

**City of Sanibel – Sanitary Sewer Cleaning, Inspection and Evaluation
for Rehabilitation Recommendations
Approval of Professional Services Proposal by Tetra Tech, Inc.**

This agreement constitutes a work order made through and under the Professional Services Agreement between OWNER and CONSULTANT for Hurricane Ian Architectural and Engineering professional services dated October 3, 2023, the terms and conditions of which are still in full force and effect, except as modified herein.

Services not set forth, or not listed or described herein, are expressly excluded from the Scope of the Professional Services of the CONSULTANT. The CONSULTANT assumes no responsibility to perform any service not specifically identified and/or otherwise described in this Proposal.

SCOPE OF SERVICES

PROFESSIONAL SERVICE OF THE CONSULTANT:

The OWNER maintains approximately 70 miles of gravity sewer collection pipe within their service area. With concern of direct damage resulting from Hurricane Ian as well as possible shift in piping from storm surge, the OWNER desires to evaluate the condition of its gravity collection system. This will allow the OWNER to quantify and identify damage and correct issues in order to maintain proper maintenance, minimize sanitary sewer overflows (SSO) and underground pipe leaks, and to minimize inflow and infiltration (I/I).

To accomplish this, the OWNER has requested the CONSULTANT's assistance with developing a bid package for release to the public for performing field investigations that will assist in identifying damage caused by Hurricane Ian. Services also include the evaluation of field investigation data and results and making recommendations for repair/replacement.

TASK 1 – GRAVITY SEWER CLEANING AND CCTV INSPECTION SERVICES

A. Data Review and GIS Update.

Prepare for, attend, and conduct a project kick-off meeting with the CITY to establish lines of communication, requirements and schedule. CONSULTANT will prepare meeting minutes. CONSULTANT will work with the CITY to develop and refine GIS data using the CITY's existing AutoCAD based "Map Book" previously provided by the CITY as a reference. In addition, our team will work with the CITY to develop a consistent nomenclature system for sanitary sewer manholes and gravity mains. This is required to confirm the Closed-Circuit Television (CCTV) contractor identifies assets correctly in the field and the resulting CCTV inspection database will merge seamlessly with the existing GIS asset maps. Our team will prepare cleaning and inspection limits exhibits.

B. CCTV Plan & Bid Package Development

CONSULTANT will work with the CITY to develop a bid package to release for public bidding for field testing services of the entire system which are to be performed and reported in accordance with the Pipeline Assessment Certification Program (PACP) as established by the National Association of Sewer Service Companies (NASSCO). The bid package will include GIS based figures to display the areas and phasing for testing along with technical specifications for the services to be performed. It is anticipated that services will include a combination of smoke testing and CCTV of the main gravity lines. Specific service laterals will be included for consideration. It is not anticipated that service laterals will be included within the CCTV, however, selective laterals may be included within the smoke testing. CONSULTANT will prepare up to two (2) drafts of the bid package along with two (2) review meetings with the CITY.

C. Bidding Assistance

CONSULTANT will assist the CITY with bidding services associated with CCTV of its sewer system. Services to include provide finalized figures and specifications in electronic (PDF) format for the CITY's release to potential bidders; attending a Pre-Bid meeting with the CITY; provide technical assistance to the CITY in the CITY's efforts to address questions during bidding and issuance of related addenda; review of bids and recommendation of award; attendance (if necessary) at a council meeting in which the award is to be recommended in order to address any council questions; and conforming documents to reflect clarifications made during the bidding process.

D. Project Management

CONSULTANT will perform project management services during the CCTV field services, including but not limited to, review of cleaning and inspection baseline schedules and monthly progress schedules, manage the project schedule, review the critical-path schedule and milestones, and other items to maintain the project schedule and obtain project deliverables. CONSUTLANT will also facilitate coordination between the award contractor and CITY as required.

