

CONTINUING PROFESSIONAL CONSULTING AGREEMENT SERVICES AUTHORIZATION #18329(8)

THIS SERVICES AUTHORIZATION is made and entered into this _____ day of _____, 20____, by and between the **City of Orlando, Florida**, a municipal corporation existing under the laws of the State of Florida (CITY), and **Reiss Engineering, Inc.**, a Florida corporation doing business at 1016 Springs Villas Pt., Winter Springs, Florida 32708 (CONSULTANT).

WHEREAS, the CITY and the CONSULTANT have previously entered into an agreement for the CONSULTANT's professional services (AGREEMENT) effective January 30, 2016; and

WHEREAS, the CITY and the CONSULTANT shall refer to the AGREEMENT herein, and desire to have it incorporated by reference; and

WHEREAS, the CITY and the CONSULTANT now wish to memorialize their understanding for the CONSULTANT's professional services for the Water Reclamation Division Emergency Power Replacement Project (PROJECT).

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and given one to the other, the sufficiency of which is hereby acknowledged, the parties agree as follows:

I. SCOPE OF WORK

The scope of work has been agreed to by the parties, and is attached hereto and incorporated herein by reference, as EXHIBIT I.

II. FEE

The not-to-exceed fee of \$233,134.29, has been agreed to by the parties, as set forth on EXHIBIT I.

III. TERM

CONSULTANT shall complete all work in accordance with the timeframes set forth in the scope of work, if any, provided however, that all work and the term of this SERVICES AUTHORIZATION shall be completed by the end of business (5:00 p.m.) seventy-one (71) weeks from issuance of Notice to Proceed. It is also agreed that the CITY shall have an option for extension of this SERVICES AUTHORIZATION, as necessary to complete the present scope of services (EXHIBIT I) or to provide additional services.

IV. ENTIRE AGREEMENT

This SERVICES AUTHORIZATION supersedes all previous authorizations, agreements, or representations, either verbal or written, heretofore in effect between the CITY and the CONSULTANT that may have concerned the matters covered herein, except that this SERVICES AUTHORIZATION shall in no way supersede or amend the AGREEMENT or other authorizations except as specifically provided herein. No additions, alterations, or variations to the terms of this SERVICES AUTHORIZATION shall be valid, nor can the provisions of this SERVICES AUTHORIZATION be waived by either party, unless such additions, alterations, or waivers are expressly set forth in writing in a document duly executed by the parties. CONSULTANT acknowledges and agrees that any proposals or proposed agreements from subconsultants attached to this SERVICES AUTHORIZATION are attached solely to reflect the scopes of work to be performed and the fees to be charged by such subconsultants. By executing this SERVICES AUTHORIZATION, the CITY does not become a party thereto or bound by the terms thereof.

IN WITNESS WHEREOF, the parties hereto have executed this SERVICES AUTHORIZATION on the day and year first written above.

City of Orlando, Florida

By: _____
David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Orlando, Florida, only.

_____, 20____.

Assistant City Attorney
Orlando, Florida

Reiss Engineering, Inc.

By: _____

Print Name: _____

Title: _____

STATE OF FLORIDA }

COUNTY OF _____ }

PERSONALLY APPEARED before me, the undersigned authority, _____
[] well known to me or [] who has produced _____ as identification, and
known by me to be the _____ of the corporation named above, and acknowledged before
me that he/she executed the foregoing instrument on behalf of said corporation as its true act and
deed, and that he/she was duly authorized to do so.

WITNESS my hand and official seal this _____ day of _____,
20____.

NOTARY PUBLIC

Print Name: _____

My Commission Expires: _____

ATTACHMENT A

SCOPE OF SERVICES

ENGINEERING SERVICES FOR WATER RECLAMATION DIVISION EMERGENCY POWER REPLACEMENT PROJECT

PROJECT DESCRIPTION

The City of Orlando's Water Reclamation Division (City) is looking to improve the emergency power and distribution at the City's Water Reclamation Administration Complex due to the age of the system and failures that have been experienced, especially during the recent hurricanes in 2017. Furthermore, finding replacement components has become increasingly difficult.

A Preliminary Design Report (PDR) was completed for this project, and the following recommendations were made:

- Install new 1200A distribution
- New 250KW standby generator
- Replace equipment (e.g. disconnects) on exterior of buildings
- Re-feed panels in warehouse with higher ampacity

The location of the generator was determined after the PDR was submitted. The City determined the location for the new generator would be within the existing generator building and the electrical room would be located within a new building.

