$ 175 | \$ 115 | \$ 170 | \$ 115 | \$ 168 | \$ 115 | \$ 98 | \$ 132 | \$ 185 | \$ 115 | \$ 200 | \$ 210 | \$ 185 | \$ 110 | \$ 67 | | |
| Task 1 | Project Management | | | | | | | | | | | | | | | | | | | |
| 1.1 | Project Set-Up | 24 | | 12 | 42 | | | | | | | | | | | | | 24 | 102 | \$ 14,058 |
| 1.2 | Invoicing and Status Updates | 40 | | 10 | 38 | | | | | | | | | | | | | 40 | 128 | \$ 18,000 |
| 1.3 | Coordination | 72 | | 16 | 74 | | | | | | | | | | | | | 40 | 202 | \$ 30,550 |
| Man Hour Task Subtotal | | 136 | 0 | 38 | 154 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 104 | 432 | \$ 62,608 |
| Task 2 | Preliminary Engineering | | | | | | | | | | | | | | | | | | | |
| 2.1 | Workshops/Kickoff Meeting (7 wkshp/review | 34 | | 24 | 75 | | | | | | | | | | | | | 24 | 157 | \$ 22,253 |
| 2.2 | Data Collection and Evaluation | 4 | | 4 | 52 | | 20 | | | | | | | | | | | | 80 | \$ 10,960 |
| 2.3 | Draft PER | 1 | | | 4 | | | | | | | | | | | | | | 5 | \$ 690 |
| 2.3.1 | Collect and Summarize Data | 4 | | 2 | 44 | | | | | | | | | | | | | | 50 | \$ 6,330 |
| 2.3.2 | Review Permitting | 2 | | 2 | 22 | | | | | | | | | | | | | | 26 | \$ 3,340 |
| 2.3.3 | Coordinate w/Centrifuge Mfrs | 4 | | 3 | 20 | | | | | | | | | | | | | | 27 | \$ 3,745 |
| 2.3.4 | Odor Control Assessment | 6 | | 2 | 16 | | | | | | | | | | | | | | 24 | \$ 3,570 |
| 2.3.5 | Environmental Code Compliance | 1 | 6 | | 4 | | | | | | | | | | | | | | 11 | \$ 1,986 |
| 2.3.6 | Develop Preliminary P&ID | 2 | | 2 | 16 | | | 12 | | | | | | | | | | | 32 | \$ 4,030 |
| 2.3.7 | Develop Equipment List | 2 | | 2 | 16 | | | | | | | | | | | | | | 20 | \$ 2,650 |
| 2.3.8 | Develop Control Strategy | 2 | | 2 | 15 | | | | | | | | | | | | | | 19 | \$ 2,535 |
| 2.3.9 | Develop Cost Estimate (OPCC) | 5 | | 4 | 20 | | | | | | | | | | | | | | 29 | \$ 4,150 |
| 2.3.10 | Develop MOPO/Construction Sequencing | 6 | | 3 | 32 | | | 7 | | | | | | | | | | | 48 | \$ 6,390 |
| 2.3.11 | Review Dryer Operations | 6 | | 2 | 32 | | | | | | | | | | | | | | 40 | \$ 5,410 |
| 2.3.12 | Develop Other Considerations | 12 | | | 60 | | | | | | | | | | | | | | 72 | \$ 9,660 |
| 2.3.13 | Develop Envision Criteria | 8 | | | 60 | | | | | | | | | | | | | | 68 | \$ 8,740 |
| 2.3.14 | Risk Management Register | 3 | | | 3 | | | | | | | | | | | | | | 6 | \$ 1,035 |
| 2.3.15 | Liquid Polymer Testing | 6 | | 8 | 12 | | | | | | | | | | | | | | 26 | \$ 4,160 |
| 2.3.16 | Submit and Review Draft PER | 16 | | 3 | 64 | 14 | | 24 | 24 | 40 | | 4 | | | | | | | 189 | \$ 25,117 |
| 2.3.17 | PER Workshop, Coordination and Review | 9 | 24 | | 40 | 4 | | 8 | 8 | 8 | | 4 | | | | | | 16 | 121 | \$ 17,114 |
| 2.4 | Develop and Submit Final PER | 16 | 12 | | 70 | 4 | | 16 | 8 | 8 | | 4 | | | | | | 16 | 154 | \$ 20,926 |
| 2.5 | Pre-qualification and Pre-selection | 18 | | 4 | 26 | | | | | | | | | | | | | 8 | 56 | \$ 8,366 |
| 2.5.1 | Prepare Letter of Interest | 2 | | | 4 | | | | | | | | | | | | | | 6 | \$ 920 |
| 2.5.2 | Develop RFP for Manufacturers | 2 | | 2 | 2 | | | | | | | | | | | | | | 6 | \$ 1,040 |
| 2.5.3 | Coord and Attend Pre-Bid Mtg | 3 | | | | | | | | | | | | | | | | | 3 | \$ 690 |
| 2.5.4 | RFP Questions and Clarifications | 3 | | 2 | 8 | | | | | | | | | | | | | | 13 | \$ 1,960 |
| 2.5.5 | Bid Evaluation | 4 | | 2 | 12 | | | | | | | | | | | | | | 18 | \$ 2,650 |
| 2.5.6 | Vendor Selection | 4 | | 2 | 6 | | | | | | | | | | | | | | 12 | \$ 1,960 |
| 2.5.7 | Conformed Contract Document Prep | 2 | | 2 | 2 | | | | | | | | | | | | | | 6 | \$ 1,040 |
| Man Hour Task Subtotal | | 187 | 42 | 77 | 737 | 22 | 0 | 68 | 59 | 56 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | 64 | 1324 | \$ 183,417 |
| Task 3 | Design Services | | | | | | | | | | | | | | | | | | | |
| 3.1 | 60% Design Documents | | | | | 16 | 24 | | | 2 | 6 | 12 | | | | | | | 60 | \$ 8,234 |
| 3.1.1 | Develop Drawings | 20 | 8 | 45 | 120 | | | 36 | 44 | 84 | | | | | | | | | 357 | \$ 47,343 |
| 3.1.2 | Develop Specs and Estimate | 22 | | 24 | 110 | | | | | | | | | | | | | | 156 | \$ 21,910 |
| 3.1.3 | Perform QA/QC | 4 | 24 | | | | | | | | | | | | | | | | 28 | \$ 6,104 |
| 3.1.4 | Submit 60% Documents | 8 | | 22 | 60 | 4 | | 6 | 4 | 8 | | | | | | | | 8 | 120 | \$ 16,058 |



Pinellas County
watering System Improvements
Professional Engineering Services Contract 156-
0151-NC-(SS)