E. Coordination During CCTV Field Services

During the CCTV field services, the CONSULTANT will perform the following:

- Prepare for and administer one (1) pre-inspection meeting with the CITY and awarded contractor and prepare written minutes of the meeting for distribution to attendees.
- Organize, attend, and provide minutes for up to eight (8) virtual progress meetings which are anticipated to occur monthly during the gravity sewer cleaning and inspection field services. Meetings are anticipated at two (2) hours each. Meeting notes will be prepared and provided to attendees for review and approval to document meeting discussions. CONSULTANT will distribute the final meeting summary and documentation to attendees.
- CONSULTANT will coordinate with CITY, awarded contractor and members of the public (as required and requested by the CITY) throughout the project duration (8 months). It is anticipated

that coordination efforts will be required to facilitate the cleaning and inspection efforts, address CITY questions or concerns, address contractor requests for information, address citizen concerns, review contractor pay applications, coordinate with the CITY regarding potential unforeseen circumstances encountered in the field and/or associated additional field work.

F. Field Visits

CONSULTANT will periodically be on site during field services implementation for general monitoring and compliance with the Contract and for coordination as required. Field notes will be prepared and documented for the activities and observations occurred during the visit. A total of twelve (12) visits are anticipated.

TASK 2 – GRAVITY SEWER EVALUATIONS AND RECOMMENDATIONS

A. Project Coordination and Meetings

CONSULTANT will coordinate with CITY staff throughout the project duration. It is anticipated that coordination efforts and meetings will be required to address questions or concerns and to generate project and status updates. CONSULTANT will prepare for and administer up to three (3) project meeting(s) and prepare a written summary of the meeting for distribution to attendees.

B. Gravity Sewer Mains Evaluation and Recommendations

CONSULTANT will review sanitary sewer asset inspection data provided by the contractor. Inspection data will be provided in a NASSCO compliant PACP inspection database format with video and photo documentation by the contractor.

CONSULTANT will review and evaluate the PACP inspection data provided and directly input the recommendations back into CITY's database format. CONSULTANT's PACP certified engineers and technical staff will develop a set of recommendations for gravity mains in each lift station service area based upon their evaluations of the data provided. Recommendations will fall into either repair and replacement or rehabilitation categories. During the engineering review, corrections and adjustments to the inspection data may be required. These instances will be coordinated, documented and provided to CITY. CONSULTANT will provide a table of rehabilitation and replacement quantities and unit costs for each service area investigated.

C. Rehabilitation Recommendations Memorandum

CONSULTANT will prepare a memo to summarize the recommended improvements for gravity sewer main in each service area. The report will consist of rehabilitation and replacement tables. CONSULTANT will prepare for, attend, and coordinate a meeting with CITY staff to review the recommendations and develop a package/grouping for future preparation of drawings, bidding, and construction. The memo will be finalized based on CITY's feedback.

D. GIS Map Updates

CONSULTANT will progressively update CITY's GIS database, incorporating all engineering recommendations, updating layers as agreed on by CITY. A layer will be created illustrating sanitary sewer conditions based on the physical CCTV inspections. The location of the manhole investigation and related connections will be updated as well.

E. FDEP Coordination & Development of Collection System Action Plan

CONSULTANT will assist the CITY with coordination and communication regarding the Florida Department of Environmental Protection (FDEP) Rule 62-600.705(2) of the Florida Administrative Code (F.A.C) as it relates to the Collection System Action Plan. The rule requires:

- Development of a 5-year plan for inspecting sewer collection/transmission systems.
- Set goals for evaluating a minimum of 25-percent of the collection system over a 5-year period by performing camera inspections, smoke testing or related methods.
- Be based on infiltration and inflow (I&I) studies and related sewer evaluation surveys.
- Include a map and inventory of the collection system.
- Include and adaptive maintenance and repair plan including protocols, cleaning activities and emergency repairs.
- Contact information and recordkeeping procedures.

The CONSULTANT will develop a DRAFT plan for the CITY's consideration. A review meeting will be held followed by plan adjustments as necessary. The plan shall be submitted as part of the next operating permit renewal for the Donax WRF.

TASK 3 – UNDEFINED NEEDED SERVICES

A. As-Needed Services

CONSULTANT may provide services requested by the CITY on an as-needed basis. These services may include engineering, GIS or related professional services associated with the CITY's sanitary sewer system. A contingency of \$20,000 has been included in the grand total project fee and will only be billed with prior written authorization from the OWNER.