This project includes:

- Installation of a new generator in the existing generator building
- Demolition of the existing lawn mower storage building, and the Public Works/System Evaluation and Maintenance (SEM) that houses shops/storage space
- Construction of a new pre-engineered building at the location of the demolished buildings
 - o Electrical Room to be located within the new building
 - o New Public Works and SEM shops/storage within the new building

The design will include:

- Structural
 - o Demolition of existing two (2) buildings
 - o New pre-engineered building, approximately 45'x120' (with roll-up doors)
 - o Modifications to existing generator building
 - o Building Permit
 - o Electrical Room with HVAC

- **Electrical and Instrumentation**
 - New 1200 Amp, 208V single ended distribution including Isolation Bypass ATS (automatic transfer switch)
 - New 250KW, 208V Standby Generator (in existing building)
 - Replace existing three building exterior disconnects and wireways with new power panel. Warehouse panels inside the building will not be replaced.
 - New building (approximately 40'x120') with air-conditioned electrical room and workshop.
 - New site lighting near the new building.
 - Lightning Protection will be provided for the new building.
 - Electrical associated with relocation of the existing diesel fuel tank.
- **Civil/Site**
 - Civil Erosion Control
 - Storm Water Pollution Prevention Plan
 - Paving, Grading and Drainage Plan
 - SFWMD ERP, minor modification

A. PROJECT ADMINISTRATION SERVICES

TASK A.1. Project Management

REI will:

- A.1.1. Prepare for and attend a project kick-off meeting with the City to discuss project goals and objectives, identify roles and assignments and review the project schedule and deliverables. Prepare an agenda and distribute meeting notes.
- A.1.2. Perform general project coordination between REI, subconsultants and the City. REI will prepare progress reports and invoices to be submitted monthly for the duration of the project.

B. Support Services

TASK B.1. Topographic Survey

REI will:

- B.1.1. Coordinate with the City and REI subconsultant, Echo UES, to obtain topographical survey and SUE for the project.

TASK B.2. Geotechnical Services

REI will:

- B.2.1. Coordinate with the City and REI Geotechnical subconsultant, Antillian, to perform geotechnical borings (3 total SPTs, at 20' depths) and obtain a geotechnical report required for the building design.

C. Design

TASK C.1. Final Design

C.1.1. REI will coordinate with its subconsultants and complete the Emergency Power Replacement Final Design, which will include:

- (1) Preparation of 30% Preliminary Engineering Documents outlining design criteria and general building layout, and geometry.
- (2) Submittal of the Preliminary Engineering Documents to the City for review.
- (3) Attendance at a workshop with City staff to receive and discuss comments on the Preliminary Engineering Documents to finalize the critical design decisions/preferences prior to proceeding with the final design and bidding documents. A Meeting Summary will be distributed after the meeting.
- (4) Preparation of 60% level bid documents, including construction drawings, specifications, and preliminary opinion of probable construction cost.
- (5) Perform QC of contract documents and submittal of the 60% level bid documents to the City for review.
- (6) Attendance at a design review meeting with the City to review the 60% comments.
- (7) Incorporation of the 60% comments.
- (8) Preparation of 90% level bid documents, including construction drawings, specifications, and updated preliminary opinion of probable construction cost.
- (9) Perform QC of contract documents and submittal of the 90% level bid documents to the City for review.
- (10) Attendance at a design review meeting with the City to review the 90% comments.
- (11) Incorporation of the 90% comments and preparation of 100% level bid documents.
- (12) Perform QC of contract documents and submittal of the 100% level bid documents to the City.

C.1.2. Final Design Assumptions and Parameters

- (1) Final Design submittals will be submitted in electronic PDF format to the City
- (2) An Engineer's Opinion of Probable Construction Cost will be provided with each submittal

(3) REI will provide Bid Form, Measurement and Payment, Project Sequence, Index of Drawings and Summary of work sections. Additional front-end specification sections will be City Standard Documents.

