

CITY OF DELRAY BEACH

CONSULTING SERVICE AUTHORIZATION

DATE:_____

SERVICE AUTHORIZATION NO._____12-35_____ FOR CONSULTING SERVICES

CITY P.O. NO._____ CITY EXPENSE CODE:_____442-5178-536.31-30_____

CITY PROJECT NO. 17-159_____ MATHEWS CONSULT. PROJECT NO. _____

TITLE:_____Owens Baker Ground Storage Tank Inspection_____

This Service Authorization, when executed, shall be incorporated in and shall become an integral part of the Contract.

TITLE: _____Agreement for General Consulting Services_____

I. PROJECT DESCRIPTION

The Scope of this Service Authorization includes, but is not limited to, providing project management, engineering oversight and tank inspection and cleaning services for the existing pre-stressed concrete potable water ground storage tank (GST) located at the Owens Baker Remote Storage and Re-pump Station facility. The facility is located at 2498 Owens Baker Road in Delray Beach, Florida. The existing tank has an internal diameter of 86-feet and a side wall depth of 25-feet with a nominal storage capacity of 1.0 million gallons. Finished-drinking-water storage tanks are required by Chapter 62-555.350, Florida Administrative Code (FAC) to be cleaned at least once every five years to remove bio-growth, calcium or iron/manganese and sludge deposits from inside the tanks. The tanks are also required to be inspected for structural and coating integrity at least once every five years by personnel under the responsible charge of a professional engineer licensed in Florida. The work to be completed under this service authorization are intended to comply with these requirements. The Project will generally include the following components:

- Project Management and Engineering Oversight.
- Detailed review of the tank design, drawings and existing conditions as required to complete an evaluation of the current condition and structural integrity of the existing tank.
- On-site visual inspection and evaluation of the exterior and interior of the ground storage tank including:

- Wall Foundation/Footing
 - Interior and Exterior Wall Surfaces
 - Interior and Exterior of the Dome Cover
 - Interior Tank Floor Surfaces
 - Tank Appurtenances
- Tank Cleaning to Meet the Requirements of Chapter 62-555.350, Florida Administrative Code.
 - Preparation of a comprehensive Tank Inspection and Evaluation Report to document the findings of the tank inspection as well as any recommended actions or repairs. The Report will include a photographic inspection log and will be signed and sealed by a Florida registered Professional Engineer.

II. SCOPE OF SERVICES

Consultant shall provide engineering services in accordance with Article III.C of the Agreement for Engineering Services with the City, dated January 24, 2012.

Task No. 1 – Tank Inspection and Cleaning

Consultant along with their tank inspection sub-consultant, Crom Engineering and Construction Services (CECS), will perform a comprehensive inspection of the existing 1.0 MG ground storage tank located at the Owens Baker Remote Storage and Re-pump Station site. Upon the City emptying the tank, CECS will complete a visual inspection and evaluation of all tank surfaces and appurtenances, including but not limited to the walls, floors, dome cover, access manholes and hatches, pipe sleeves, miscellaneous metal fixtures, liquid level indicator, etc.

Task No. 2 – Inspection and Evaluation Report

Consultant shall prepare and submit a detailed Inspection and Evaluation Report which will summarize the findings of the tank inspection and cleaning work performed as part of Task No. 1. The Report shall clearly identify all deficiencies noted during the tank inspection including structural distress, deformation, material deterioration and defects. The Report will include specific recommendations to address each deficiency. Consultant shall submit three (3) hard copies and one (1) PDF copy of the Draft Inspection and Evaluation Report to the City for review. Upon the City's review of the Report, Consultant shall incorporate the City's review comments and provide three (3) hard copies and one (1) PDF copy of the Final Inspection and Evaluation Report to the City.

ASSUMPTIONS

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect schedule of Scope of Work, Consultant shall advise

City in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to Consultant will be negotiated with City.

1. City shall provide Consultant with all available record information for the existing 1.0 million gallon ground storage tank.
2. City shall provide an adequate and safe access to the exterior and interior of the tank for inspection.
3. City shall provide adequate staging area adjacent to the tank for temporary storage of equipment and materials by the tank inspection sub-consultant.
4. City shall supply a source of potable water for use by the tank inspection sub-consultant during the tank inspection and cleaning activities.
5. City shall supply a 110-volt electrical service (i.e. GFCI receptacle) for use by the tank inspection sub-consultant during the tank inspection and cleaning activities.
6. City shall be responsible for emptying the tank to the minimum possible depth prior to the tank inspection sub-consultant commencing with the proposed work tasks. Upon emptying the tank, the City shall implement lock out / tag out procedures on the tank inlet and outlet to ensure the tank is completely isolated from the pressurized water main or other filling source.
7. Refilling of the tank, disinfection and bacteriological testing shall be completed by others.
8. Permitting is specifically excluded from the scope of work.
9. Offsite hauling and disposal of all sand, silt and/or other debris removed from the tank during the course of the inspection and cleaning activities shall be completed by others.
10. The Consultant is providing project management and engineering oversight, only. All detailed inspection and cleaning services shall be performed by the Consultant's sub-consultant, Crom Engineering and Construction Services, under the direction of properly registered Florida Professional Engineer as required by Chapter 62-555.350, FAC.