Engineering Budget



GRESHAM
SMITH AND
PARTNERS

| | | MGR | Technical | | | | | | | | | | | Construction | | | | | Total Man Hours | Total Task Cost | |
|-------------------------------|---|------------------------|--------------------|--|---------------------------------|------------------------------|-------------------------------|---|----------------------|---------------|------------------|------------------|-----------|----------------------|--|-----------------------------------|--|--------------------------|-----------------|-----------------|-----------|
| No | Description | Senior Project Manager | Principal Engineer | Senior Engineer - Process / Mechanical | Engineer - Process / Mechanical | Senior Engineer - Structural | Project Engineer - Structural | Principal Designer - Process / Mechanical | Senior CADD Designer | CADD Designer | Senior Scientist | Senior Architect | Architect | Construction Manager | Constr. Eng. - Senior Project Engineer | Contr. Eng. - Consultant Engineer | Constr. Eng. - Contract Support Specialist | Administrative Assistant | | | |
| | | \$ 230 | \$ 216 | \$ 175 | \$ 115 | \$ 170 | \$ 115 | \$ 168 | \$ 115 | \$ 98 | \$ 132 | \$ 185 | \$ 115 | \$ 200 | \$ 210 | \$ 185 | \$ 110 | \$ 67 | | | |
| 3.1.5 | Review Meeting | 6 | | 4 | 12 | | | | | | | | | | | | | 8 | 30 | \$ 3,996 | |
| 3.2 | 90% Design Documents | | | | | 8 | 16 | | | | 2 | 6 | 12 | | | | | | 44 | \$ 5,954 | |
| 3.2.1 | Develop 90% Documents | 12 | | 42 | 112 | | | 12 | 36 | 80 | | | | | | | | | 294 | \$ 36,986 | |
| 3.2.2 | Perform QA/QC | 4 | 18 | | | | | | | | | | | | | | | | 22 | \$ 4,808 | |
| 3.2.3 | Submit 90% Documents | 8 | | 4 | 36 | | | 6 | 8 | 16 | | | | | | | | 8 | 86 | \$ 10,712 | |
| 3.2.4 | Review Meeting | 6 | | 4 | 12 | | | | | | | | | | | | | 8 | 30 | \$ 3,996 | |
| 3.3 | Final Design Documents | | | | | 4 | 8 | | | | 4 | 8 | 8 | | | | | | 32 | \$ 4,528 | |
| 3.3.1 | Update Documents | 2 | | 4 | 40 | | | 8 | 8 | 16 | | | | | | | | | 78 | \$ 9,592 | |
| 3.3.2 | Perform QA/QC | 8 | 16 | | | | | | | | | | | | | | | | 24 | \$ 5,296 | |
| 3.3.3 | Submit Final Design Documents | 10 | | 16 | 24 | | | 12 | 16 | 8 | | | | | | | | | 86 | \$ 12,500 | |
| 3.4 | Instrumentation and Controls Review | 4 | | | 8 | | | | | | | | | | | | | | 12 | \$ 1,840 | |
| Man Hour Task Subtotal | | 114 | 66 | 165 | 534 | 32 | 48 | 80 | 116 | 212 | 8 | 20 | 32 | 0 | 0 | 0 | 0 | 32 | 1459 | \$ 199,857 | |
| Task 4 | Permitting | | | | | | | | | | | | | | | | | | | | |
| 4.1 | ERP | 2 | | | 26 | | | 1 | 4 | 8 | | | | | | | | | 41 | \$ 4,862 | |
| 4.2 | Building Permits | 2 | 2 | | 32 | 1 | 4 | 1 | 8 | 16 | 1 | 2 | 2 | | | | | | 71 | \$ 8,590 | |
| 4.3 | FDEP Permit | 3 | 1 | | 30 | | | 1 | 2 | 4 | | | | | | | | | 41 | \$ 5,146 | |
| 4.4 | County Site Review | 1 | | | 5 | | | 1 | 2 | 4 | | | | | | | | | 13 | \$ 1,595 | |
| Man Hour Task Subtotal | | 8 | 3 | 0 | 93 | 1 | 4 | 4 | 16 | 32 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 166 | \$ 20,193 | |
| Task 5 | Bidding Assistance | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Bid Documents | 6 | | 8 | 16 | 8 | 8 | 4 | 16 | 24 | 2 | 2 | 8 | | | | | | 8 | 110 | \$ 13,854 |
| 5.2 | Pre-bid Meeting | 4 | | 4 | 4 | | | | | | | | | | | | | | 4 | 16 | \$ 2,348 |
| 5.3 | Addenda | 6 | | 10 | 20 | | | | | | | | | | | | | | 7 | 43 | \$ 5,899 |
| 5.4 | Bid Evaluation | 4 | | 4 | 11 | | | | | | | | | | | | | | 3 | 22 | \$ 3,086 |
| 5.5 | Conformed Documents | 4 | | 8 | 12 | 4 | 4 | 4 | 5 | 16 | | | | | | | | | 4 | 61 | \$ 7,923 |
| Man Hour Task Subtotal | | 24 | 0 | 34 | 63 | 12 | 12 | 8 | 21 | 40 | 2 | 2 | 8 | 0 | 0 | 0 | 0 | 26 | 252 | \$ 33,110 | |
| Task 6 | Construction Services (T&M) | | | | | | | | | | | | | | | | | | | | |
| 6.1 | Pre-Construction Meeting | 4 | | 4 | 4 | 2 | | | | | | | 2 | 4 | | | | | 4 | 24 | \$ 3,718 |
| 6.2 | Pay Applications | 8 | | 8 | 8 | 4 | | | | | | 4 | | | | | | | 8 | 40 | \$ 6,116 |
| 6.3 | Submittal Reviews | 12 | | 24 | 64 | 8 | 16 | | | | 2 | 4 | 8 | 4 | | | | | 142 | \$ 20,244 | |
| 6.4 | RAI, CO and Allowance Review | 4 | | 40 | 16 | | | | | | | | | | | | | | 60 | \$ 9,760 | |
| 6.5 | Periodic Site Visits/Progress Mtgs | 48 | | 80 | 160 | 8 | 24 | | | | | | 4 | 16 | 16 | 40 | 20 | | 416 | \$ 64,180 | |
| 6.6 | Factory Acceptance Testing | 8 | | 16 | 24 | | | | | | | | | | | | | | 48 | \$ 7,400 | |
| 6.7 | Walkthroughs and Punch Lists | 8 | | 8 | 16 | 8 | | | | | | 8 | | | | | | | 48 | \$ 7,920 | |
| 6.8 | Record Drawings | 8 | | 8 | 24 | | | 8 | 16 | 40 | | | | | | | | 8 | 112 | \$ 13,640 | |
| 6.9 | Project Closeout | 8 | | 8 | 24 | | | 4 | | | | | | | | | | | 44 | \$ 6,672 | |
| Man Hour Task Subtotal | | 108 | 0 | 196 | 340 | 30 | 40 | 12 | 16 | 40 | 2 | 16 | 14 | 24 | 16 | 40 | 20 | 20 | 934 | \$ 139,650 | |
| Task 7 | Assistance During Functional Testing, Startup, Commissioning, Performance and Acceptance Testing | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Mechanical Startups | 8 | | 24 | 66 | | | | | | | | | | | | | | 98 | \$ 13,630 | |
| 7.2 | I&C Startups | 1 | | 2 | 8 | | | | | | | | | | | | | | 11 | \$ 1,500 | |
| Man Hour Task Subtotal | | 9 | 0 | 26 | 74 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 109 | \$ 15,130 | |