(4) A preliminary list of drawings is presented below:

General (REI)

Cover Sheet & Index of Drawings
Location Map, Key Map, & General Notes
Legend and Abbreviations

Civil (BPA)

Existing Site Plan
Proposed Site Plan
Paving, Grading and Drainage Demolition
Paving, Grading and Drainage Proposed
Civil Erosion Control
Stormwater Pollution Prevention Plan
Civil Details

Structural/Ancillary Architectural (C-Solutions)

General Notes, Abbreviations, Legend and Demolition Key Plan
Maintenance Building Elevations
Maintenance Building Foundation Plan
Maintenance Building Sections
Maintenance Building Details
Generator Building Modification Plan and Details
Standard Details

HVAC (RTM)

General Information
Demolition Plan
New Plan
Enlarged Plan and Sections
Schedules
Details (x2)
Controls

Electrical & Instrumentation (EDA)

Symbols, Notes and Abbreviations
Building Demolition Plan
Electrical Proposed Site Plan
Single Line Diagram
Riser and Control Diagrams
Building Power Plan
Enlarged Electrical Room and Work Shop Plan
Building Lighting Plan
Building Grounding and Lightning Protection Plan
Schedules
Details

D. Permitting

REI will:

- D.1.1. Coordinate with its subconsultants and the City for the submission of the required permit applications (SWFWMD ERP, minor permit modification and Building Permit), including obtaining signatures from the City.
- D.1.2. Permit fees are not included in this proposal.

E. Bidding and Award

REI will:

- E.1.1. Develop contract documents at an "issued for construction" level.
- E.1.2. Provide one (1) hard copy of the Issued for Construction documents (construction drawings and specifications) and one (1) DVD or flash drive with (drawings and specifications in PDF format, drawings in AutoCAD format, specifications in Word format, and engineer's opinion of probable construction cost in PDF format)
- E.1.3. Attend a pre-bid conference with one (1) REI personnel.
- E.1.4. Coordinate with its subconsultants and provide written responses to any questions from bidders and prepare and issue addenda as required to interpret, clarify or expand the Bidding Documents.
- E.1.5. Assist the City in evaluating up to three lowest submitted bids and bidders and provide a recommendation of award letter to the City.

F. Construction Administration Services

- F.1.1. Prepare two (2) hard copies of a conformed set of Contract Documents for the City and up to three (3) hard copies for the Contractor. Recipients of hard copies will receive one (1) electronic copy of contract documents in AutoCAD and PDF formats. Specifications will be provided in Microsoft Word and PDF formats.
 - (1) Provide the Contractor with one (1) electronic AutoCAD copy for as-built preparation purposes.
- F.1.2. Attend and conduct a preconstruction conference with the City, selected Contractor, and subcontractors. Prepare and distribute meeting summary.
- F.1.3. Attend and conduct monthly construction meetings. Prepare and distribute summaries of progress meetings. We estimate 6 construction meetings throughout a 6-month construction period.

- F.1.4. Receive RFI's and coordinate their distribution and receipt of responses (interpretations or clarifications) from subconsultants. Coordinate the preparation of up to five (5) change orders required for clarification or minor modification of the Contract Documents.
- F.1.5. Receive shop drawings and coordinate their distribution and receipt of submittal reviews from subconsultants.
- F.1.6. Coordinate a substantial completion site visit, one (1) day to develop a punch list of items in accordance with the Contract Documents.
- F.1.7. Coordinate a final completion site visit, one (1) day to determine if punch list items have been completed and if the Contractor's obligations are fulfilled. Recommend to the City, final payment to the Contractor.
- F.1.8. Prepare record drawings based on the Contractors as-builts and red lines. Provide two (2) hard copies to the City and electronic format, PDF.

ATTACHMENT B
COMPENSATION SUMMARY
ENGINEERING SERVICES FOR
WATER RECLAMATION DIVISION EMERGENCY
POWER REPLACEMENT PROJECT

WATER RECLAMATION DIVISIONS EMERGENCY GENERATOR REPLACEMENT DESIGN AND
CONSTRUCTION ADMINISTRATION

Basis: Hourly not to exceed maximum.