Notes:

1. No services beyond field evaluation and related recommendations are included. Bidding and/or construction services beyond what is included in this scope will be submitted under a separate Service Proposal.
2. The CITY will procure and pay for services related to the CCTV inspection. No sub-consultant services are included in this scope for CCTV.

SCHEDULE

The scope of services will be performed in accordance with the following schedule:

Task	Days	Total Days from NTP
1 – Gravity Sewer Cleaning & CCTV Inspection Services		
GIS & Bid Package Development	60	60
Bidding	60	120
Field Services	180	300
2 – Gravity Sewer Evaluations & Recommendations		
Evaluations & Recommendations	150	450
GIS Updates	150	450
Collection System Action Plan Development	150	450
3 – Undefined Services as Needed		
	500	500

COMPENSATION

The Price Proposal submitted by CONSULTANT attached hereto as Exhibit A is accepted and summarized as follows:

Definitions:

Lump Sum (LS): Includes all direct and indirect labor costs, personnel related costs, overhead and administrative costs, which may pertain to the services performed, provided and/or furnished by the CONSULTANT as may be required to complete the services in Exhibit A. The total amount of compensation to be paid the CONSULTANT shall not exceed the amount of the total Lump Sum compensation established and agreed to. The portion of the amount billed for CONSULTANT's services which is on account of the Lump Sum will be based upon CONSULTANT's estimate of the portion of the total services actually completed at the time of billing.

Time and Materials (T&M): For the actual hours expended by the CONSULTANT's professional and technical personnel, multiplied by the applicable hourly rates for each classification or position on the CONSULTANT's standard billing rate schedule in effect at the time the services are rendered. The current standard billing rate schedule is attached as Exhibit B. For the services of CONSULTANT's Sub-Consultants engaged to perform or furnish services in Exhibit A, the amount billed to CONSULTANT therefore times a factor of 1.10. The amount payable for Reimbursable Expenses will be the charge actually incurred by or imputed cost allocated by CONSULTANT, therefore times a factor of 1.10.

Estimated Fees: CONSULTANT's estimate of the amount that will become payable for Services (including CONSULTANT's Sub-Consultants and reimbursable expenses) is only an estimate for planning purposes, is not binding on the parties and is not the maximum amount payable to CONSULTANT for the services under this Agreement. Notwithstanding the fact that the estimated amount for the services is exceeded, CONSULTANT shall receive compensation for all Services furnished or performed under this Agreement.

If it becomes apparent to CONSULTANT at any time before the Services to be performed or furnished under this Agreement are about eighty percent complete that the total amount of compensation to be paid to CONSULTANT on account of these Services will exceed CONSULTANT's estimate, CONSULTANT shall endeavor to give CITY written notice thereof. Promptly thereafter CITY and CONSULTANT shall review the matter of compensation for such Services, and either CITY shall accede to such compensation exceeding said estimated amounts or CITY and CONSULTANT shall agree to a reduction in the remaining services to be rendered by CONSULTANT under this Agreement so that total compensation for such Services will not exceed said estimated amount when such services are complete. The CONSULTANT shall be paid for all services rendered if CONSULTANT exceeds the estimated amount before CITY and CONSULTANT have agreed to an increase in the compensation due to CONSULTANT or a reduction in the remaining services.

For the services provided and performed by CONSULTANT for providing and performing the Task(s) set forth and enumerated in Exhibit A entitled "Price Proposal", the CITY shall compensate the CONSULTANT as follows:

ITEM	AMOUNT (Estimated if T&M)	FEE TYPE (LS; T&M; NTE)
Task 1 – Gravity Sewer Cleaning and CCTV Inspection Services	\$219,140	T&M
Task 2 – Gravity Sewer Mains Evaluation and Recommendations	\$248,570	T&M
Task 3 – Undefined Services as Needed	\$20,000	T&M
TOTAL COMPENSATION FOR CONSULTANT'S SERVICES	\$487,710	T&M

For services of CONSULTANT's Sub-Consultants engaged to perform or furnish services, the CITY shall compensate the CONSULTANT as follows:

SUB-CONSULTANT	AMOUNT (Estimated if T&M)	FEE TYPE (LS; T&M; NTE)
Not Applicable		T&M
TOTAL COMPENSATION FOR SUB-CONSULTANT'S SERVICES	\$0	T&M