Pinellas County
 Water System Improvements
 Professional Engineering Services Contract 156-0151-NC-(SS)
 Engineering Budget



GRESHAM
 SMITH AND
 PARTNERS

| | | MGR | Technical | | | | | | | | | | | Construction | | | | | | |
|----------------|--|------------------------|--------------------|--|---------------------------------|------------------------------|-------------------------------|---|----------------------|---------------|------------------|------------------|-----------|----------------------|--|-----------------------------------|--|--------------------------|-----------------|------------------|
| | | Senior Project Manager | Principal Engineer | Senior Engineer - Process / Mechanical | Engineer - Process / Mechanical | Senior Engineer - Structural | Project Engineer - Structural | Principal Designer - Process / Mechanical | Senior CADD Designer | CADD Designer | Senior Scientist | Senior Architect | Architect | Construction Manager | Constr. Eng. - Senior Project Engineer | Contr. Eng. - Consultant Engineer | Constr. Eng. - Contract Support Specialist | Administrative Assistant | Total Man Hours | Total Task Cost |
| No | Description | \$ 230 | \$ 216 | \$ 175 | \$ 115 | \$ 170 | \$ 115 | \$ 168 | \$ 115 | \$ 98 | \$ 132 | \$ 185 | \$ 115 | \$ 200 | \$ 210 | \$ 185 | \$ 110 | \$ 67 | | |
| Task 8 | Preparation of O&M Manual Supplement and Revisions to SCBWRF Master O&M Manual; Conduct Operations Training | | | | | | | | | | | | | | | | | | | |
| 8.1 | O&M Manuals | 6 | 4 | 48 | 60 | | | | | | | | | | | | | 6 | 124 | \$ 17,946 |
| 8.2 | Training | 4 | | 16 | 20 | | | | | | | | | | | | | | 40 | \$ 6,020 |
| | Man Hour Task Subtotal | 10 | 4 | 64 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 164 | \$ 23,966 |
| Task 9 | Assistance with Input to the Maintenance and Asset Management Systems | | | | | | | | | | | | | | | | | | | |
| 9.1 | Asset Management Assistance | 4 | | 16 | 44 | | | | | | | | | | | | | | 64 | \$ 8,780 |
| | Man Hour Task Subtotal | 4 | 0 | 16 | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 64 | \$ 8,780 |
| Task 10 | Odor Control System Design | | | | | | | | | | | | | | | | | | | |
| 10.1 | Data Collection and Evaluation | 1 | | 4 | | | | | | | | | | | | | | | 5 | \$ 930 |
| 10.2 | Site Visit and Location Coordination | | | 2 | 2 | | | | | | | | | | | | | | 4 | \$ 580 |
| 10.3 | Evaluate Air Ducting Requirements | | | | | | | | | | | | | | | | | | 0 | \$ - |
| 10.4 | Prepare Technical Memorandum | 3 | | 5 | | | | 2 | 4 | | | | | | | | | | 14 | \$ 2,361 |
| 10.5 | Odor Control System Design | 8 | 8 | 16 | | 4 | 16 | 5 | 24 | 48 | | | | | | | | 8 | 137 | \$ 17,728 |
| | Man Hour Task Subtotal | 12 | 8 | 27 | 2 | 4 | 16 | 7 | 28 | 48 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 160 | \$ 21,599 |
| | Contingency Services | | | | | | | | | | | | | | | | | | | |
| Task 11 | Assessment of WEDWRF Sludge Impacts | | | | | | | | | | | | | | | | | | | |
| 11.1 | Data Collection and Evaluation | 4 | | 8 | 24 | | | | 8 | | | | | | | | | | 44 | \$ 6,000 |
| 11.2 | Assessment of Existing Facilities | 25 | 7 | 40 | 32 | | | | 34 | | | | | | | | | 3 | 141 | \$ 22,053 |
| 11.3 | Prepare Technical Memorandum | 12 | | 24 | 40 | | | | 9 | 16 | | | | | | | | 4 | 105 | \$ 14,431 |
| | Man Hour Task Subtotal | 41 | 7 | 72 | 96 | 0 | 0 | 0 | 51 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 290 | \$ 42,484 |
| | Total Man Hours Per Classification | 653 | 130 | 715 | 2,217 | 101 | 120 | 179 | 307 | 444 | 13 | 40 | 68 | 24 | 16 | 40 | 20 | 267 | 5,354 | \$ 750,794 |
| | Total Labor Cost Per Classification | \$150,190 | \$28,080 | \$125,125 | \$254,955 | \$17,170 | \$13,800 | \$30,072 | \$35,305 | \$43,512 | \$1,716 | \$7,400 | \$7,820 | \$4,800 | \$3,360 | \$7,400 | \$2,200 | \$17,889 | | \$750,794 |



| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract 156-0151-NC-(SS) Engineering Budget | | MGR | Technical | | | | | | | Construction | | | ADM | Total Man Hours | Total Task Cost |
|---|--------------------------------------|-----------------|--------------------|--------------------|--------------------------------------|---------------------------------------|-------------------------------|-----------------|---------------|---|---------------------------------------|---------------------------------|-------|-----------------|-----------------|
| | | Project Manager | Technical Director | Principal Engineer | Senior Engineer - Process/Mechanical | Project Engineer - Process/Mechanical | Engineer - Process/Mechanical | Senior Designer | CADD Designer | Construction Engineering and Inspection | Start-Up and Commissioning Specialist | Senior Administrative Assistant | | | |
| No | Description | \$ 189 | \$ 254 | \$ 219 | \$ 173 | \$ 130 | \$ 115 | \$ 109 | \$ 89 | \$ 171 | \$ 190 | \$ 95 | | | |
| Task 1 | Project Management | | | | | | | | | | | | | | |
| 1.1 | Project Set-Up | 8 | 4 | | 16 | | | | | | | 8 | 36 | \$ 6,056 | |
| 1.2 | Invoicing and Status Updates | 48 | 4 | | | | | | | | | 60 | 112 | \$ 15,788 | |
| 1.3 | Coordination | 24 | 16 | | 16 | 16 | 16 | | | 48 | 24 | 12 | 172 | \$ 29,196 | |
| | Man Hour Task Subtotal | 80 | 24 | 0 | 32 | 16 | 16 | 0 | 0 | 48 | 24 | 80 | 320 | \$ 51,040 | |
| Task 2 | Preliminary Engineering | | | | | | | | | | | | | | |
| 2.1 | Workshops and Kickoff Meeting | 8 | 24 | | 24 | | | | | | | 16 | 72 | \$ 13,280 | |
| 2.2 | Data Collection and Evaluation | 4 | 16 | | 16 | 16 | 16 | | | | | 16 | 84 | \$ 13,028 | |
| 2.3 | Draft PER | 2 | 8 | 4 | 6 | | 4 | | | | | | 24 | \$ 4,784 | |
| 2.3.1 | Collect and Summarize Data | 8 | | | 8 | 12 | 8 | | | | | | 36 | \$ 5,376 | |
| 2.3.2 | Review Permitting | 4 | | | 4 | | | | | | | | 8 | \$ 1,448 | |
| 2.3.3 | Coordinate w/Centrifuge Mfrs | | 6 | | | | | | | | | | 6 | \$ 1,524 | |
| 2.3.4 | Odor Control Assessment | 4 | 4 | | 64 | 40 | 40 | 8 | 36 | | | 12 | 208 | \$ 27,860 | |
| 2.3.5 | Environmental Code Compliance | 4 | 4 | | 40 | 24 | 40 | 4 | 16 | | | 12 | 144 | \$ 19,412 | |
| 2.3.6 | Develop Preliminary P&ID | | | | | | | | | | | | 0 | \$ - | |
| 2.3.7 | Develop Equipment List | | | | | 2 | | | | | | | 2 | \$ 260 | |
| 2.3.8 | Develop Control Strategy | | | | | 2 | | | | | | | 2 | \$ 260 | |
| 2.3.9 | Develop Cost Estimate (OPCC) | | | | | 4 | 4 | | | | | | 8 | \$ 980 | |
| 2.3.10 | Develop MOPO/Construction Sequencing | | 3 | | | | | | | | | | 3 | \$ 762 | |
| 2.3.11 | Review Dryer Operations | 4 | | | 4 | 10 | | | | | | | 18 | \$ 2,748 | |
| 2.3.12 | Develop Other Considerations | | | | | | | | | | | | 0 | \$ - | |
| 2.3.13 | Develop Envision Criteria | 8 | | | 12 | | 8 | | | | | | 28 | \$ 4,508 | |
| 2.3.14 | Risk Management Register | 3 | 3 | | 16 | 12 | 12 | | | | | 4 | 50 | \$ 7,417 | |
| 2.3.15 | Liquid Polymer Testing Pilot Work | 10 | 6 | | 24 | 8 | 8 | | | | | 4 | 60 | \$ 9,906 | |
| 2.3.16 | Submit and Review Draft PER | 4 | | | | 4 | | | | | | | 8 | \$ 1,276 | |
| 2.3.17 | PER Workshop | 4 | | | | 4 | | | | | | | 8 | \$ 1,276 | |
| 2.4 | Develop and Submit Final PER | 4 | | | | 4 | | | | | | | 8 | \$ 1,276 | |
| 2.5 | Pre-qualification and Pre-selection | | | | | | | | | | | | 0 | \$ - | |
| 2.5.1 | Prepare Letter of Interest | 4 | 4 | | 8 | 8 | 8 | | | | | 4 | 36 | \$ 5,496 | |
| 2.5.2 | Develop RFP for Manufacturers | 8 | 8 | | 16 | 16 | 40 | | | | | 16 | 104 | \$ 14,512 | |
| 2.5.3 | Coord and Attend Pre-Bid Mtg | 4 | | | 4 | | 8 | | | | | 4 | 20 | \$ 2,748 | |
| 2.5.4 | RFP Questions and Clarifications | 4 | 4 | | 4 | 4 | 8 | | | | | 4 | 28 | \$ 4,284 | |
| 2.5.5 | Bid Evaluation | 4 | 4 | | 8 | 8 | 20 | | | | | 4 | 48 | \$ 6,876 | |
| 2.5.6 | Vendor Selection | 4 | 4 | | 4 | | | | | | | | 12 | \$ 2,464 | |
| 2.5.7 | Conformed Contract Document Prep | 4 | | | 4 | 4 | 16 | | | | | 8 | 36 | \$ 4,568 | |
| | Man Hour Task Subtotal | 103 | 98 | 4 | 266 | 182 | 240 | 12 | 52 | 0 | 0 | 104 | 1,061 | \$ 158,329 | |
| Task 3 | Design Services | | | | | | | | | | | | | | |
| 3.1 | 60% Design Documents | 2 | 8 | | | 4 | 4 | | | | | | 18 | \$ 3,390 | |
| 3.1.1 | Develop Drawings | | | | | | | | | | | | 0 | \$ - | |
| 3.1.2 | Develop Specs and Estimate | | 8 | | | | | | | | | | 8 | \$ 2,032 | |
| 3.1.3 | Perform QA/QC | | 8 | | | | | | | | | | 8 | \$ 2,032 | |
| 3.1.4 | Submit 60% Documents | | 8 | | | | | | | | | | 8 | \$ 2,032 | |
| 3.1.5 | Review Meeting | | | | | | | | | | | | 0 | \$ - | |
| 3.2 | 90% Design Document | 1 | 4 | | | 2 | 2 | | | | | | 9 | \$ 1,695 | |
| 3.2.1 | Update Documents | 3 | 12 | | | 8 | 8 | | | | | 4 | 35 | \$ 5,955 | |
| 3.2.2 | Perform QA/QC | | | | | | | | | | | | 0 | \$ - | |
| 3.2.3 | Submit 90% Documents | | | | | | | | | | | | 0 | \$ - | |
| 3.2.4 | Review Meeting | | | | | | | | | | | | 0 | \$ - | |
| 3.3 | Final Design Documents | 1 | 4 | | | 2 | 2 | | | | | | 9 | \$ 1,695 | |
| 3.3.1 | Update Documents | | | | | | | | | | | | 0 | \$ - | |
| 3.3.2 | Perform QA/QC | | | | | | | | | | | | 0 | \$ - | |
| 3.3.3 | Submit Final Design Documents | | | | | | | | | | | | 0 | \$ - | |
| 3.4 | Instrumentation and Controls Review | | | | | | | | | | | | 0 | \$ - | |
| | Man Hour Task Subtotal | 7 | 52 | 0 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 4 | 95 | \$ 18,831 | |



