

WORK ORDER 01

This Work Order Number 01 is entered into as of this ___ day of _____, _____, pursuant to that certain Continuing Contract Agreement, dated May 2, 2023 (referred to as the "Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Atkins _____ ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the mutually agreed upon lump sum or maximum amount not-to-exceed professional fee. Any additional costs must be approved in writing, and at a rate not to exceed the prices set forth in Exhibit B (Rate Schedule) of the Agreement, made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit A (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT:

By: _____

Print Name: Chris Rader

Title: Sr. Project Director

**BOARD OF COUNTY COMMISSIONERS
OF INDIAN RIVER COUNTY**

By: _____

Joseph H. Earman, Chairman

BCC Approval Date: _____

Attest: Ryan L. Butler, Clerk of Court and Comptroller

By: _____

Deputy Clerk

By: _____

John A. Titkanich, Jr., County Administrator

Approved as to form and legal sufficiency:

William K. DeBraal, County Attorney

**EXHIBIT A
INDIAN RIVER COUNTY UTILITIES DEPARTMENT
WORK ORDER No. 1
SCOPE OF SERVICES
West Regional WWTF Clarifier Improvements
IRCDUS PID 22.23.556**

Background

The Indian River County Department of Utilities Services (County) owns and operates the West Regional Wastewater Treatment Facility (WRWWTF). The WRWWTF was originally constructed in 1994, including two secondary clarifiers. Clarifiers Nos. 1 and 2 each consist of a prestressed concrete basin provided by Crom Corporation (Crom) and a sludge collector mechanism provided by Walker Process Equipment (Walker). The Clarifiers were operated until the WRWWTF was expanded in 2012. Following the expansion, neither clarifier was necessary for the WRWWTF to meet capacity requirements. The clarifiers were taken offline but they were not decommissioned. The clarifier mechanisms remain in place, but they have not been operated, maintained, or repaired since 2012. Moreover, the clarifier mechanisms are well past the normal expected service life of wastewater clarifier mechanisms.

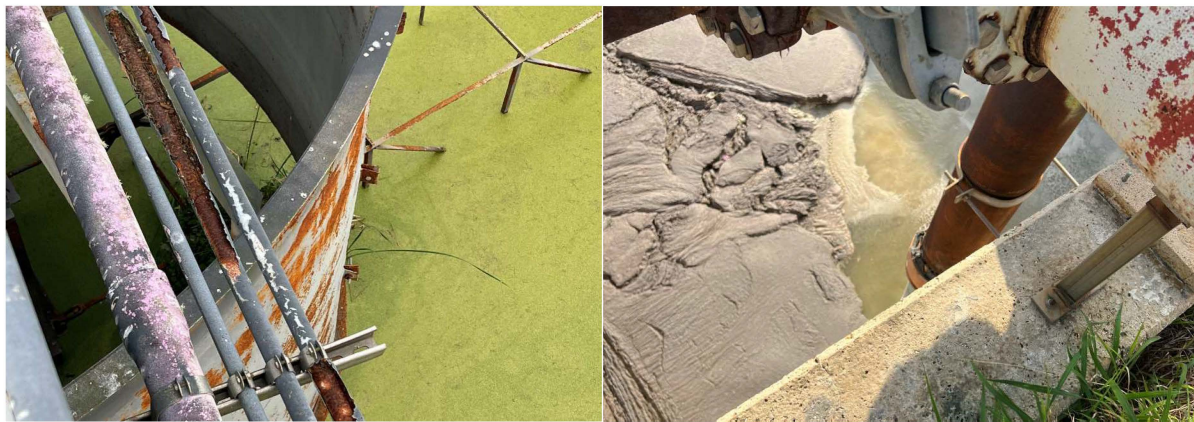


Figure 1. Condition of Clarifier Mechanisms

Current and anticipated future growth in the West Service Area has brought about the need for additional clarifier capacity at the WRWWTF. Accordingly, the County seeks to restore Clarifiers 1 and 2 to operation, but the mechanisms must be replaced before the clarifiers can be brought online.

