



CONTRACTORS

SURVEYORS

PLANNERS

December 6, 2024

MC#244073

Hector A. Colon, PE, CFM
Water Resources Engineer
City of Ocala
1805 NE 30th Avenue, Bldg 600
Ocala, FL 34470

**RE: Work Order for Services per Agreement No. ENG/220328 for
Continuing Professional Engineering Services – Citywide
McKim & Creed, Inc.
Collection System Action Plan and Power Outage Contingency Plan**

Dear Mr. Colon,

Per your request, we are pleased to offer the following work order proposal to prepare a Collection System Action Plan and Power Outage Contingency Plan per Rule 62-600.705 to support wastewater facility permit renewals.

If you have any questions, or require additional information, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracey L. Webb".

Tracey L. Webb, PE
Senior Project Manager

Enclosures: As Noted

1365 Hamlet Avenue
Clearwater, FL 33765

727.442.7196.

Fax 727.461.3827

www.mckimcreed.com

cc: Sean Lanier, PE, CFM (City of Ocala)
Dan Keck, PE, Assoc. DBIA (McKim & Creed)
Proposal File



McKim & Creed, Inc.
Summary of Task Descriptions
Collection System Action Plan and Power Outage Contingency Plan
City of Ocala
Work Order No. MC-____
December 6, 2024

Pursuant to the City of Ocala, Florida, Agreement for No. ENG/220328 for Continuing Professional Engineering Services – Citywide entered into by and between the **CITY OF OCALA, FLORIDA**, a Florida municipal corporation, hereinafter referred to as the “**CITY**” and **McKIM & CREED INC.**, hereinafter referred to as the “**CONSULTANT**”, a determination has been made by the CITY that there is a need for the performance of, or rendering of services by the CONSULTANT of a certain “Work Order” under the purview of said Agreement. The particular services of work are described as follows.

PROJECT DESCRIPTION

The City has requested McKim & Creed (Consultant) to prepare a system wide Collection System Action Plan (CSAP) and Power Outage Contingency Plan (POCP). The Power Outage Contingency Plan will describe the general program and protocols to mitigate the impacts of power outages on the facility’s collection/transmission system and pump stations, including any applicable mutual aid agreements. The Collection System Action Plan will develop a pipe assessment, repair, and replacement action plan with a 5-year planning horizon for all collection/transmission systems under the utility’s control to mitigate sanitary sewer overflows and underground pipe leaks. These plans are required per Rule 62-600.705(1) & (2) F.A.C. to support wastewater facility permit renewals, new permits, or substantial permit revisions. The City has two wastewater treatment facilities comprising the Water Reclamation Facility (WRF) #2, and WRF #3 which may utilize this plan for current or future permit renewals or modifications. The City’s wastewater collection system includes approximately 144 lift stations which are part of the WRF #2 and WRF #3 service areas.

SCOPE OF SERVICES

CONSULTANT shall perform the following tasks under this Work Order:

TASK 1: PROJECT MANAGEMENT, ADMINISTRATION AND MEETINGS

This task includes project setup and project management plan, internal team project kickoff meeting, general communication and coordination with the City and team members, monthly progress reports with invoicing, and delivery of electronic data and records obtained and produced during the project.



TASK 2: DATA COLLECTION AND REVIEW

Consultant will develop a data request list of information for the project from the City and third-party sources. This may include but not be limited to, the following:

- Capital Improvement Plan
- Utilities GIS
- Master Plans
- Asset Management Plans
- Collection System Information
- Inflow and Infiltration Mitigation Measures
- Resiliency Measures
- Emergency Plans
- Operation and Maintenance Plans
- Ordinances
- Lift Station Data
- Sanitary Sewer Overflow Records

Once the data is obtained, the Consultant will review, consolidate, and organize the data that will be used to develop the Collection System Action Plan and the Power Outage Contingency Plan.

TASK 3: WORKSHOP FOR DEVELOPING POWER OUTAGE RESPONSE

Consultant will help the City develop standard protocols for responding to power outages at individual lift stations as well as area-wide power outages. The City's collection system data, regulatory agency guidelines, City staff's knowledge and recommendations will be used to develop this protocol. To gain an understanding of City's collection system operating protocols, maintenance procedures, emergency response plans and communication, the Consultant will seek input from City's sewer collections and lift stations staff by coordinating and attending one in-person workshop. The Consultant will use existing data available from the City, Florida Department of Environmental (FDEP), Environmental Protection Agency (EPA), Florida Rural Water Association (FRWA), latest electric codes and other sources.



TASK 4: POWER OUTAGE CONTINGENCY PLAN

Prepare Power Outage Contingency Plan (POCP): Consultant will develop a citywide POCP (City service areas only) per Rule 62-600.705(1), F.A.C., effective on June 28, 2023.

Conduct internal QA/QC review of the draft plans by a senior level engineer not involved with the project. Comments developed by the QA/QC procedure will be addressed prior to submittal to the City.