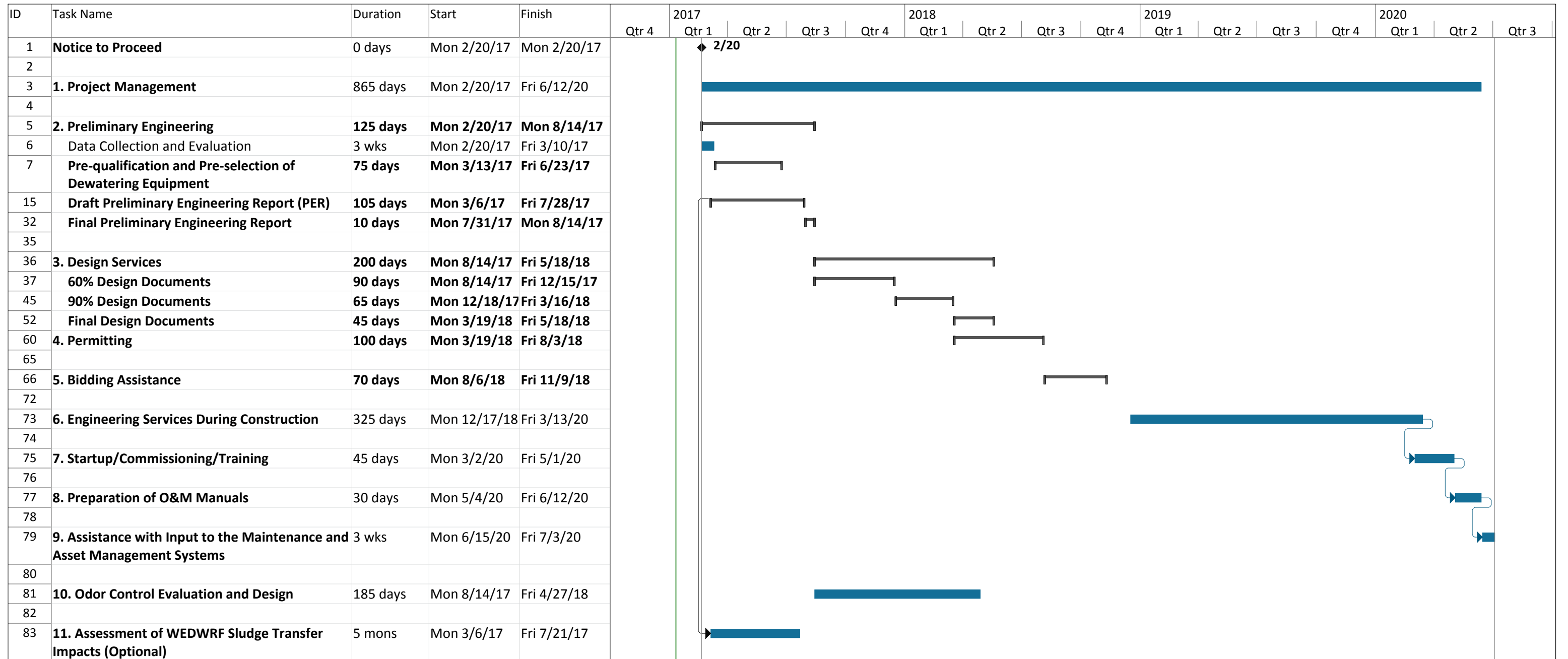
| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract 156-0151-NC-(SS) Engineering Budget | | MGR | Technical | | | | | | | Construction | | | ADM | Total Man Hours | Total Task Cost |
|---|--|-----------------|--------------------|--------------------|---|--|-------------------------------|-----------------|----------------|--|--|---------------------------------|------------------|-------------------|-----------------|
| | | Project Manager | Technical Director | Principal Engineer | Senior Engineer - Process/Mechanical | Project Engineer - Process/Mechanical | Engineer - Process/Mechanical | Senior Designer | CADD Designer | Construction Engineering and Inspection | Start-Up and Commissioning Specialist | Senior Administrative Assistant | | | |
| No | Description | \$ 189 | \$ 254 | \$ 219 | \$ 173 | \$ 130 | \$ 115 | \$ 109 | \$ 89 | \$ 171 | \$ 190 | \$ 95 | | | |
| Task 4 | Permitting | | | | | | | | | | | | | | |
| 4.1 | ERP | | | | | | | | | | | | 0 | \$ - | |
| 4.2 | Building Permits | 2 | 4 | | 6 | | | | | | | | 12 | \$ 2,432 | |
| 4.3 | FDEP Permit | | | | | | | | | | | | 0 | \$ - | |
| 4.4 | County Site Review | | | | | | | | | | | | 0 | \$ - | |
| | Man Hour Task Subtotal | 2 | 4 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | \$ 2,432 | |
| Task 5 | Bidding Assistance | | | | | | | | | | | | | | |
| 5.1 | Bid Documents | 1 | 1 | 1 | 1 | | | | | | | | 4 | \$ 835 | |
| 5.2 | Pre-bid Meeting | 1 | | | | | | | | | | | 1 | \$ 189 | |
| 5.3 | Addenda | | 1 | | 1 | | | | | | | | 2 | \$ 427 | |
| 5.4 | Bid Evaluation | | | | | | | | | | | | 0 | \$ - | |
| 5.5 | Conformed Documents | | | 1 | | | | | | | | | 1 | \$ 219 | |
| | Man Hour Task Subtotal | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | \$ 1,670 | |
| Task 6 | Construction Services (T&M) | | | | | | | | | | | | | | |
| 6.1 | Pre-Construction Meeting | | | | | | | | | 8 | | | 8 | \$ 1,368 | |
| 6.2 | Pay Applications | | | | | | | | | 8 | | | 8 | \$ 1,368 | |
| 6.3 | Submittal Reviews | 2 | 2 | | 20 | 12 | 12 | | | 36 | | 4 | 88 | \$ 13,822 | |
| 6.4 | RAI, CO and Allowance Review | | | | 8 | | | | | 16 | | | 24 | \$ 4,120 | |
| 6.5 | Periodic Site Reviews | | 16 | | | | | | | 60 | | | 76 | \$ 14,324 | |
| 6.6 | Factory Acceptance Testing | | | | | | | | | | | | 0 | \$ - | |
| 6.7 | Walkthroughs and Punch Lists | | | | | | | | | 8 | | | 8 | \$ 1,368 | |
| 6.8 | Record Drawings | | | | | | | | | 16 | | | 16 | \$ 2,736 | |
| 6.9 | Project Closeout | | | | | | | | | 8 | | | 8 | \$ 1,368 | |
| | Man Hour Task Subtotal | 2 | 18 | 0 | 28 | 12 | 12 | 0 | 0 | 160 | 0 | 4 | 236 | \$ 40,474 | |
| Task 7 | Assistance During Functional Testing, Startup, Commissioning, Performance and Acceptance Testing | | | | | | | | | | | | | | |
| 7.1 | Mechanical Startups | | | | | | | | | | 72 | | 72 | \$ 13,680 | |
| 7.2 | I&C Startups | | | | | | | | | | | | 0 | \$ - | |
| | Man Hour Task Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72 | 0 | 72 | \$ 13,680 | |
| Task 8 | Preparation of O&M Manual Supplement and Revisions to SCBWRF Master O&M Manual; Conduct Operations Training | | | | | | | | | | | | | | |
| 8.1 | O&M Manuals | | | | 8 | | | | | | 16 | | 24 | \$ 4,424 | |
| 8.2 | Training | | | | | | | | | | | | 0 | \$ - | |
| | Man Hour Task Subtotal | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 16 | 0 | 24 | \$ 4,424 | |
| Task 9 | Assistance with Input to the Maintenance and Asset Management Systems | | | | | | | | | | | | | | |
| 9.1 | Asset Management Assistance | | | | | | | | | | | | 0 | \$ - | |
| | Man Hour Task Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ - | |
| Task 10 | Odor Control System Design | | | | | | | | | | | | | | |
| 10.1 | Data Collection and Evaluation | | | 4 | 16 | 8 | 8 | | | | | | 36 | \$ 5,604 | |
| 10.2 | Site Visit and Location Coordination | | | | 8 | | | | | | | | 8 | \$ 1,384 | |
| 10.3 | Evaluate Air Ducting Requirements | | | 8 | 20 | 20 | 8 | | | | | | 56 | \$ 8,732 | |
| 10.4 | Prepare Technical Memorandum | 2 | 4 | 8 | 20 | 16 | 20 | | | | | 4 | 74 | \$ 11,366 | |
| 10.5 | Odor Control System Design | 2 | 4 | 16 | 48 | 40 | 20 | 20 | 40 | | | 16 | 206 | \$ 27,962 | |
| | Man Hour Task Subtotal | 4 | 8 | 36 | 112 | 84 | 56 | 20 | 40 | 0 | 0 | 20 | 380 | \$ 55,048 | |
| | Contingency Services | | | | | | | | | | | | | | |
| Task 11 | Assessment of WEDWRF Sludge Impacts | | | | | | | | | | | | | | |
| 11.1 | Data Collection and Evaluation | | 7 | 4 | | | | | | | | | 11 | \$ 2,654 | |
| 11.2 | Assessment of Existing Facilities | 1 | 6 | | | | | | | | | | 7 | \$ 1,713 | |
| 11.3 | Prepare Technical Memorandum | 2 | 8 | | 16 | | | | | | | | 26 | \$ 5,178 | |
| | Man Hour Task Subtotal | 3 | 21 | 4 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 44 | \$ 9,545 | |
| Total Man Hours Per Classification | | 203 | 227 | 46 | 470 | 310 | 340 | 32 | 92 | 208 | 112 | 212 | 2,252 | \$ 355,473 | |
| Total Labor Cost Per Classification | | \$38,367 | \$57,658 | \$10,074 | \$81,310 | \$40,300 | \$39,100 | \$3,488 | \$8,188 | \$35,568 | \$21,280 | \$20,140 | \$355,473 | | |



| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | MGR | Technical | | | | | ADM | Total Man Hours | Total Task Cost |
|---|--------------------------------------|------------------------|------------------------------------|-------------------------------------|-----------------------------|------------------------|--------------|----------------|-----------------|-----------------|
| | | Senior Project Manager | Senior Engineer - Electrical / I&C | Project Engineer - Electrical / I&C | Engineer - Electrical / I&C | Senior Cadd Technician | CADD Support | Administration | | |
| No | Description | \$ 165 | \$ 162 | \$ 130 | \$ 95 | \$ 105 | \$ 92 | \$ 62 | | |
| Task 1 | Project Management | | | | | | | | | |
| 1.1 | Project Set-Up | | | | | | | | 0 | \$ - |
| 1.2 | Invoicing and Status Updates | | | | | | | | 0 | \$ - |
| 1.3 | Coordination | | | | | | | | 0 | \$ - |
| Man Hour Task Subtotal | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$ - |
| Task 2 | Preliminary Engineering | | | | | | | | | |
| 2.1 | Workshops | 6 | 6 | | | | | | 12 | \$ 1,962 |
| 2.2 | Data Collection and Evaluation | | | | | | | | 0 | \$ - |
| 2.3 | Draft PER | | | | | | | | 0 | \$ - |
| 2.3.1 | Collect and Summarize Data | | | | | | | | 0 | \$ - |
| 2.3.2 | Review Permitting | | | | | | | | 0 | \$ - |
| 2.3.3 | Coordinate w/Centrifuge Mfrs | | | | | | | | 0 | \$ - |
| 2.3.4 | Odor Control Assessment | | | | | | | | 0 | \$ - |
| 2.3.5 | Environmental Code Compliance | | | | | | | | 0 | \$ - |
| 2.3.6 | Develop Preliminary P&ID | | | | | 40 | | | 40 | \$ 4,200 |
| 2.3.7 | Develop Equipment List | 2 | 8 | 8 | | 2 | | | 20 | \$ 2,876 |
| 2.3.8 | Develop Control Strategy | | 4 | 8 | | | | | 12 | \$ 1,688 |
| 2.3.9 | Develop Cost Estimate (OPCC) | | 4 | 8 | | | | | 12 | \$ 1,688 |
| 2.3.10 | Develop MOPO/Construction Sequencing | | 4 | 8 | | | | | 12 | \$ 1,688 |
| 2.3.11 | Review Dryer Operations | | | | | | | | 0 | \$ - |
| 2.3.12 | Develop Other Considerations | | | | | | | | 0 | \$ - |
| 2.3.13 | Develop Envision Criteria | | | | | | | | 0 | \$ - |
| 2.3.14 | Risk Management Register | | | | | | | | 0 | \$ - |
| 2.3.15 | Liquid Polymer Testing Pilot Work | | | | | | | | 0 | \$ - |
| 2.3.16 | Submit and Review Draft PER | 4 | 24 | 12 | | | | | 40 | \$ 6,108 |
| 2.3.17 | PER Workshop | | | | | | | | 0 | \$ - |
| 2.4 | Develop and Submit Final PER | | | | | | | | 0 | \$ - |
| 2.5 | Pre-qualification and Pre-selection | | 6 | | | | | | 6 | \$ 972 |
| 2.5.1 | Prepare Letter of Interest | | | | | | | | 0 | \$ - |
| 2.5.2 | Develop RFP for Manufacturers | | | | | | | | 0 | \$ - |
| 2.5.3 | Coord and Attend Pre-Bid Mtg | | | | | | | | 0 | \$ - |
| 2.5.4 | RFP Questions and Clarifications | | | | | | | | 0 | \$ - |
| 2.5.5 | Bid Evaluation | | | | | | | | 0 | \$ - |
| 2.5.6 | Vendor Selection | | | | | | | | 0 | \$ - |
| 2.5.7 | Conformed Contract Document Prep | | | | | | | | 0 | \$ - |
| Man Hour Task Subtotal | | 12 | 56 | 44 | 0 | 42 | 0 | 0 | 154 | \$ 21,182 |
| Task 3 | Design Services | | | | | | | | | |
| 3.1 | 60% Design Documents | 4 | 40 | 65 | | 80 | | | 189 | \$ 23,990 |
| 3.1.1 | Develop Drawings | | 20 | 20 | | 40 | | | 80 | \$ 10,040 |
| 3.1.2 | Develop Specs and Estimate | | 20 | 20 | | 20 | | | 60 | \$ 7,940 |
| 3.1.3 | Perform QA/QC | | | | | | | | 0 | \$ - |
| 3.1.4 | Submit 60% Documents | | | | | | | | 0 | \$ - |
| 3.1.5 | Review Meeting | 3 | 3 | | | | | | 6 | \$ 981 |
| 3.2 | 90% Design Document | 4 | 24 | 36 | | 40 | | | 104 | \$ 13,428 |
| 3.2.1 | Update Documents | | 16 | 24 | | 40 | | | 80 | \$ 9,912 |