The County has standardized on Crom for basins and tanks and on Walker for clarifier mechanisms at all County wastewater facilities. Atkins has arranged for Crom to inspect the existing basins. It is anticipated that Crom will either confirm that the basins can be reused in their current condition, or they will recommend minor repairs to the basins.

The County obtained a quote of \$1.6M directly from Walker for the construction associated with the replacement of the clarifier mechanisms which included the equipment, stilling wells, minor mechanical and electrical improvements, demolition and startup services. However, their price was higher than expected, did not provide proper documentation to support the quote, and had liability issues that did not meet County requirements.

The County has commissioned Atkins to develop a request for proposal (RFP) for contractors to provide the construction services associated with the rehabilitation of the existing clarifiers. Since the County has standardized on Walker equipment, this RFP would provide a detailed scope of work with complete technical and performance requirements, to ensure that bidders have enough information to provide accurate, comprehensive pricing based on Walker clarifiers.

Scope of Services

This Scope of Services is for technical services associated with the creation of an RFP for the replacement of the mechanisms for Clarifier Nos. 1 and 2. Upon notice to proceed, Atkins will develop a general issue RFP package for use by the County Utilities Department in bidding and procuring services, provide bid support services, assist the County during the construction phase, provide final inspections, and manage the closeout.

Task 01 Project Management and Meetings

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly status reports, and project scheduling. It is anticipated that Atkins will organize and document an in-person kickoff meeting with a preliminary site visit and three virtual progress meetings during preparation of the RFP and continuing through Bid Services. Construction progress meetings are included in Task 05.

Deliverables: Invoices, project status reports, schedules, and meeting documentation.

Task 02 Data Collection

Atkins will collect and review all pertinent information, including information provided by the County, previous project proposals, and previous inspection reports. Atkins will request any information that may be missing. Any information provided by County in hard copy will be scanned for project use. The hard copy along with an electronic version will be returned to the County for their records. A summary of the anticipated data is listed below.

- Existing O&M manuals for the overall clarifier mechanism and the clarifier components.
- Existing as-built drawings for the original plant and for upgrades to the existing basins or mechanisms.
- Shop drawing submittals provided for the original clarifiers.
- Previous geotechnical reports, condition assessments, inspection reports, or other studies related to the existing clarifiers, if available.

- Previous proposals for replacement of the clarifier mechanisms.
- Guide specifications and equipment data provided by the manufacturer.
- An inventory of any clarifier-related spare parts currently in the possession of IRC.

Deliverables: Data request memo. Electronic versions of all hard copy data.

Task 03 Asset Management

Atkins will coordinate with County Staff to draft and pre-populate an asset change list (ACL) to the extent possible with all project-related information available to Atkins, including information obtained from project-related correspondence, site visits, equipment design criteria, and information gathered under Tasks 01 and 02. Atkins will prepare the ACL in accordance with County requirements. The form will be designed to facilitate addition inputs by Atkins, the manufacturer, and the contractor throughout the bid and construction phases. Atkins will submit a draft ACL to IRC/DUS for their review and finalize the ACL based on their feedback.

Deliverables: Creation of a draft and final ACL.

Task 04 Walker Proposal

Atkins negotiate and obtain an updated Proposal from Walker for all clarifier equipment, similar to a direct procurement agreement between IRC and Walker, including technical, construction and warranty requirements for major equipment. Atkins will confirm that the equipment package is complete and pricing is reasonable. Once negotiations and Proposal updates are complete, Atkins will include the Walker Proposal in the general issue RFP package to ensure fairness in the RFP packages.

Deliverables: Equipment Proposal Package from Walker.

Task 05 Preparation of Request for Proposal

Atkins will develop a general issue RFP package that will provide a detailed description of all work to be performed and will include all pertinent information obtained during the completion of Tasks 02, 03 and 04. The RFP will provide candidate bidders with information necessary to develop an accurate and comprehensive Proposal. Information to be provided will include:

- Qualifications and experience required of each bidder
- Recent survey information including a data point cloud
- Reference requirements
- Project approach and schedule
- Technical and warranty requirements for miscellaneous equipment.
- Requirements for the use of the Walker Proposal
- The type and format of information required by the contractor for use in updating and finalizing the ACL as describe in Task 03 above.

