

MEMORANDUM

TO: MAYOR AND CITY COMMISSION

FROM: CITY ATTORNEY'S OFFICE

DATE: July 7, 2014

RE: **Task Authorization with AMEC Environment and Infrastructure, Inc. for Lake Hollingsworth Shoreline Protection**

Attached for your consideration is a Task Authorization with AMEC Environment and Infrastructure, Inc. (AMEC) to provide design and permitting services to improve the degrading shoreline on the south end of Lake Hollingsworth. The scope of services includes design, permitting, and bid preparation services to assist the City in selecting and constructing the appropriate erosion control structure along the southern shoreline. AMEC proposes to complete all services within a not to exceed cost of \$31,062.50.

The Lake Hollingsworth shoreline, adjacent to the boat ramp, on the south end of the lake, has been eroding significantly over the past decade. This has resulted in significant shoreline loss, uprooted trees, and exposed stormwater pipes. This poses a potential danger to the public and impairs the aesthetic properties of this heavily utilized recreational area.

It is recommended that the appropriate City officials be authorized to execute this Task Authorization with AMEC Environment and Infrastructure, Inc. The Stormwater Utility has FY14 funds earmarked to develop this corrective action plan.

attachment

TASK AUTHORIZATION FORM

The City hereby authorizes AMEC Environment and Infrastructure, Inc. (Engineer) under the Lakes & Watershed Management Services Continuing Contract to proceed with the services as set forth in the attached work order by the City and/or attached scope of services proposed by the Engineer and the following:

Task Authorization No.: **AMEC-14-05**
Project No: **596.246.7500.008515.634.00.000**
Project Title: **Lake Hollingsworth Shoreline Protection**
Estimate Contract Time: **As set forth in the approved proposal for the project.**
Billing: **As set forth in the agreement and the approved proposal.**
Not-To-Exceed Fee: **\$31,062.50**
Scope of Work: **See Exhibit "A" dated June 17, 2014.**
Reimbursement Policy: **See Exhibit "B" dated January 28, 2013.**

AMEC ENVIRONMENT AND INFRASTRUCTURE, INC.

Accepted By: _____ Date: _____
Mike Phelps, P.E., Central Florida Manager

CITY OF LAKELAND

Reviewed By: _____ Date: _____
Curtis Porterfield
Lakes & Stormwater Manager

Approved By: _____ Date: _____
Richard Lilyquist, P.E.
Director of Public Works

Approved by: _____ Date: _____
Douglas B. Thomas
City Manager





Exhibit "A"

June 17, 2014

Mr. Curtis Porterfield
Lakes & Stormwater Manager
City of Lakeland
407 Fairway Avenue
Lakeland, FL 33801

Via Email: Curtis.Porterfield@lakelandgov.net

Re: AMEC Scope of Services
Lake Hollingsworth Shoreline Protection
AMEC Project No. 600319.3

Dear Mr. Porterfield:

As requested by the City of Lakeland (COL), AMEC Environment & Infrastructure, Inc. (AMEC) has prepared the following Scope of Services to assist the City in developing a design, permitting and providing construction documents for the above project. As we understand the project, the City to construct a shoreline stabilization structure along several hundred feet of the southern shoreline of Lake Hollingsworth from the Yacht Club dock easterly to the ski tournament dock located just east of the City boat ramp. The shoreline stabilization between the boat ramp and the eastern boat dock is likely to be a "future phase". The area has experienced erosion over time and is in need of stabilization. The City also wishes to construct any required wetland mitigation on Lake Hollingsworth in a location further east of this project. The following is the proposed scope of work for the project:

Task 1 – Kickoff and Data Collection

AMEC will attend a project kickoff meeting with the City to clarify all project requirements and timeframes, discuss project history and gather known data, and agree on design options to be pursued. AMEC will collect available historical and current site data such as previous permitting and known ecological constraints. AMEC will also request a Sovereign Submerged Lands (SSL) determination from the Division of State Lands. AMEC scientists will conduct a site investigation to determine and flag the limits of all wetlands and surface waters within the project area. They will also survey the site for any environmental issues that may affect design and permitting of the proposed improvements such as listed species. All features will be recorded using a sub-meter GPS for use in permitting and as a guide for the City's surveying efforts.

Four to five hand augers will be performed at the location of the proposed seawall to allow for characterization of the soils behind and below the proposed seawall. Boring logs will be prepared and a simple letter report will be provided.

