


## MEMORANDUM

**TO:** Honorable Mayor and City Council Members  
**FROM:** Paul Johnson – Public Works Director   
**DATE:** February 10, 2009  
**SUBJECT:** Engineering Services Award

**STRATEGIC PLAN TRACKING NUMBER:** G2 -06, G4- 01

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### **PURPOSE**

The purpose of this item is to obtain City Council approval and authorization of the Interim City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. for the purpose of engineering and design of two inch water main replacements on Montclair, Park, Greenwood, Sumner, St. Lawrence Avenues and Cottonwood and Banyan Streets.

### **BACKGROUND**

On December 19, 2008, in accordance with the City's Purchasing procedures, staff requested proposals from four of the City's Continuing Consultant Engineers for the purpose of engineering and designing replacement water mains on Montclair, Park, Greenwood, Sumner, St. Lawrence Avenues and Cottonwood and Banyan Streets. In an effort to continue the Council's Strategic Plan and the objective of having well-maintained infrastructure, this will be an upgrade from existing two inch water lines to six inch waterlines. These projects will provide for water quality improvement, pressure improvement, and the installation of new fire hydrants.

The firms contacted and their proposals for these services are as follows:

Reiss Environmental - \$66,136  
McKim & Creed - \$59,564  
Miller Legg - \$52,985  
Quentin Hampton - \$38,000

Three of these firms have recently done work for the City. Those firms are; McKim & Creed, Miller Legg, and Quentin Hampton.

Quentin L. Hampton Associates, Inc. was the lowest qualified respondent. Their recent work on the West Rhode Island water and force main project was handled professionally and expediently and staff recommends award of this project to them.

**RECOMMENDATION**

That City Council authorize the Interim City Manager to enter into an agreement with Quentin L. Hampton Associates, Inc. for the purpose of engineering and design of two inch water main replacements on Montclair, Park, Greenwood, Sumner, St. Lawrence Avenues and Cottonwood and Banyan Streets.

**AGREEMENT FOR ENGINEERING SERVICES  
QUENTIN L. HAMPTON ASSOCIATES, INC. (QLH) AND  
CITY OF ORANGE CITY, FLORIDA**

**PROJECT: 2" WATER LINE REPLACEMENT (MONTCLAIR, PARK,  
GREENWOOD, SUMNER, ST. LAWRENCE AVENUES)**

**RESPONSIBILITY OF THE ENGINEER:**

Engineer shall provide said professional services pursuant to the Agreement.

**RESPONSIBILITY OF THE CITY:**

The City shall provide the Engineer the necessary background information regarding this project.

**BACKGROUND:**

Orange City desires to construct the following:

**Montclair Avenue**

- Approximately 1,450 feet of 6" water main and necessary valves installed from French Avenue to Lansdowne Avenue
- 6" stub out at May Street
- 6" stub out at Pine Street
- Fire hydrants, as necessary to maintain 500 foot intervals
- Customer service line and meter replacement/relocation, as necessary.

**Park Avenue**

- Approximately 1,000 feet of 6" water main and necessary valves installed from West Central Avenue to West French Avenue
- Fire hydrants, as necessary to maintain 500 foot intervals
- Customer service line and meter replacement/relocation, as necessary

**Greenwood Avenue**

- Approximately 2,000 feet of 6" water main and necessary valves installed from Carpenter Avenue to Niagara Avenue
- 6" stub out at Stark Avenue North
- 6" stub out at Stark Avenue South
- Fire hydrants, as necessary to maintain 500 foot intervals
- Customer service line and meter replacement/relocation, as necessary.

**Sumner Avenue**

- Approximately 1,300 feet of 6" water main and necessary valves installed from East French Avenue to East Lansdowne Avenue
- Fire hydrants, as necessary to maintain 500 foot intervals
- Customer service line and meter replacement/relocation, as necessary.

**St. Lawrence Avenue, Cottonwood & Banyan Streets**

- Approximately 615 feet of 6" water main and necessary valves installed at St. Lawrence Avenue from Almond Street to Cottonwood Street and approximately 1,400 feet of 6" water main and necessary valves installed on Banyan Street and Cottonwood Street
- Fire hydrants, as necessary to maintain 500 foot intervals
- Customer service line and meter replacement/relocation, as necessary.

**SCOPE OF WORK:**

Task 1 – Survey: QLH intends to use Efrid Surveying for surveying of this project. An allowance for their work is included for locating all above ground improvements within the area between the R/W lines, and 10' outside of the right-of-way, underground utilities, etc.

Task 2 – Design and Permitting: QLH shall complete the necessary engineering design to produce a complete set of construction documents consisting of drawings and specifications. The drawings shall be produced in AutoCad format and utilize the survey produced in Task 1. The specification shall be included on the plans.

A permit to 'Construct a Drinking Water Distribution System' will be obtained for the project.

The City desires to construct these improvements with in-house staff, and therefore, no bidding or construction services are included in the scope of this proposal.

Progress submittals shall be made at 30%, 60% and 90% design levels. A preliminary cost estimate shall be submitted at 90% design.

