

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
REGULAR MEETING
February 6, 2018**

ADMINISTRATIVE STAFF REPORT

- Subject:** Solar Project – Waste Water Facility
Florida Department of Environmental Protection (FDEP)
State Revolving Fund (SRF)
Task Order – David H. Melvin, Inc.
- Subject Background:** The City Commission authorized City Staff to negotiate with highest ranked engineering firm to provide design services for the City’s solar project. The City has met with David H. Melvin, Inc. and negotiated the proposed Task Order for Commission consideration. The Task Order will be issued under the existing contract the City has with the firm, and is attached.
- Recommendation:** City Staff and the City Attorney have reviewed the Agreement and find it to be acceptable. It is recommended to approve the Agreement with David H. Melvin, Inc. The approval should be subject to final approval by FDEP.
- Potential Motion:** I move to approve the Task Order / Agreement and authorize the City to execute, subject to FDEP State Revolving Fund approval / concurrence.

Prepared by: Jim Dean, City Manager

TASK ORDER

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 15, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Solar Plant Facility for Marianna WWTP and for WW Sprayfield

B. Description: The design, permitting and bidding of a solar plant facility for the Marianna WWTP with an estimated cost of \$4,255,000 and for the WW Sprayfield with an estimated cost of \$1,023,000 for a total estimated construction cost of \$5,278,000. Construction Inspection Services (CEI) are not included at this time. All work shall be performed in accordance with the City and FDEP Design Loan Agreement WW320241 and Grant Agreement SG320242.

C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under 1 Construction Contracts.

2. Services of Engineer

- Study and Report Services
- Design Services
- Designing to a Construction Cost Limit
- Bidding or Negotiating Services
- Construction and Commissioning Services
- Resident Project Representative Services
- Other Services

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following:

4. Times for Rendering Services

Schedule:

| <u>Task</u> | <u>Completion Date</u> |
|---------------------------------|------------------------|
| Notice to Proceed | February 7, 2018 |
| Preliminary Eng. | March 5, 2018 |
| Survey | March 5, 2018 |
| Geotechnical | March 5, 2018 |
| Design 30% | April 2, 2018 |
| Design 60% | April 16, 2018 |
| Design 100% | April 30, 2018 |
| Submit Plans & Bid Docs to FDEP | May 7, 2018 |

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

| <i>Category of Services</i> | <i>Lump Sum Compensation Method</i> |
|---------------------------------------|-------------------------------------|
| Planning | \$ Previous Task Order |
| Preliminary Engineering Special Study | \$ 15,000.00 |
| Design (\$5,278,000 @ 6%) | \$311,693.00 |
| Surveying | \$ 7,000.00 |
| Geotechnical | \$ 8,000.00 |
| TOTAL | \$341,693.00 |

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants:

7. Other Modifications to Agreement:

8. Attachments: None

9. Documents Incorporated by Reference: FDEP WW320241 Design Loan Agreement and SG320242 Grant Agreement w/City of Marianna.

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER:

ENGINEER:

By: _____

By: _____

Name: Jim Dean

Name: David H. Melvin

Title: City Manager

Title: President

Engineer License or Firm's

Certificate No.: 38734

State of: Florida

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Jim Dean

Name: David H. Melvin

Title: City Manager

Title: President

Address: 2898 Green Street
Marianna, FL 32446

Address: P.O. Box 840
Marianna, FL 32447

E-Mail jdean@mariannafl.city
Address: _____

E-Mail davidmelvin@melvineng.com
Address: _____

Phone: (850) 482-4353

Phone: (850) 482-3045

Fax: (850) 482-2217

Fax: (850) 482-3957