- An outline of submittal information that will be required of the contractor prior to and during the construction phase. The contractor will provide detailed work plans and schedules for procurement, mobilization, construction of temporary facilities, completion of the work, final testing, acceptance, systems integration, and jobsite restoration. All submittal information will be sealed by a registered engineer, and all will be subject to approval by Atkins.
- A bid form based on lump sum pricing with an additional unit pricing schedule for use in addressing unforeseen circumstances that may be encountered during construction.

Atkins will provide a comment matrix with one (1) round of review comments and associated responses.

Deliverables: Draft RFP. Comment matrix. Final RFP.

Task 06 Bid Phase Services

Atkins will attend a pre-bid meeting scheduled by the County and present technical information, project details and pertinent information to bidders. The pre-bid meeting will be followed by a mandatory site visit that may take up to eight (8) hours. The site visit will allow the bidders to assess the condition of the existing clarifier mechanisms, utility connections, and site constrictions. This will enable each bidder to develop accurate and competitive bid pricing based on a thorough understanding of the work to be completed.

Atkins will review and respond to questions from bidders related to the Project. Atkins will submit up to two addenda to the County in time for reception of addenda by all bidders.

Atkins will submit a bid recommendation to the County upon receiving and reviewing the bid submittals.

Deliverables: Documentation of pre-bid meeting and site visits. RFP Addenda. Bid evaluation memo with recommendation of award.

Task 07 Construction Phase Services

Atkins will provide construction phase services for up to twelve months following the notice of award. Construction phase services will consist of the following:

- Preparation of Pre-Construction Meeting agenda and meeting summary.
- Review of up to twelve draft pay requests in preparation for County review, approval and processing.
- Review of up to ten shop drawing submittals, including one O & M manual.
- Review of ACL data provided by the contractor and incorporation of the data into the ACL.
- Responding to up to ten requests for information (RFIs).

- Hosting and documenting up to fifteen construction progress meetings.
- Providing and documenting two final inspections for substantial completion and final completion.
- As built CAD drawing review and acceptance.
- Punch list and concurrence letter.

Deliverables: Shop drawing submittal reviews, RFI responses, draft pay request reviews, meeting documentation memos, site inspection reports, punch list, and concurrence letter.

Task 08 Change Order (if necessary)

Atkins will support up to two change orders. Services associated with the change order will include:

- Change directives
- Request for quotations.
- Pricing review to assess whether the contractor’s proposal is a fair market value.

Deliverables: Change directive. Request for quotation. Pricing review summary.

Deliverables

Task	Deliverable
1	Invoices, project status reports, schedules, and meeting documentation.
2	Data Request Memo. Electronic versions of all hard copy data.
3	Creation of a Draft and Final ACL
4	Equipment Proposal Package from Walker.
5	Draft RFP. Comment matrix. Final RFP.
6	Documentation of pre-bid meeting and site visits. RFP Addenda. Bid evaluation, recommendation of award.
7	Shop drawing submittal reviews, RFI responses, draft pay request reviews, meeting documentation memos, site inspection reports, punch list, and concurrence letter.
8	Change directive. Request for quotation. Pricing review summary.

Schedule

The anticipated schedule shown below is based on the weeks after the formal issuance of the signed Work Order and a Notice to Proceed (NTP) by the County.

Task	Duration from Engineering NTP
Project Kick-Off Meeting and Site Visit	2 weeks
Begin Data Collection and Review	4 weeks
Negotiate Walker Proposal	10 weeks
Draft RFP	14 weeks
Review by County	16 weeks
Final RFP	18 weeks
RFP Released by County	22 weeks
Award Recommendation	30 weeks
Task	Duration from Construction NTP
Start of construction	12 weeks
Substantial completion	42 weeks
Letter of Concurrence	52 weeks

Quality Control

Atkins will be responsible for the professional quality of all deliverables. This shall include an internal Quality Assurance Plan that, as a minimum, provides review of all deliverables and significant calculations by qualified professionals who are not responsible for project execution.

Assumptions

The following assumptions have been made in the development of this scope of work, schedule, and fee.

