

**City of Sanibel – Wastewater Collection System Repairs – Phase 1
Approval of Professional Services Proposal by Tetra Tech, Inc.**

This agreement constitutes a work order made through and under the Professional Services Agreement between the City of Sanibel (OWNER) and Tetra Tech, Inc. (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 previously retained the CONSULTANT to assist with evaluation of the collection system and to prepare a summary and recommendation for needed improvements. The OWNER has requested this authorization to assist with performing design and developing bid packages for repair/rehabilitation of approximately \$3,000,000 of construction costs. Based on our review of the data received to date from the evaluation, there likely will be three (3) types of repair; trenchless pipe lining, open cut point repairs, and manhole repairs. Therefore, multiple bid packages may be created by grouping construction types together which could result in more competitive bids. The CONSULTANT will assist the OWNER during construction and update the OWNER'S GIS system.

The scope of services to assist the OWNER with this effort is provided below:

TASK 1 – BID PACKAGE(S) DEVELOPMENT

The CONSULTANT will work with the OWNER to develop a strategy of bidding the rehab work to be most advantageous for the OWNER. This scope of services is based on development of three (3) separate bid packages as defined below. However, we will work with the OWNER to organize the required work into the appropriate number of packages to meet the OWNER'S needs in terms of schedule/budget and which will achieve competitive bidding.

A. Pipe-Lining Bid Package

Utilizing the recommendations from the separately authorized sewer evaluation, CONSULTANT will develop a bid package for the initial phase recommended for lining. The bid package will be developed to include a cover, legend, general notes, details, and plan sheets necessary to display the proposed limits of improvements. The plan sheets will be developed from the OWNER'S graphical information system (GIS) based sanitary sewer infrastructure. Field surveying is not proposed to be

performed as part of this effort. Utilizing GIS data, the location of manholes and gravity piping will be shown, with labeling to depict the limits and lengths of CIPP lining.

It is anticipated that the following will be developed:

- (1) General Sheets (5 sheets)
- (2) Plan Sheets (20 sheets)
- (3) Details (3 sheets)

To support the drawings, the CONSULTANT will prepare basic technical specifications a bid form, a measurement and payment section, and a summary of project.

It is anticipated that the plan sheets in conjunction with the technical specifications, the bid form, and measurement/payment will provide the bidders with sufficient information to prepare bids.

B. Manhole Sealing/Lining Bid Package

Utilizing the recommendations from the separately authorized sewer evaluation, CONSULTANT will work with the OWNER to develop a bid package for the lining and sealing of recommended manholes within the OWNER's system.

The bid package will be developed to include a cover, legend, general notes, details, and plan sheets as necessary to display the approximate location of each manhole proposed to be sealed/lined. The plan sheets will be developed from the OWNER's graphical information system (GIS). Field surveying is not proposed to be performed as part of this effort. Utilizing GIS data, the location of manholes and gravity piping will be shown, with labeling to depict the location of each manhole proposed to be lined.

It is anticipated that the following will be developed:

- (1) General Sheets (5 sheets)
- (2) Plan Sheets (20 sheets)
- (3) Details (3 sheets)

To support the drawings, the CONSULTANT will prepare basic technical specifications, a bid form, a measurement and payment section, and a summary of project.

It is anticipated that the plan sheets in conjunction with the technical specifications, the bid form, and measurement/payment will provide the bidders with sufficient information to prepare bids.

C. Open-Cut Repair Bid Package

Utilizing the recommendations from the separately authorized sewer evaluation, CONSULTANT will work with the OWNER to develop a bid package for open-cut repairs.

The bid package will be developed to include a cover, legend, general notes, details, and plan sheets as necessary to display the proposed limits of improvements. The plan sheets will be developed from the OWNER's graphical information system (GIS). Field surveying is not proposed to be performed as part of this effort. Utilizing GIS data, the location of manholes and gravity piping will be shown, with labeling to depict the location, limit, approximate depth and estimated length of repair. For these repairs standard details will be utilized. There may be cases where the standard details do not cover the necessary repair and additional design and surveying may be required prior to bid and/or construction. In this case, such services would be performed under Task 4 – Undefined Needed Services.

It is anticipated that the following will be developed:

- (1) General Sheets (5 sheets)
- (2) Plan Sheets (20 sheets)
- (3) Details (3 sheets)

To support the drawings, the CONSULTANT will prepare basic technical specifications, a bid form, a measurement and payment section, and a summary of project.

It is anticipated that the plan sheets in conjunction with the technical specifications, the bid form, and measurement/payment will provide the bidders with sufficient information to prepare bids.