Amount: \$ 233,134.29

Hourly Not-to-Exceed Contract		Principal/Officer		Senior Project Manager		Quality Control		CADD Designer		Administrator		Administrator II		Subtotal	
TASK DESCRIPTION	ACTUAL	Rate =	\$288.19	Rate =	\$145.00	Rate =	\$167.47	Rate =	\$110.00	Rate =	\$68.64	Rate =	\$101.00		
		HOURS	Cost	HOURS	Cost	HOURS	Cost	HOURS	Cost	HOURS	Cost	HOURS	Cost	HOURS	Cost
Task A - Project Administration Services	\$5,868.28	4	\$1,152.76	24	\$3,480.00	0	\$0.00	0	\$0.00	18	\$1,235.52	0	\$0.00	46	\$5,868.28
Kick Off Meeting	\$870.00		\$0.00	6	\$870.00		\$0.00		\$0.00		\$0.00		\$0.00	6	\$870.00
General Project Administration	\$4,998.28	4	\$1,152.76	18	\$2,610.00		\$0.00		\$0.00	18	\$1,235.52		\$0.00	40	\$4,998.28
Task B - Support Services	\$2,320.00	0	\$0	16	\$2,320.00	0	\$0	0	\$0	0	\$0	0	\$0	16	\$2,320.00
Coordination with ECHO	\$580.00		\$0.00	4	\$580.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$580.00
Coordination with Antillean	\$580.00		\$0.00	4	\$580.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$580.00
Field Visits (x2)	\$1,160.00		\$0.00	8	\$1,160.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,160.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Task C - Design	\$15,285.04	0	\$0	32	\$4,640.00	70	\$18,723.00	48	\$5,280.00	0	\$0	32	\$3,232.00	182	\$31,874.90
30% - preparation of preliminary engineering documents	\$1,538.00		\$0.00	2	\$290.00		\$0.00	4	\$440.00		\$0.00	8	\$808.00	14	\$1,538.00
30% - prepare for and attend 30% meeting - develop meeting summary	\$2,474.82		\$0.00	6	\$870.00	6	\$1,604.82		\$0.00		\$0.00		\$0.00	12	\$2,474.82
60% - quality control check and cross coordination	\$8,704.84		\$0.00	1	\$145.00	32	\$8,559.04		\$0.00		\$0.00		\$0.00	33	\$8,704.84
60% - preparation of 60% level bid documents	\$2,858.00		\$0.00	2	\$290.00		\$0.00	16	\$1,760.00		\$0.00	8	\$808.00	26	\$2,858.00
60% - prepare for and attend 60% meeting - develop meeting summary	\$1,015.00		\$0.00	7	\$1,015.00		\$0.00		\$0.00		\$0.00		\$0.00	7	\$1,015.00
90% - quality control check and cross coordination	\$5,494.40		\$0.00	1	\$145.00	20	\$5,349.40		\$0.00		\$0.00		\$0.00	21	\$5,494.40
90% - preparation of 90% level bid documents	\$2,858.00		\$0.00	2	\$290.00		\$0.00	16	\$1,760.00		\$0.00	8	\$808.00	26	\$2,858.00
90% - prepare for and attend 90% meeting - develop meeting summary	\$725.00		\$0.00	5	\$725.00		\$0.00		\$0.00		\$0.00		\$0.00	5	\$725.00
100% - quality control check and cross coordination	\$3,354.64		\$0.00	1	\$145.00	12	\$3,209.64		\$0.00		\$0.00		\$0.00	13	\$3,354.64
100% - preparation of 100% level bid documents	\$2,853.00		\$0.00	5	\$725.00		\$0.00	12	\$1,320.00		\$0.00	8	\$808.00	25	\$2,853.00
Task D - Permitting	\$580.00	0	\$0	4	\$580.00	0	\$0	0	\$0	0	\$0	0	\$0	4	\$580.00
Coordinate for Permitting	\$580.00		\$0.00	4	\$580.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$580.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Task E - Bidding and Award	\$2,330.00	0	\$0	10	\$1,450.00	0	\$0	8	\$880.00	0	\$0	0	\$0	18	\$2,330.00
Develop Contract Documents	\$1,170.00		\$0.00	2	\$290.00		\$0.00	8	\$880.00		\$0.00		\$0.00	10	\$1,170.00
Pre-Bid Conference	\$290.00		\$0.00	2	\$290.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$290.00
Respond to questions	\$750.00		\$0.00	2	\$290.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$290.00
Pre Evaluation	\$490.00		\$0.00	4	\$580.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$580.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Task F - Construction Admin Services	\$11,848.00	0	\$0	64	\$9,280.00	0	\$0	16	\$1,760.00	0	\$0	8	\$808.00	88	\$11,848.00
Prepare Confirmed Documents	\$1,978.00		\$0.00	2	\$290.00		\$0.00	8	\$880.00		\$0.00	8	\$808.00	18	\$1,978.00
Pre-Construction Meeting	\$870.00		\$0.00	6	\$870.00		\$0.00		\$0.00		\$0.00		\$0.00	6	\$870.00
Site Visits (x6)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Monthly Construction Meeting (x5)	\$4,350.00		\$0.00	30	\$4,350.00		\$0.00		\$0.00		\$0.00		\$0.00	30	\$4,350.00
RFB (x5)	\$290.00		\$0.00	2	\$290.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$290.00
Change Orders (x5)	\$190.00		\$0.00	2	\$290.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$290.00
Shop Drawing Review (x30)	\$580.00		\$0.00	4	\$580.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$580.00
Permit Clearance	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Substantial Completion	\$1,160.00		\$0.00	8	\$1,160.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,160.00
Final Completion	\$1,160.00		\$0.00	8	\$1,160.00		\$0.00		\$0.00		\$0.00		\$0.00	8	\$1,160.00
Record Drawings	\$1,170.00		\$0.00	2	\$290.00		\$0.00	8	\$880.00		\$0.00		\$0.00	10	\$1,170.00
	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
TOTAL	\$38,231.32	4	\$1,152.76	150	\$21,750.00	70	\$18,722.90	72	\$7,920.00	18	\$1,235.52	40	\$4,040.00	354	\$54,821.18