| Pinellas County Biosolids Dewatering System Improvements Professional Engineering Services Contract156- 0151-NC-(SS) Engineering Budget | | MGR | Technical | | | | | ADM | Total Man Hours | Total Task Cost |
|---|--------------------------------------|---------------------------|---------------------------------------|--|--------------------------------|---------------------------|--------------|----------------|-----------------|-----------------|
| | | Senior Project Manager | Senior Engineer - Electrical / I&C | Project Engineer - Electrical / I&C | Engineer - Electrical / I&C | Senior Cadd Technician | CADD Support | Administration | | |
| No | Description | \$ 165 | \$ 162 | \$ 130 | \$ 95 | \$ 105 | \$ 92 | \$ 62 | | |
| 9.1 | Asset Management Assistance | | 1 | 2 | | | | | 3 | \$ 422 |
| Man Hour Task Subtotal | | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 3 | \$ 422 |
| Task 10 Odor Control System Design | | | | | | | | | | |
| 10.1 | Data Collection and Evaluation | 2 | 4 | 8 | | | | | 14 | \$ 2,018 |
| 10.2 | Site Visit and Location Coordination | | | | | | | | 0 | \$ - |
| 10.3 | Evaluate Air Ducting Requirements | | | | | | | | 0 | \$ - |
| 10.4 | Prepare Technical Memorandum | 2 | 4 | 8 | | | | | 14 | \$ 2,018 |
| 10.5 | Odor Control System Design | 6 | 16 | 40 | | 40 | | | 102 | \$ 12,982 |
| Man Hour Task Subtotal | | 10 | 24 | 56 | 0 | 40 | 0 | 0 | 130 | \$ 17,018 |
| Contingency Services | | | | | | | | | | |
| Task 11 Assessment of WEDWRF Sludge Impacts | | | | | | | | | | |
| 11.1 | Data Collection and Evaluation | 2 | 4 | 8 | | | | | 14 | \$ 2,018 |
| 11.2 | Assessment of Existing Facilities | 2 | 4 | 8 | | | | | 14 | \$ 2,018 |
| 11.3 | Prepare Technical Memorandum | 2 | 8 | 16 | | | | | 26 | \$ 3,706 |
| Man Hour Task Subtotal | | 6 | 16 | 32 | 0 | 0 | 0 | 0 | 54 | \$ 7,742 |
| Total Man Hours Per Classification | | 71 | 468 | 387 | 0 | 374 | 0 | 0 | 1,300 | \$ 177,111 |
| Total Labor Cost Per Classification | | \$11,715 | \$75,816 | \$50,310 | \$0 | \$39,270 | \$0 | \$0 | \$177,111 | |



| | | | | | | | | | | |
|---|-----------|--|--------------------|--|--------------------|--|-----------------------|--|-----------------|--|
| Project: Pinellas County Biosolids Date: Wed 1/11/17 | Task | | Project Summary | | Inactive Milestone | | Manual Summary Rollup | | Deadline | |
| | Split | | External Tasks | | Inactive Summary | | Manual Summary | | Progress | |
| | Milestone | | External Milestone | | Manual Task | | Start-only | | Manual Progress | |
| | Summary | | Inactive Task | | Duration-only | | Finish-only | | | |



G R E S H A M
S M I T H A N D
P A R T N E R S

July 14, 2016

Sue Steele, CPPB
Lead Procurement Analyst
Pinellas County Purchasing
400 S. Fort Harrison Avenue, 6th Floor
Clearwater, FL 33756

Subject: South Cross Bayou WRF Bio-Solids Dewatering System Improvements –
Professional Engineering Services
Contract No. 156-0151-NC (SS)

Dear Sue:

Please see the attached revised Exhibit B–Staff Rates for Gresham Smith and Partners and our subconsultants (Parsons, Wade Trim, and Rocha Controls). The exhibit includes our subconsultants' rates based on the labor categories provided.

Please call me at any time if you have any questions or need additional information.

Sincerely,

Jody Barksdale, PE, ENV SP
Senior Vice President

Exhibit B – Rates for Gresham Smith and Partners (including subconsultants)

Copy Chris Haney, PE
 Matt Love, PE

Design Services For The Built Environment



Sue Steele
July 14, 2016
Page 2

EXHIBIT B

Rates for Gresham Smith and Partners

| <u>Labor Category</u> | <u>Hourly Rate ⁽¹⁾</u> |
|---|-----------------------------------|
| <i>Management</i> | |
| Senior Project Manager | \$230 |
| Project Manager | \$195 |
| <i>Technical Staff</i> | |
| Principal Engineer | \$216 |
| Senior Engineer – Process/Mechanical | \$175 |
| Project Engineer – Process/Mechanical | \$135 |
| Engineer – Process/Mechanical | \$115 |
| Principal Designer – Process/Mechanical | \$168 |
| Senior Engineer – Structural | \$170 |
| Project Engineer – Structural | \$115 |
| Senior CADD Designer | \$115 |
| CADD Designer | \$98 |
| Senior Scientist | \$132 |
| Senior Architect | \$185 |
| Architect | \$115 |
| <i>Construction/Field Support Staff</i> | |
| Construction Manager | \$200 |
| Constr. Engineering-Senior Project Engineer | \$210 |
| Constr. Engineering-Consultant Engineer | \$185 |
| Constr. Engineering-Contract Support Specialist | \$110 |
| <i>Administrative and Office</i> | |
| Senior Administrative Assistant | \$90 |
| Administrative Assistant | \$67 |

(1) Each hourly rate includes all labor, direct/indirect overhead, margins/profit, customary expenses such as copies postage, etc., and travel within the Tampa Bay Metropolitan Statistical Area. Travel outside the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Florida Statutes.