AMEC Environment & Infrastructure, Inc.
2000 E. Edgewood Drive, Suite 215
Lakeland, FL 33803
Tel (863) 667-2345
Fax (863) 667-2662

www.amec.com

The City will conduct a topographic and boundary survey, inclusive of SSL information, of the proposed project site to be used in design and permitting. The City will provide all surveying services.

Task 2 – Project Design

AMEC will schedule and attend a pre-application meeting with SWFWMD. AMEC will use the City's completed survey CADD drawing to prepare a concept plan that will include a depiction of the proposed seawall as well as a concept for potential future improvements for the upland area such as pervious brick pavers, landscaping, etc. Along with this "30% concept plan set", AMEC will provide a brief report describing the project site and the potential constraints to project design based on the permit pre-application meeting. AMEC has assumed that the City will coordinate with the Lakeland Yacht Club, as needed, during the course of this project.

AMEC will host one "online" design development meeting to establish the stabilization design and mitigation location and plan. AMEC engineers and scientists will work collaboratively with the City to design the shoreline stabilization measures as well as on-site mitigation measures for any unavoidable impacts. AMEC will develop a 60% plan set to be used for initial permitting discussions with the regulatory agencies. AMEC shall incorporate any City and agency (pre-application) comments into the 90% plans to be submitted for final approval and permitting.

Task 3 – Permitting

AMEC will then develop a permit application package to be submitted to the regulatory agencies. This will include all required application forms and a narrative describing the project as well as efforts to avoid and/or minimize any adverse impacts to protected resources. It will also include project drawings signed and sealed by a professional engineer, project location and resource maps, and photographs of the project site. Should the project site be determined to be located on State Lands, AMEC will include appropriate forms and documentation to secure SSL authorizations. The application package will be delivered to the City for review prior to submittal to the regulatory agencies. Should any legal Sketch and Description of the proposed project area be required for SSL issues, this will be requested of the City's professional surveyor. Following City review and final edits, AMEC will submit the applications to the agencies. AMEC will respond to Requests for Additional Information (RAI) from the agencies to clarify project details and make minor changes as requested. Major re-design efforts are not included in this scope of work.

Task 4 – Bid Document Assistance

The construction drawings will be detailed sufficient to provide the technical specifications for the proposed works. AMEC will prepare an electronic bid form that the City can use for bidding purposes. AMEC has assumed that we will attend a pre-bid meeting and that we will assist with any requests for information during the bidding process. Special provisions such as contractor work restrictions, etc. are assumed to be addressed by the City as is coordination with the Lakeland Yacht Club on work adjacent to their property.

No construction-related services are proposed at this time. Such services can be proposed under a separate work assignment.

SCHEDULE

The services described above will be initiated within 7 days of receiving the signed work order. All tasks will be completed within 7 months following the receipt of notice to proceed but will be dependent on City review of draft documents as well as agency review time for the permit applications.

DELIVERABLES

Deliverables are defined in the individual tasks above.

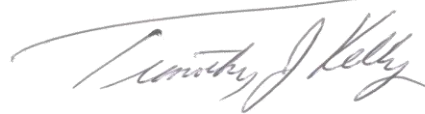
PROPOSED BUDGET

AMEC will complete the services within a not to exceed cost of **\$31,062.50**. The project will be invoiced monthly in accordance with the rate schedule provided in our General Services Agreement. If project costs exceed the estimate, AMEC will notify you and request written authorization, in the form of a Change Order, prior to exceeding the estimated costs.

We are prepared to begin immediately upon receiving the Notice to Proceed from the City. Please feel free to contact us at (863) 667-2345 to discuss any questions that you might have. We appreciate the opportunity to submit our proposal, and look forward to working with you to complete this project.

Sincerely,

AMEC Environment & Infrastructure, Inc.