Submit draft copy of the POCP to the City for review and comment. Conduct a virtual meeting with City staff to review the draft documents within two weeks following the draft plan submittal.

City comments will be incorporated in the POCP and an unsigned copy of the final POCP will be submitted to the City.

TASK 5: COLLECTION SYSTEM ACTION PLAN

Prepare Collection System Action Plan (CSAP): Consultant will develop a citywide CSAP (City service areas only) per Rule 62-600.705(2), F.A.C., effective on June 28, 2023, and provide an electronic summary of the CSAP.

Conduct internal QA/QC review of the draft plans by a senior level engineer not involved with the project. Comments developed by the QA/QC procedure will be addressed prior to submittal to the City.

Submit draft copy of the CSAP to the City for review and comment. Conduct a virtual meeting with City staff to review the draft documents within two weeks following the draft plan submittal.

City comments will be incorporated in the final CSAP. A signed and sealed copy of the final CSAP will be submitted to the City.

TASK 6: RESPONDING TO FDEP COMMENTS OR REQUESTS FOR ADDITIONAL INFORMATION

The final CSAP and POCP will be submitted to the City for issuance to FDEP as a part of the WRF #3 permit renewal application package. Consultant will respond to requests for additional information (RAIs) or comments received from FDEP related



to the CSAP and POCP. For budgeting purposes, we have assumed no more than two (2) RAIs from FDEP.

DELIVERABLES

Consultant will submit all deliverables electronically to the identified City primary contact for distribution.

1. Monthly status reports (included in monthly invoices)
2. Meeting minutes (Adobe PDF format)
3. Data request list of information
4. Draft CSAP (Adobe PDF format)
5. Final CSAP (Word format, Adobe PDF format, and electronically signed and sealed by a Professional Engineer)
6. Draft POCP (Adobe PDF format)
7. Final POCP (Adobe PDF format; Word Format)
8. Draft and final comment-response spreadsheet
9. Copies of FDEP comments or RAI responses as applicable

COMPENSATION

Consultant shall perform tasks detailed in Tasks 1 through 6. This work order shall remain in effect until the completion of the project.

The services described herein will be performed on a lump sum basis. Compensation to the Consultant for rendering all the identified services and products shall not exceed \$57,570.00. Compensation for the specified tasks shall not exceed the amounts set forth as follows:

DESCRIPTION	TOTAL
Task 1 – Management and Coordination	\$ 6,840.00
Task 2 – Data Collection and Review	\$ 4,670.00
Task 3 – One In-Person Workshop for Developing Power Outage Response	\$ 14,720.00
Task 4 – Power Outage Contingency Plan	\$ 11,855.00
Task 5 – Collection System Action Plan	\$ 16,595.00
Task 6 – Responding to FDEP Requests for Additional Information and Comments	\$ 2,890.00
TOTAL FEES (Tasks 1-6)	\$ 57,570.00

Compensation amounts are based on the estimated labor and expenses as detailed in the Summary



of Fees Table provided in Attachment 1. The cost proposal in Attachment 1 is based on the hourly rates as established in Exhibit “A” – Consultant Loaded Rate Sheet to the Agreement for Continuing Professional Engineering Services – Citywide (Contract # ENG/220328).

SCHEDULE

This schedule is based on several tasks being performed concurrently and assumes the following: all data from City is received within 4-weeks of Notice to Proceed (NTP) and 2-week review by City for each submittal. The Work Order start date will be the date of the authorization of the Work Order by the City. This Work Order will remain in effect through the completion and acceptance of the deliverable. An updated project schedule will be submitted to the City within 10-days of Authorization.

<u>Description</u>	<u>Completion Weeks Following NTP</u>
Workshop	12 weeks
Draft CSAP and POCP	22 weeks
Draft Review Meeting	24 weeks
Final CSAP and POCP	28 weeks

ASSUMPTIONS AND OTHER CONSIDERATIONS

1. Work associated with the Scope of Services included herein will commence upon written authorization.
2. The schedule presented in this work assignment takes into consideration that the POCP and CSAP will need to be submitted to FDEP as part of the WRF #3 permit renewal application package by December 2025.
3. The POCP will not be signed and sealed by a Professional Engineer since it is not required by FDEP.
4. The CSAP will be signed and sealed by a Professional Engineer as required by FDEP.
5. After the submittal of the CSAP and POCP to FDEP, updates will be made based on any comments or RAI received from FDEP staff. This scope does not include updates to be made to the CSAP and POCP beyond December 2025 WRF #3 permit renewal or updates needed for any future permit renewals. The CSAP and POCP developed for WRF #3 permit renewal can serve as a framework for future updates. The updates to CSAP and POCP can be made



by City staff as necessary for future wastewater collection system modifications or permit renewals.