TASK 2 – BIDDING

A. Bidding Assistance

CONSULTANT will assist the OWNER with bidding services associated with the proposed improvements. Services to include provide finalized figures and specifications in electronic (PDF) format for the OWNER's release to potential bidders; attending Pre-Bid meeting(s) with the OWNER; provide technical assistance to the OWNER in the OWNER's efforts to address questions during bidding and issuance of related addenda; review of bids and recommendation of award.

TASK 3– CONSTRUCTION SERVICES

A. Construction Management

CONSULTANT will assist the OWNER with construction management services associated with the proposed improvements. Services to include pre-construction meetings, progress meetings, answer RFI's, review shop drawings, review change orders and pay applications. Upon award of the project, CONSULTANT will assist the OWNER with construction administration for the three (3) contracts and shall complete the following tasks based on a construction duration of 18 months.

1. Prepare three (3) copies of a conformed set of Contract Documents and one (1) electronic set in a PDF format for the OWNER and the recommended Contractor.
2. Prepare for and administer three (3) preconstruction meeting(s) and prepare written summary of the meeting for distribution to attendees.
3. Prepare for and conduct monthly progress meetings virtually (12 per contract, 36 total) to coordinate work in progress. Prepare progress meeting notes to document meeting discussion and provide to attendees for review and approval. Distribute final meeting summary and documentation to attendees.
4. Conduct up to eight (8) as-needed and OWNER directed site visits to assist the OWNER in observing repair in open-cut areas. No site visits are proposed for CIPP lining repair work.
5. Review contractors' initial baseline schedules and monthly progress schedules.
6. Review up to 35 shop drawings to determine conformance with the design concepts of the project and compliance with the requirements provided in the contract documents. CONSULTANT will review the shop drawing submittals up to two (2) times.
7. Review up to 20 requests for information (RFIs), provide interpretation of construction documents, and issue written clarifications or interpretations.
8. Assist OWNER in evaluating requests for changes in contract price and time made by the Contractor. CONSULTANT will prepare the change order forms for approval.
9. Review the Contractor's application for payment and the accompanying data and schedules and determine the amounts owed to the Contractor and make recommendations for payment to OWNER.
10. Review submitted PACP pre and post construction reports and CCTV video for compliance with the contract documents. The CONSULTANT will review the pre-videos and reports for Project 3 and the post-videos and reports for Projects 1, 2 and 3. Provide comments and feedback if deficiencies are noted during the review. It is anticipated that 350 segments of piping will be reviewed.
11. CONSULTANT will update OWNER's GIS database, incorporating all completed rehabilitation work based on the physical post rehabilitation CCTV inspection and other related documentation. Completed rehabilitation type and completion date are recorded for each asset and serve to track warranty periods where applicable.
12. Upon written request by the Contractor, conduct up to six (3) substantial completion inspections of the projects with OWNER and distribute a punch list of observed deficiencies to be completed by the Contractor prior to the final completion date. The project will be certified substantially complete only if the work is sufficiently complete in accordance with the contract documents, so that the work can be utilized for the purposes for which it is intended.
13. Upon written request by the Contractor, conduct up to three (3) final completion inspections of the projects with OWNER to verify completion of punch list items.
14. CONSULTANT will review the Contractor's as-built survey submittal for adequacy and review listing of deviations from the construction permits and approved construction documents.
15. Prepare record documents for the OWNER's use from information provided by the Contractor delineating the dimensions, location of all facilities constructed and existing utilities identified during the construction. Provide OWNER with one (1) electronic file of record documents in PDF format and three (3) sets of prints. For Projects A, B and B, the Contractor will prepare and submit completed tables and maps based on their final CCTV of each completed segment that

will be incorporated into the OWNERS’s GIS data. CONSULTANT will review the data submitted by the Contractor for completeness before forwarding to THE OWNER.

16. Assist the contractor with regulatory certifications and project-close out items.

TASK 4 – UNDEFINED NEEDED SERVICES

A. As-Needed Services

CONSULTANT may provide services requested by the OWNER on an as-needed basis. These services may include engineering, GIS or related professional services associated with the OWNER’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 field surveying is proposed. All design will be based on GIS data and information/recommendations from the previously authorized sanitary sewer evaluation.
2. Because the work will be verified through CCTV inspections no on-site construction inspection services are proposed.