Timothy J. Kelly, PE, CPSWQ
Project Manager



Michael Phelps, PE
Office Manager

TJK/MP/jrc

Attachment - Cost Schedule

PROPOSED BUDGET
City of Lakeland - Lake Hollingsworth Shore Stabilization Project
AMEC Project No. 600319.3

Tuesday, June 17, 2014

	Task 1	Task 2	Task 3	Task 4			
	Project Kickoff	Project Design	Permitting	Bid Document	Total	Rate	Total
RESPONSIBLE STAFF	Data Collection	Plan Development		Assistance	Hours	(\$/Hr)	Cost
Associate	5	6	6	1	18	\$165	\$2,970
Senior 2/ Project Manager	6	24	0	0	30	\$152	\$4,560
Senior 1/ Project Manager	18	12	20	1	51	\$132	\$6,732
Project Professional 2	4	5	4	0	13	\$108	\$1,404
Technician 6	0	57	7	4	68	\$105	\$7,140
Technician 5	0	16	12	4	32	\$90	\$2,880
Technician 4	20	0	0	0	20	\$80	\$1,600
Administrative Staff 3 through 5	6	8	42	4	60	\$60	\$3,600
					0	\$0	\$0
					0	\$0	\$0
TOTAL HOURS	59	128	91	14	292		
TASK LABOR COST	\$6,505	\$14,667	\$8,397	\$1,317			\$30,886.00
EXPENSES					Sheets	\$/Sheet	Cost
Color copies			4		4	\$1.40	\$5.60
Plotting (per sheet) 11 x 17					0	\$1.00	\$0.00
Shipping		\$12	\$12				\$24.00
Total Expenses	\$0	\$12.00	\$17.60	\$0			\$29.60
TRAVEL	# of miles						
Cost of Travel (\$0.565/mile)	80	100	80	0			\$146.90
	\$45.20	\$56.50	\$45.20	\$0.00			
TASK TOTAL	\$6,550.20	\$14,735.50	\$8,459.80	\$1,317.00			\$31,062.50

EXHIBIT "B"

City of Lakeland Consultant Expense Reimbursement Policy Revised 1/28/2013

General

This policy governs all eligible reimbursement expenses paid to consultants hired by City Departments under professional service contracts. All reimbursable expenses must adhere to the following provisions and be verified and approved by the appropriate department head, or their designated representative administering the professional contract. An exhibit to each contract or agreement must be accepted by each professional services consultant prior to the agreement being considered fully executed. All proposed reimbursable consultant expenses must be submitted to the managing designee with matching receipts and specific documentation outlining the nature of the business conducted in association with the expenditure prior to approval by the City.

Consultant Contract Provisions

1. Reasonable expenses will be reimbursed for customary business activities deemed integral to the completion of the consulting assignment (i.e. phone calls, copies, printing, facsimile services, etc.)
2. Reasonable travel expenses will be reimbursed at a rate not-to-exceed the following:
 - Car Rental – Limited to mid-size vehicles or smaller.
 - Airline Travel – Limited to tourist or coach class fare, all efforts will be made to identify the most economical flight options available at time of scheduling.
 - Use of private automobile for administration of project related requirements may be reimbursed at 56.5 cents per mile (or current IRS mileage reimbursement rate).
 - Local hotel accommodations will be reimbursed at a not-to-exceed rate of \$110.00 per night plus sales tax. All incidentals related to the hotel stay will not be reimbursed.
 - No entertainment expenses will be reimbursed, including, but not limited to, alcoholic beverages, in-room entertainment, registrations, tickets to sporting events or entertainment events, banquet and or client entertainment.
 - No reimbursement will be provided for personal expenses of any nature.
 - Meal expenses will be reimbursed at \$46.00 per day, a maximum of a 15% gratuity will be allowed.
 - When representing the interest of the City outside of the Lakeland area, reimbursement of reasonable hotel accommodation costs will be provided as determined by the responsible Department Head.

Collection of Back-up Documentation

All consultant expenditures submitted for reimbursement shall be properly documented and approved by the appropriate department head or designated representative managing the agreement. Original receipts must be provided for payment, along with documentation on purpose. The department head or designated representative will be responsible for the collection of this documentation and for communicating with the consultant on issues related to reimbursable costs or back-up documentation. It will be the responsibility of the department head or designated representative to obtain the necessary approvals from the City Managers' Office for variances to the policy.

Prior to payment of invoices, the following will be required:

1. Verification that invoice references the correct professional service contract.
2. Verification that the specific contract deliverables have been met and scope of work has been satisfactorily completed.
3. Verification that all consultant reimbursable expenses were incurred in conjunction with specified services rendered and billed at cost.
4. All reimbursable expenses must be submitted with receipts documenting expenses.
5. Verify all expense calculations are correct.

Variance Approval

All variances or modifications to the provisions in this policy must be approved by the City Manager or authorized designee.