



CONTRACT# 210895

CITY OF OCALA CONTINUING PROFESSIONAL SERVICES CONTRACT WORK ORDER

WORK ORDER NUMBER # 39

EFFECTIVE DATE: 11/7/2024

Contracting Officer
Approval/Initials

Project Title: Wastewater Master Plan

To: *Kimley-Horn and Associates*
Address
Ocala, FL xxxxx

Vendor #: 1530

Attn: *Alan Garri, PE*

FUNDING SOURCE: Professional Services

EXPENDITURE
ACCOUNT NUMBER: 455-020-302-536-53-31010

In accordance with your proposal 2024 - 11: (Project Title: Wastewater Master Plan), you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed \$ 117,000.00.

Requested By: *Alan Lewis* Date: *11/8/2024*
Department Director

Approved By: _____ Date: _____
Council President

INDIVIDUAL PROJECT ORDER NUMBER 2024-11

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The City of Ocala (the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated September 25, 2022, which is incorporated herein by reference.

Identification of Project:

Project: Wastewater Master Plan

Client: City of Ocala

General Category of Services:

The City desires to develop a comprehensive wastewater master plan update for the purpose of identifying and prioritizing capital projects and understanding the improvements required to accommodate the new developments coming online over the next 20 years. This scope of services describes the specific tasks to gather information, develop future needs, perform the necessary hydraulic analysis, develop costs, report recommendations, and produce a prioritized list of funded needs. The updated master plan will focus on capital improvements required to serve the 5-year, 10-year, and 20-year future needs of the utility service area.

SCOPE OF SERVICES

Task 1 – Data Collection and Kickoff Meeting

- A. Kimley-Horn will use the existing wastewater system mapping as the basis for the existing infrastructure information. Previous information collected by Kimley-Horn will be relied upon to serve as the basis of the wastewater treatment system. Lines greater than or equal to 4" will be included in the water system analysis.
- B. Kimley-Horn will use the previous Wastewater Master Plan (2018), Wastewater Condition Assessment (2020), and NW Ocala Wastewater Modeling Technical Memorandum (2022) as the basis for the wastewater system analysis.
- C. Kimley-Horn will summarize the current permitting status and regulatory issues affecting wastewater systems, such as network limitations, treatment limitations, permit compliance issues, and regulatory concerns. Kimley-Horn will contact staff with the Florida Department of Environmental Protection (FDEP) to discuss the Project and capture input or concerns from the FDEP.
- D. Kimley-Horn will prepare for and attend a project kick-off meeting with City staff. Project objectives, schedules, milestones, communication methods, and base information will all be discussed. Kimley-Horn will prepare meeting minutes after the meeting and circulate the minutes to meeting participants.
- E. The City will provide Kimley-Horn with a list of all lift station and force main projects completed since the 2018 Wastewater Master Plan was completed.

Task 2 – Population Demand/Future Growth Projections

- A. Kimley-Horn will utilize the demand projections developed as part of the Ocala Water Master Plan update (2024). These projections consist of the existing system demand, system-wide infill projections, and development-driven demands. Kimley-Horn will calculate the projected wastewater demands using a conversion factor based on historical Monthly Operating Report

(MOR): Discharge Monitoring Report (DMR) flows.

- B. Kimley-Horn will allocate future growth into specific areas within the service area to calculate future utility needs and allocate utility demands. This allocation will be based on known projects, engineering judgment, and discussions with City staff. System demands will be calculated for the present year, 5-year, 10-year, and 20-year projections.
- C. Kimley-Horn will attend up to one progress meeting with City representatives to review task progress and recommendations prior to finalizing the population projections.

Task 3 – Wastewater System Hydraulic Modeling/Capacity Evaluation

- A. Kimley-Horn will convert the InfoWater model previously developed as part of the Wastewater Master Plan (2018) and NW Ocala Wastewater Modeling Technical Memorandum (2022) to SewerGEMS. Upon completion, the updated model will be provided to the City for future use.
- B. Using information provided by the City, Kimley-Horn will create a system inventory of the existing wastewater lift stations. The inventory will consist of lift station name, number of pumps, pump capacity, force main diameter, wet well depth, and wet well diameter.
- C. Kimley-Horn will prepare recommended wastewater system hydraulic standards for acceptance by the City. Hydraulic standards will be established for the following parameters:
 - 1) Minimum Force Main Velocity = 2 ft/s
 - 2) Maximum Force Main Velocities = 8 ft/s
 - 3) Maximum Force Main Pressure = 165 psi
- D. For each demand projection (present year, 5-year, 10-year, and 20-year), Kimley-Horn will make collection system improvement recommendations that are required for the system to meet the hydraulic standards. Kimley-Horn will review the initial improvement recommendations with City staff and include staff input for the final recommendations.
- E. Kimley-Horn will review the wastewater treatment and effluent disposal capacity of the City's existing wastewater treatment facility compared to the 5-year, 10-year, and 20-year demand projections. Kimley-Horn will identify when the City needs to begin wastewater treatment facility capacity expansion plans and/or when construction of a new wastewater treatment facility should begin.

Task 4 – Master Plan Report Update

- A. Kimley-Horn will prepare a draft wastewater master plan document. This draft will be submitted for staff review and comment. One electronic copy of the draft will be provided.
- B. Kimley-Horn will revise the draft wastewater master plan update document once to incorporate staff comments. Kimley-Horn will provide up to three hard copies and one electronic PDF copy of the final Wastewater Master Plan.

Task 5 – Capital Improvement Program Development

- A. Kimley-Horn will meet with City staff to update the City's 5-year utility capital improvement plan (CIP). Kimley-Horn will provide brief project narratives and develop opinions of probable construction costs for each project.

- B. Kimley-Horn will work with City staff to update the CIP priority list. Kimley-Horn will prepare for and attend up to two working meetings with staff to reach a consensus on a draft CIP.
- C. Kimley-Horn will revise the 20-year long-range CIP to identify improvements beyond the 5-year planning horizon. The 20-year CIP will identify utility system requirements anticipated beyond the 5-year planning horizon.

ADDITIONAL SERVICES

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed hourly upon written authorization.

SCHEDULE

Kimley-Horn will begin services upon receipt of an executed IPO. The above services will be provided as expeditiously as possible to meet a mutually agreed-upon schedule.

FEE AND EXPENSE

Kimley-Horn will complete the above scope of services for the lump sum fees detailed below, inclusive of office overhead expenses. A breakdown of the fee per task is provided below and in the attached Table A.

Task Description	Lump Sum Fee
Task 1 - Data Collection and Kickoff Meeting	\$10,000.00
Task 2 - Population Demand/Future Growth Projections	\$4,000.00
Task 3 - Wastewater System Modeling/Capacity Evaluation	\$68,000.00
Task 4 - Master Plan Report Update Volume II	\$20,000.00
Task 5 - Capital Improvement Program Development	\$15,000.00
Total:	\$117,000.00


Services provided under this task will be invoiced on a monthly basis. All invoices will include a description of the services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

Attachments: Table A


ACCEPTED:
THE CITY OF OCALA, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

By: 
Richard V. Busche, P.E. – Sr. Vice President

TITLE: _____


Savannah Smith, P.E. – Project Manager

DATE: _____

Date: September 30, 2024