ADDITIONAL SERVICES

Consultant shall provide additional engineering and inspection services not covered under this Service Authorization. These additional services may be required due to unanticipated and/or unknown deficiencies discovered during the field inspection and evaluation of the ground storage tank.

Services performed under this task will be on an as-directed basis in accordance with a written Notice-to-Proceed from the City Manager. The Notice-to-Proceed issued shall contain the following information and requirements.

- A detailed description of the work to be undertaken.
- A budget establishing the amount of the fee to be paid in accordance with the Agreement.
- A time established for completion of the work.

III. TIME OF PERFORMANCE

The completion dates for this work will be as follows (starting at written notice-to-proceed). Refer to **Attachment A** for budget summary.

<u>Engineering Services</u>	<u>Time per Phase</u>	<u>Cumulative Time</u>
Tank Inspection and Cleaning ⁽¹⁾	4 weeks	4 weeks
Inspection and Evaluation Report	---	---
- DRAFT Report	4 weeks	8 weeks
- City Review	1 week	9 weeks
- FINAL Report	1 week	10 weeks

⁽¹⁾ *Tank Inspection and cleaning will be scheduled and performed within this timeframe. Actual onsite work duration to perform the field activities shall be three (3) days.*

* The schedule is based upon the Consultant receiving comments to the DRAFT Report within 7 calendar days after the City receives the submittal. An adjustment to the overall schedule will be required in case the review meeting takes longer to be conducted and/or obtaining comments takes longer to receive.

***All Tasks will be completed by November 30, 2017**

VI. COMPENSATION

The compensation for services provided shall be billed on an hourly basis plus reimbursable expenses for each phase of work in accordance with Article VII, Method II, up to the following not to exceed cost for each phase. Refer to **Attachment B** for budget summary.

<u>Engineering Services</u>	<u>Estimated Fees</u>
Task No. 1 – Tank Inspection and Cleaning	\$ 1,229.00
Task No. 2 – Inspection and Evaluation Report	\$ 1,300.00
Sub-consultant Fees	\$ 8,652.00
Out-of-Pocket Expenses	\$ 200.00 ⁽¹⁾
TOTAL PROJECT COST	\$11,381.00

Notes:

⁽¹⁾ *Out-of-Pocket Expenses include the following: printing/reproduction and postage.*

This Service Authorization is approved contingent upon the City's acceptance of and satisfaction of the completion of the services rendered in the previous phase whereas encompassed by the previous Service Authorization. If the City in its sole discretion is unsatisfied with the services provided in the previous phase or Service Authorization, the City may terminate the contract without incurring any further liability. The Consultant shall commence work upon City Commission approval and this Service Authorization to be included as part of the contract without any further notice to proceed.

Approve by:

CITY OF DELRAY BEACH:

MATHEWS CONSULTING, A
BAXTER & WOODMAN
COMPANY

Date: _____

Date: 6-1-17

Cary D. Glickstein, Mayor

[Signature]
David Mathews, P.E., Vice President

[Signature]
Witness

Attest:

R. Max Lohman, City Attorney

City Clerk

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 1 day of June 2017 by David Mathews, Vice President of Mathews Consulting, a Baxter & Woodman Company, an Illinois corporation, on behalf of the corporation. (He/She is personally known to me) or (has produced identification), Florida Driver's License _____ and (did/~~did not~~) take an oath.

Courtney Marshall
Signature of person taking
Acknowledgement



ATTACHMENT A

Owens Baker Ground Storage Tank Inspection

Project	2017							
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NTP (July 1, 2017)			◆					
Tank Cleaning and Inspection			■					
Inspection and Evaluation Report								
DRAFT Report				■				
City 90% Review (7 days)					■			
FINAL Report					■			



ATTACHMENT B
City of Delray Beach
Owens Baker Ground Storage Tank Inspection

Budget Summary

Phase No.	Task Description	Labor Classification and Hourly Rates								
		Principal Engineer	Senior Engineer	Engineer I	Senior Construction Manager	Senior Engineering Technician	Senior Cadd Designer	Clerical	Total Labor	Sub-Consultant Services
		\$166.40	\$144.86	\$96.56	\$118.22	\$115.13	\$100.27	\$70.58		
I	Tank Inspection and Cleaning									
	1.1 Project Management	0	8	0	0	0	0	1	\$1,229	
	Subtotal	0	8	0	0	0	0	1	\$1,229	
II	Inspection and Evaluation Report									
	2.1 DRAFT Report	0	4	0	0	0	0	1	\$650	
	2.2 FINAL Report	0	4	0	0	0	0	1	\$650	
	Subtotal	0	8	0	0	0	0	2	\$1,300	\$7,865.00
	Labor Subtotal Hours	0	16	0	0	0	0	3	\$2,530	\$7,865
	Labor Subtotal Costs	\$0	\$2,318	\$0	\$0	\$0	\$0	\$212		
	Labor Total Costs	\$2,530								
	Subconsultant Costs Total	\$7,865								
	Subconsultant Multiplier	1.1								
	Subconsultant Total	\$8,652								
	Reimbursable Expenses	\$200								
	Project Total	\$11,381								