**Exclusions:**

1. Bidding and construction phase services.
2. Property acquisitions services
3. Environmental/Biological assessments
4. Geotechnical investigations

**SCHEDULE:**

QLH will strive to complete the above work according to the following schedule. All times are from authorization to proceed.

Survey	30 days
<i>Design</i>	
30%	60 days
60%	75 days
Final	90 days

**COMPENSATION:**

The not to exceed fees for these services are estimated to be fifteen thousand three hundred dollars (\$38,000) based on the following schedule:

Survey	\$15,000
Design	\$22,000
Printing Allowance	\$1,000
<b>TOTAL</b>	<b>\$38,000</b>

If Florida Sales Tax becomes due on professional services, the City shall reimburse QLH for the additional sales tax cost.


**CITY OF ORANGE CITY, FLORIDA**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chester Murray, Interim City Manager

**QUENTIN L. HAMPTON ASSOCIATES, INC.**

Dated: 1-25-09

By:  \_\_\_\_\_  
Andrew M. Giannini, P.E.  
Project Manager

City of Orange City

2" Water Main Replacement

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**REQUEST FOR PROPOSAL**

**CLOSING DATE:** January 30, 2009

**TIME:** 4:00 pm

**PROJECT:** 2" Water Main Replacement

**NAME OF FIRM:** QUENTIN L. HAMPTON ASSOCIATES, INC

**ADDRESS:** P.O. BOX 290247  
3881 S. NOVA ROAD  
PORT ORANGE, FL 32129-0247

**PHONE NUMBER:** (386) 761-6810

**FAX NUMBER:** (386) 761-3977

**CONTACT PERSON:** ANDREW M. GIANNINI

**TITLE:** PROJECT ENGINEER

These and other services can be provided, if desired by the CITY, under separate Scope of Service(s) or by an amendment to this Scope of Services. Services performed will be on an as-directed basis in accordance with a written Notice to Proceed from the CITY.

**E. Obligations of the City of Orange City**

The CITY is responsible for providing the following information to REI:

- As-built drawings for the existing water mains for the subject areas.
- Review of submittals in a timely manner (10 days) and response to project management communications within 3 days.
- Provide all permit application fees required and applied for under this scope of services.
- Geotechnical services, if needed.

**F. Compensation**

REI proposes to provide the services described herein for a Lump Sum for each phase as indicated below.

TASK	FEE
<b>TASK 1 – Project Administration</b>	\$4,100
<b>TASK 2 – Survey Services</b>	\$18,936
<b>TASK 3 – Prepare Final Design Documents</b>	\$35,400
<b>TASK 4 – Engineering Services for Permitting</b>	\$3,200
<b>TASK 5 – Construction Administration</b>	\$4,500
<b>TOTAL FEE – (Tasks 1 – 5)</b>	<b>\$66,136</b>



## FEE SUMMARY

TASK NUMBER	TASK	LUMP SUM FEE
<b>ENGINEERING TASKS</b>		
Task 1	Meeting & Project Coordination	\$ 3,195.00
Task 2	Utilities Coordination	\$ 880.00
Task 3	Preparation of Engineering Construction Documents	\$ 17,590.00
Task 4	Permitting	\$ 2,840.00
<b>Subtotal Engineering Tasks</b>		<b>\$ 24,505.00</b>
<b>SURVEYING TASKS</b>		
Task 5	Route Surveys	\$ 27,480.00
<b>Subtotal Surveying Tasks</b>		<b>\$ 27,480.00</b>
Task 6	Reimbursable Expenses	\$ 1,000.00
<b>TOTAL FEE</b>		<b>\$ 52,985.00</b>

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**PROJECT NAME: 2" Water Main Replacement  
Orange City, Florida**

**ENGINEERING SERVICES FEE PROPOSAL**



DESCRIPTION	TITLE:		Sr. Tech. Specialist		Design Engineer		CAD Designer		Clerical		DIRECT EXPENSES**	TOTAL FEE
	HOURS	TOTAL	HOURS	TOTAL	HOURS	TOTAL	HOURS	TOTAL	HOURS	TOTAL		
Project Manager												
RATE:	\$162											
		\$158			\$84		\$79		\$54			
Survey ***	2	\$324					8	\$632	2	\$108	\$15,130	\$16,194
Design	57	\$9,234	13	\$2,054	87	\$7,308	226	\$17,854	51	\$2,754	\$1,660	\$40,864
Permitting*	4	\$648			12	\$1,008	6	\$474	4	\$216	\$160	\$2,506
<b>GRAND TOTAL</b>												<b>\$59,564</b>

\*Permit Fees Not Included in Proposal

\*\*Direct Expenses: subcontractors, travel, printing, etc.

\*\*\* Consolidated Survey (\$15,050)

No Geotechnical Services are included in this proposal.

No Subsurface Utility Engineering Services are included in this proposal.

No Hydraulic Modeling Services are included in this proposal.

No Bidding or Construction Phase Services are included in this proposal.

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