- The project will not be a standard design project with traditional contract documents.
- Survey services will be provided separately.
- No subsurface utility engineering or geotechnical services are required.
- No architectural, civil, landscaping or structural design efforts are required for this evaluation. No temporary erosion or stormwater control is required.
- Neighborhood/community meetings are not needed.
- FDEP permitting is not required. No permitting support or fees are included in this scope.
- The project will comply with all federal, state, and local codes in effect when NTP is given.
- Data requested under Task 02, if available, will be furnished to Atkins within two weeks of request.
- Attendees of the RFP review meetings are designated as decision makers.

- County Purchasing will provide contract terms, general and supplemental conditions. Management of services during the bid phase will be handled by the County's Purchasing Department including advertising, contract preparation and review, bidder coordination, and facilitation of the pre-bid meeting and site visit.
- The replacement clarifiers will be designed to operate using the existing electrical connections and SCADA system. No reprogramming of the SCADA system will be necessary for integration of the new clarifier mechanisms. No new connections to the SCADA system will be required.
- Information requested by bidders or by the contractor will be existing and available. None will require the engineer to create content not provided in the RFP.
- Record drawings will not be required.
- No relocation of existing utilities or yard piping will be required.
- No new utility connections or yard piping will be required.
- The scope of work pertains to all equipment contained within the clarifier basins or located atop the clarifier basins. Piped connections to the clarifiers will be sufficient as they are.
- Existing bridges will be cleaned in place and maintained.
- The basin dimensions are sufficient for the new mechanisms, and no structural modifications are required.
- The retrofitted clarifiers will only be required to operate at the capacity for which the clarifiers were originally designed. No capacity increase is necessary.

Exclusions

This scope does not include the engineering design of a clarifier. No engineering analysis or design is required because the proposed new mechanisms are sufficiently identical to the existing.

This scope does not include preparation of traditional bidding documents. No technical memoranda, engineering reports, calculations, drawings, specifications or construction cost opinions will be delivered. Any drawings included as RFP attachments will be conceptual in nature and intended to guide the general contractor. Where bidders seek information not already contained in the RFP, each bidder will be required to field verify or request the information during the bid phase.

Compensation

Atkins proposes to perform the work on a Fixed Fee basis with budgets between the sub-tasks and expenses being interchangeable. The estimated total engineering fee including labor and expenses associated with the scope of work is not to exceed \$222,313.70 as summarized in the table below and presented in detail in Exhibit B.

Task No.	Task	Fee
1	Project Management and Meetings	\$ 41,768.00
2	Data Collection	\$ 11,552.00
3	Asset Management	\$ 7,280.00
4	Walker Proposal	\$ 19,680.00
5	Request for Proposal	\$ 31,112.00
6	Bid Phase Services	\$ 14,244.00
7	Construction Phase Services	\$ 76,232.00
8	Change Order	\$ 10,648.00
	Expenses	\$ 9,797.70
	Total Fee	\$222,313.70

Exhibit B

Cost Detail

Cost Proposal - Detail

IRC West Regional WWTF Clarifier Improvements - Total Fee
Indian River County

Submittal Date:

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
01	Project Management and Meetings						
	Labor						
		Sr. Project Manager	Home	260.00	Hr	56.0	14,560.00
		Sr. Engineer IV	Home	260.00	Hr	4.0	1,040.00
		Sr. Engineer 1	Home	154.00	Hr	14.0	2,156.00
		Sr. Project Manager	Home	260.00	Hr	30.0	7,800.00
		Sr. Engineer IV	Home	260.00	Hr	4.0	1,040.00
		Sr. Engineer 1	Home	154.00	Hr	34.0	5,236.00
		Sr. Project Manager	Home	260.00	Hr	24.0	6,240.00
		Sr. Engineer 1	Home	154.00	Hr	24.0	3,696.00
	Labor Total					190	41,768.00
01	Project Management and Meetings Total						41,768.00
02	Data Collection						
	Labor						
		Sr. Project Manager	Home	260.00	Hr	16.0	4,160.00
		Sr. Engineer 1	Home	154.00	Hr	48.0	7,392.00
	Labor Total					64	11,552.00
02	Data Collection Total						11,552.00
03	Asset Management						
	Labor						
		Sr. Project Manager	Home	260.00	Hr	24.0	6,240.00
		Sr. Engineer IV	Home	260.00	Hr	4.0	1,040.00
	Labor Total					28	7,280.00
03	Asset Management Total						7,280.00
04	Walker Proposal						
	Labor						