6. The scope does not include the annual updates to be made to the CSAP and POCP and the submittal of annual reports summarizing the collection system action plan implementation which will be due to FDEP on June 30 of every year following the submittal of CSAP and POCP for the ongoing permit renewals.
7. The City will provide information of existing facilities needed for development of CSAP and POCP. Site visits by the Consultant are not deemed necessary for the development of CSAP and POCP and hence not included in this scope.

Professional Engineering Services Fee Proposal

Summary of Fees	
Task 1: Project Management, Administration and Meetings	\$ 6,840.00
Task 2: Data Collection and Review	\$ 4,670.00
Task 3: Workshop for Developing Power Outage Response	\$ 14,720.00
Task 4: Power Outage Contingency Plan	\$ 11,855.00
Task 5: Collection System Action Plan	\$ 16,595.00
Task 6: Responding to FDEP Requests for Additional Information and Comments	\$ 2,890.00
Total Project Fee	\$ 57,570.00

Task 1: Project Management, Administration and Meetings

Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
A	Project Setup/ Coordination/ Invoicing/ Internal Kick-Off Meeting	1	16	0	2	2	0	5	1	27	5,685.00
B	Client Review Meeting	0	3	0	1	2	0	0	0	6	1,155.00
	Total Man-hours	1	19	0	3	4	0	5	1	33	-----
	Total Man-hour Cost	\$290.00	\$4,750.00	\$0.00	\$555.00	\$440.00	\$0.00	\$700.00	\$105.00	-----	6,840.00
	Reimbursable Expenses										0.00
	TOTAL COSTS										6,840.00

City of Ocala - Collection System Action Plan and Power Outage Contingency Plan

December 5, 2024

Professional Engineering Services Fee Proposal

Task 2: Data Collection and Review

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Data Collection and Review	0	1	0	12	20	0	0	0	33	\$4,670.00
	Total Man-hours	0	1	0	12	20	0	0	0	33	-----
	Total Man-hour Cost	\$0.00	\$250.00	\$0.00	\$2,220.00	\$2,200.00	\$0.00	\$0.00	\$0.00	-----	\$4,670.00
	Reimbursable Expenses										\$0.00
	TOTAL COSTS										\$4,670.00

Task 3: Workshop for Developing Power Outage Response

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Workshop Meeting	0	12	0	12	16	0	0	0	40	\$6,980.00
B	Developing Power Outage Response Protocols	0	4	0	12	32	4	0	0	52	\$7,240.00
	Total Man-hours	0	16	0	24	48	4	0	0	92	-----
	Total Man-hour Cost	\$0.00	\$4,000.00	\$0.00	\$4,440.00	\$5,280.00	\$500.00	\$0.00	\$0.00	-----	\$14,220.00
	Reimbursable Expenses										\$500.00
	TOTAL COSTS										\$14,720.00

City of Ocala - Collection System Action Plan and Power Outage Contingency Plan

December 5, 2024

Professional Engineering Services Fee Proposal

Task 4: Power Outage Contingency Plan

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Draft POCP	1	4	3	8	32	12	0	2	62	\$8,690.00
B	Final POCP	0	2	3	4	8	2	0	1	20	\$3,165.00
	Total Man-hours	1	6	6	12	40	14	0	3	82	-----
	Total Man-hour Cost	\$290.00	\$1,500.00	\$1,380.00	\$2,220.00	\$4,400.00	\$1,750.00	\$0.00	\$315.00	-----	\$11,855.00
	Reimbursable Expenses										\$0.00
	TOTAL COSTS										\$11,855.00

Task 5: Collection System Action Plan

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Draft CSAP	1	12	3	10	36	6	0	2	70	\$10,750.00
B	Final CSAP	0	8	3	8	12	2	0	1	34	\$5,845.00
	Total Man-hours	1	20	6	18	48	8	0	3	104	-----
	Total Man-hour Cost	\$290.00	\$5,000.00	\$1,380.00	\$3,330.00	\$5,280.00	\$1,000.00	\$0.00	\$315.00	-----	\$16,595.00
	Reimbursable Expenses										\$0.00
	TOTAL COSTS										\$16,595.00

Professional Engineering Services Fee Proposal

Task 6: Responding to FDEP Requests for Additional Information and Comments

		\$290.00	\$250.00	\$230.00	\$185.00	\$110.00	\$125.00	\$140.00	\$105.00	-----	-----
Task	Description	Regional Manager	Sr. Project Manager	Senior Engineer IV	Project Engineer III	Engineer Intern	Designer II	Project Acct	Sr. Project Admin	Total Man-hours	Task Total
A	Respond to RAI	0	1	0	6	12	0	0	2	21	\$2,890.00
	Total Man-hours	0	1	0	6	12	0	0	2	21	-----
	Total Man-hour Cost	\$0.00	\$250.00	\$0.00	\$1,110.00	\$1,320.00	\$0.00	\$0.00	\$210.00	-----	\$2,890.00
	Reimbursable Expenses										\$0.00
	TOTAL COSTS										\$2,890.00