For reimbursable expenses of CONSULTANT, the CITY shall compensate the CONSULTANT as follows:

REIMBURSABLE EXPENSES	AMOUNT (Estimated if T&M)	FEE TYPE (LS; T&M; NTE)
Airline Fares, hotels, rental car, fuel, courier and express delivery charges, reproduction of plans and reports, photography, field supplies and costs of other materials and/or equipment specifically used for and solely applicable to this project	\$7,000	T&M

TOTAL COMPENSATION FOR REIMBURSABLE EXPENSES	\$7,000	T&M
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TOTAL COMPENSATION INCLUDING CONSULTANT'S SERVICES, SUB-CONSULTANT'S SERVICES & REIMBURSABLE EXPENSES	\$494,710	T&M
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EXHIBITS

This Agreement is subject to the provisions of the following Exhibits which are attached to and made a part of the Agreement:

Exhibit A "Price Proposal"

Exhibit B "Standard Billing Rate Schedule"

IN WITNESS WHEREOF, the parties hereto have executed the Agreement to be effective as of the date above.

OWNER:
CITY OF SANIBEL

CONSULTANT:
TETRA TECH, INC.

Signature



Signature

By: Dana Souza

By: Daniel Nelson, P.E.

Title City Manager

Title Vice President

<div><div><div>Tt</div></div><div>Price Proposal</div></div>		Labor Plan										Price Summary / Totals			
		10 Resources										Task Pricing Totals		494,710	
Sanitay Sewer CCTV Assistance	Bill Rate >	300.00	210.00	130.00	200.00	180.00	125.00	145.00	85.00	130.00	145.00				
												Total Price		494,710	
												Pricing by Resource			
		Program Manager (Danny Nelson)	Sr Project Manager (Steven Agapi)	Engineer 2 (Kaylei Kambak)	Sr Engineering Designer 3 (Alex Montalvo)	Sr GIS Application Developer (Betty Morris)	CAD Designer (Steve Cyr)	Engineer 3 (Sicheng Zhu)	Project Assistant (Jessi Zubaty)	Engineer 2 (Matt Hansing)	Engineer 3 (Alex Beck)				
Contract Type: T&M															Task Pricing Totals
	Total Labor Hrs											Labor	Contingency	ODCs	
Project Phases / Tasks	2,858	104	480	550	462	284	204	132	204	320	118	467,710	20,000	7,000	494,710
Task 1 Gravity Sewer Cleaning & CCTV Inspection Services	1,324	60	256	250	222	80	100	84	104	120	48	219,140	-	-	219,140
A Data Review and GIS Update	344	4	20	20	120	80	40	60				60,100			60,100
B. CCTV Plan & Bid Package Development	240	4	20	40	20		40	24	32	40	20	33,900			33,900
C. Bidding Assistance	140	4	16	20	10		20		10	40	20	20,610			20,610
D. Project Management	102	10	40	20	16				16			18,560			18,560
E. Coordination during CCTV Field Services	340	30	120	50	56				36	40	8	61,320			61,320
F. Field Visits (12)	158	8	40	100					10			24,650			24,650
Task 2 - Gravity Sewer Evaluation & Recommendations	1,534	44	224	300	240	204	104	48	100	200	70	248,570	-	-	248,570
A. Project Coordination & Meetings	210	20	80	20	40				20	20	10	39,150			39,150
B. Gravity Sewer Mains Evaluation & Recommnedation	514	10	80	120	80	40		24	20	100	40	82,580			82,580
C. Rehabilitation Recommendations Memorandum	436	8	24	80	40	40	80	24	40	80	20	63,220			63,220
D. GIS Map Updates	202	2	20		80	100						38,800			38,800
FDEP Coordination & Collection System Action Plan	172	4	20	80		24	24		20			24,820			24,820
Task 3 - Undefined Services	-	-	-	-	-	-	-	-	-	-	-	-	20,000	-	20,000
As Needed Services	-												20,000		20,000
Reimbursable Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000	7,000
Direct Costs	-													7,000	7,000
Totals	2,858	104	480	550	462	284	204	132	204	320	118	467,710	20,000	7,000	494,710