Cost Proposal - Detail

IRC West Regional WWTF Clarifier Improvements - Total Fee
Indian River County

Submittal Date:

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
		Sr. Project Manager	Home	260.00	Hr	44.0	11,440.00
		Sr. Engineer IV	Home	260.00	Hr	8.0	2,080.00
		Sr. Engineer 1	Home	154.00	Hr	40.0	6,160.00
Labor Total						92	19,680.00

04	Walker Proposal Total	19,680.00
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05	Preparation of RFP	
	Labor	
	Sr. Project Manager	6,240.00
	Sr. Engineer IV	2,080.00
	Sr. Engineer 1	6,160.00
	Chief Designer	3,920.00
	Sr. Project Manager	3,120.00
	Sr. Engineer IV	4,160.00
	Sr. Engineer 1	3,080.00
	Chief Designer	2,352.00
Labor Total		31,112.00

05	Preparation of RFP Total	31,112.00
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06	Bid Phase Services	
	Labor	
	Sr. Project Manager	8,320.00
	Sr. Engineer IV	520.00
	Sr. Engineer 1	4,620.00
	Chief Designer	784.00
Labor Total		14,244.00

06	Bid Phase Services Total	14,244.00
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07	Construction Phase Services	
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Contains sensitive information

Cost Proposal - Detail

IRC West Regional WWTF Clarifier Improvements - Total Fee
Indian River County

Submittal Date:

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
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Labor

		Sr. Project Manager	Home	260.00	Hr	68.0	17,680.00
		Sr. Engineer IV	Home	260.00	Hr	6.0	1,560.00
		Sr. Engineer 1	Home	154.00	Hr	84.0	12,936.00
		Sr. Project Manager	Home	260.00	Hr	88.0	22,880.00
		Sr. Engineer IV	Home	260.00	Hr	8.0	2,080.00
		Sr. Engineer 1	Home	154.00	Hr	124.0	19,096.00

Labor Total						378	76,232.00
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07	Construction Phase Services Total						76,232.00
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08	Change Orders						
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Labor

		Sr. Project Manager	Home	260.00	Hr	8.0	2,080.00
		Sr. Engineer IV	Home	260.00	Hr	4.0	1,040.00
		Sr. Engineer 1	Home	154.00	Hr	16.0	2,464.00
		Sr. Project Manager	Home	260.00	Hr	8.0	2,080.00
		Sr. Engineer IV	Home	260.00	Hr	2.0	520.00
		Sr. Engineer 1	Home	154.00	Hr	16.0	2,464.00

Labor Total						54	10,648.00
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08	Change Orders Total						10,648.00
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09	Expenses						
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Travel						8,280.00
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		Airfare		1,000.00	-	6.0	6,000.00
		Meals		60.00	-	6.0	360.00
		Lodging		200.00	-	6.0	1,200.00
		Car Rental		60.00	-	12.0	720.00

Travel						997.70
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		Mileage		0.655	-	1,340.0	877.70
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Cost Proposal - Detail

IRC West Regional WWTF Clarifier Improvements - Total Fee
Indian River County

Submittal Date:

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
		Tolls		20.0	-	6.0	120.00
	ODCs					8.0	520.00
		Shipping & Postage		20.0	-	1.0	20.00
		Copies & Prints		500.0	-	1.0	500.00
Subcontract and Expenses Total							9,797.70
09	Expenses Total						9,797.70
Total Extended Price						222,313.70	

Exhibit C

Time Schedule

Schedule

The anticipated schedule shown below is based on the weeks after the formal issuance of the signed Work Order and a Notice to Proceed (NTP) by the County.

Task	Duration from Engineering NTP
Project Kick-Off Meeting and Site Visit	2 weeks
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