SCHEDULE

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

Task	Days	Total Days from NTP
1 – Bid Package Development		
Pipe-Linings Bid Package	60	60
Manhole Sealing/Lining Bid Package	60	60
Open-Cut Repair Bid Package	60	60
2 – Bidding		
Bidding Assistance	90	150
3 – Construction Services		
Construction Management	180	300
GIS Map Updates	270	390
4 – As-Needed Services		
As-Needed Services	365	390

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 – Bid Package(s) Development	\$83,870	T&M
Task 2 – Bidding	\$10,320	T&M
Task 3 – Construction Services	\$97,445	T&M
Task 4 – Undefined Services as Needed	\$20,000	T&M



TOTAL COMPENSATION FOR CONSULTANT'S SERVICES	\$211,635	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	\$2,000	T&M
TOTAL COMPENSATION FOR REIMBURSABLE EXPENSES	\$2,000	T&M

TOTAL COMPENSATION INCLUDING CONSULTANT'S SERVICES, SUB-CONSULTANT'S SERVICES & REIMBURSABLE EXPENSES	\$213,635	T&M
--	------------------	----------------

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 _____

 Price Proposal						Labor Plan 9 Resource									Price Summary / Totals				
Wastewater Collection System Repairs - Phase 1 <i>Design for CIPP, Manhole Sealing/Lining and Open-Cut repairs</i> Submitted to: City of Sanibel Contract Type: T&M						Bill Rate >	225.00	140.00	140.00	150.00	230.00	115.00	185.00	180.00	145.00	Task Pricing Totals		213,635	
						Proj Area >													Total Price
Project Phases / Tasks						Total Labor Hrs 1,131	Project Manager 1	Engineer 2	Engineer 2	Engineering Designer 3	Sr Consultant 2	GIS Analyst 2	Sr Consultant 1	Sr GIS Application Developer	Construction Project Rep 2	Pricing by Resource			
							Labor	Travel	ODCs	Task Pricing Totals									
							171	136	284	108	140	76	116	36	64	211,635	2,000	-	213,635
Task 1 - Bid Package Development						504	54	64	132	104	42	12	72	24	-	83,870	-	-	83,870
A. Pipe-Lining Bid Package						160	18	16	44	32	14	4	24	8	-	26,810	-	-	26,810
Drawings						58	-	-	4	16	2	4	24	8	-	9,760	-	-	9,760
General (5 estimated)						8			8							1,200			1,200
Plan Sheets (20 estimated)						38				2	4	24	8			6,800			6,800
Details (3 sheets estimated)						12		4	8							1,760			1,760
Specifications & Bid Documents						48		8	24	16						6,880			6,880
Opinion of Cost						14	2	4	8							2,130			2,130
QA/QC						16	8			8						3,640			3,640
Design Review Meeting						24	8	4	8	4						4,400			4,400
B. Manhole Sealing/Lining Bid Package						168	18	24	44	32	14	4	24	8	-	27,930	-	-	27,930
Drawings						66	-	8	4	16	2	4	24	8	-	10,880	-	-	10,880
General (5 estimated)						8			8							1,200			1,200
Plan Sheets (20 estimated)						38				2	4	24	8			6,800			6,800
Details (3 sheets estimated)						20		8	4	8						2,880			2,880
Specifications & Bid Documents						48		8	24	16						6,880			6,880
Opinion of Cost						14	2	4	8							2,130			2,130
QA/QC						16	8			8						3,640			3,640
Design Review Meeting						24	8	4	8	4						4,400			4,400
C. Open-Cut Repair Bid Package						176	18	24	44	40	14	4	24	8	-	29,130	-	-	29,130
Drawings						74	-	8	4	24	2	4	24	8	-	12,080	-	-	12,080
General (5 estimated)						8			8							1,200			1,200
Plan Sheets (20 estimated)						38				2	4	24	8			6,800			6,800
Details (3 sheets estimated)						28		8	4	16						4,080			4,080
Specifications & Bid Documents						48		8	24	16						6,880			6,880
Opinion of Cost						14	2	4	8							2,130			2,130
QA/QC						16	8			8						3,640			3,640
Design Review Meeting						24	8	4	8	4						4,400			4,400
Task 2 - Bidding Assistance						66	8	24	24	4	2	-	4	-	-	10,320	-	-	10,320
Bidding Assistance						66	8	24	24	4	2		4			10,320			10,320
Task 3 - Construction Management						561	109	48	128	-	96	64	40	12	64	97,445	2,000	-	99,445
Pre-Construction						24	8	8	8							4,040			4,040
Progress Meetings						144	80				64					32,720			32,720
RFI's CO's and Pay App Review						228	20	40	120		24	24				35,180			35,180
GIS Asset Updates						100					8	40	40	12		16,000			16,000
Site Visits						65	1									9,505	2,000		11,505
Task 4 - Undefined As-Needed Services						-	-	-	-	-	-	-	-	-	-	20,000	-	-	20,000
As-Needed Services						-	-	-	-	-	-	-	-	-	-	20,000			20,000
Totals						1,131	171	136	284	108	140	76	116	36	64	211,635	2,000	-	213,635