Sue Steele
 July 14, 2016
 Page 3

EXHIBIT B continued



4925 Independence Parkway, Suite 120 | Tampa, FL 33634
 P: +1 813.933.4650 | F: +1 813.930.7332 | www.parsons.com

EXHIBIT B - STAFF RATES (PARSONS ENVIRONMENT & INFRASTRUCTURE GROUP, INC.)

| LABOR CATEGORY | HOURLY RATE ⁽¹⁾ | DAILY RATE ⁽²⁾ |
|--|----------------------------|---------------------------|
| PROJECT MANAGEMENT/SUPERVISION | | |
| • Project Manager, Senior | \$ 225.00 | -- |
| • Project Manager | \$ 189.00 | -- |
| TECHNICAL STAFF (CIVIL, ELECTRICAL, HVAC, STRUCTURAL, MECHANICAL, ENVIRONMENTAL, FIRE PROTECTION) | | |
| • Technical Director | \$ 254.00 | -- |
| • Engineer, Principal | \$ 219.00 | -- |
| • Engineer, Senior - Process Mechanical, HVAC/Plumbing | \$ 173.00 | -- |
| • Engineer, Project - Process Mechanical, HVAC/Plumbing | \$ 130.00 | -- |
| • Engineer - Process Mechanical, HVAC/Plumbing | \$ 115.00 | -- |
| • Senior Designer | \$ 109.00 | -- |
| • CADD Designer | \$ 89.00 | -- |
| CONSTRUCTION/FIELD SUPPORT STAFF | | |
| • Construction Engineering | \$ 171.00 | -- |
| • Start-Up and Commissioning Specialist | \$ 190.00 | -- |
| OFFICE STAFF | | |
| • Senior Administrative Assistant | \$ 95.00 | -- |
| • Administrative Assistant | \$ 73.00 | -- |

(1) Each hourly rate includes all labor, direct/indirect overhead, margins/profit, customary expenses such as copies, postage, etc., and travel within the Tampa Bay Metropolitan Statistical Area. Travel outside of the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Florida Statutes.

(2) Daily rate, if requested, assumes 8 hour day.



Sue Steele
July 14, 2016
Page 4

EXHIBIT B continued



FL LC Reg No. C000121

Wade Trim Billing Rate Schedule
Effective January 2016
Updated July 7, 2017

| CLASSIFICATION | HOURLY RATE |
|------------------------------------|--------------------|
| Senior Engineer – Electrical/ I&C | \$162.00 |
| Project Engineer – Electrical/ I&C | \$130.00 |
| Engineer – Electrical/ I&C | \$95.00 |
| Senior CADD Technician | \$105.00 |
| CADD Support | \$92.00 |
| Senior Project Manager | \$165.00 |
| Administration | \$62.00 |

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

1. INSURANCE:

- a) Proposal submittals should include, the Consultants current Certificate(s) of Insurance in accordance with the insurance requirements listed below. If Consultant does not currently meet insurance requirements, Consultant/bidder/quoter shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place within 10 days after award recommendation.
- b) Within 10 days of **contract award** and prior to commencement of work, Consultant shall email certificate that is compliant with the insurance requirements to InsuranceCerts@Pinellascounty.org. If certificate received with proposal was a compliant certificate no further action may be necessary. It is imperative that Consultant include the unique identifier, which will be supplied by the County's Purchasing Department. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph 1.(d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
- c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.
- d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Consultant and any subcontractors to meet the requirements of the Agreement shall be endorsed to include Pinellas County Board of County Commissioners as an Additional Insured.
- e) If any insurance provided pursuant to the Agreement expires prior to the completion of the Work, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished by the Proposer to the County at least thirty (30) days prior to the expiration date.
 - (1) Proposer shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Proposer from its insurer. Notice shall be given by certified mail to: **Pinellas County Risk Management 400 South Fort Harrison Ave Clearwater FL 33756**; be sure to include your organization's unique identifier, which will be provided upon notice of award. Nothing contained herein shall absolve Proposer of this requirement to provide notice.
 - (2) Should the Proposer, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Proposer for such purchase or offset the cost against amounts due to proposer for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- f) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

- g) If subcontracting is allowed under this RFP, the Prime Proposer shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Consultant and its subcontractors shall be in writing. Further, all subcontracts shall (1) require each subcontractor to be bound to Consultant to the same extent Consultant is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Consultant to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Consultant shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- h) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Consultant is a Joint Venture per Section A. titled Joint Venture of this RFP, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Pinellas County.
- (3) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (4) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (6) All policies shall be written on a primary, non-contributory basis.

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

- (7) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Consultant is only using employees named on such list to perform work for the County. Should employees not named be utilized by Consultant, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Consultant to be in default and take such other protective measures as necessary.
- (8) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Consultant and subcontractor(s).
- i) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

| Limit | Florida Statutory |
|-----------------------------|-------------------|
| Employers' Liability Limits | |
| Per Employee | \$ 500,000 |
| Per Employee Disease | \$ 500,000 |
| Policy Limit Disease | \$ 500,000 |

- (2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

| Limits | | |
|--|-----|--------------|
| Combined Single Limit | Per | \$ 1,000,000 |
| Occurrence | | \$ 1,000,000 |
| Products/Completed Operations | | \$ 1,000,000 |
| Aggregate | | \$ 2,000,000 |
| Personal Injury and Advertising Injury | | |
| General Aggregate | | |

- (3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the Consultant does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Consultant can show that this coverage exists under the Commercial General Liability policy.

| Limit | | |
|-----------------------|-----|--------------|
| Combined Single Limit | Per | \$ 1,000,000 |
| Accident | | |

SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS

- (4) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. Policy shall not exclude pollution due to design errors and omissions. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Consultant may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

| | |
|--------------------------|--------------|
| Each Occurrence or Claim | \$ 5,000,000 |
| General Aggregate | \$ 5,000,000 |

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

- (5) Property Insurance Consultant will be responsible for all damage to its own property, equipment and/or materials.