Sub-Consultants	SUBCONTRACTED AMOUNT	10% MARK-UP
RTM Engineering Consultants	\$16,330.73	\$1,633.07
ECHO UES - Survey	\$1,932.12	\$193.21
TOTAL	\$18,262.85	\$1,826.29

Sub-Consultants - M/WBE	SUBCONTRACTED AMOUNT	10% MARK-UP
Electrical Desgin Associates, Inc. (MWBE)	\$73,845.58	\$7,384.56
C-Solutions, Inc. (MBE)	\$19,932.50	\$1,993.25
Anitillian Engineering Associates, Inc. (MBE)	\$5,619.22	\$561.92
Brindley, Pieters & Associates, Inc. (MBE)	\$40,904.45	\$4,090.45
ECHO UES - SUE (MBE)	\$3,538.23	\$353.82
TOTAL	\$143,839.98	\$14,384.00

FEE SUMMARY	FEE	Percentage
Reiss Engineering	\$54,821.18	23.5%
Reiss Engineering (10% markup sub-markup)	\$16,210.28	7.0%
Sub-Consultants - M/WBE		
Electrical Desgin Associates, Inc. (MWBE)	\$73,845.58	31.7%
C-Solutions, Inc. (MBE)	\$19,932.50	8.5%
Anitillian Engineering Associates, Inc. (MBE)	\$5,619.22	2.4%
Brindley, Pieters & Associates, Inc. (MBE)	\$40,904.45	17.5%
ECHO UES - SUE (MBE)	\$3,538.23	1.5%
Sub-Consultants		
RTM Engineering Consultants	\$16,330.73	7.0%
ECHO UES - Survey	\$1,932.12	0.8%
TOTAL	\$233,134.29	100.0%

ATTACHMENT C

SCHEDULE

**ENGINEERING SERVICES FOR
WATER RECLAMATION DIVISION EMERGENCY
POWER REPLACEMENT PROJECT**

Schedule for Parts A through F:

The schedule for Parts A through F will be as follows:

Task	Duration (weeks)	Weeks After NTP
Task A – Project Administration Services	On-Going	On-Going
Task B – Support Services	6	6
Task C – Design ^{1 & 2}	23	
Tech Memo	5	11
60%	7	18
90%	6	24
100%	5	29
Task D – Permitting	2	31
Task E – Bidding and Award	8	39
Task F – Construction Administration	32	71

¹ Design duration can be potentially reduced based on number of City comments

² Includes a 4-5 weeks review period for City

ATTACHMENT D

PROJECT TEAM

**ENGINEERING SERVICES FOR
WATER RECLAMATION DIVISION EMERGENCY
POWER REPLACEMENT PROJECT**

Principal/Officer -	Mark Burgess
Senior Project Manager -	Stefano Ceriana
Quality Control -	Rich Voorhees
CADD Designer -	Jay Miller / Violet Vanatta
Administrator -	Kathy McBride

ATTACHMENT E
SUBCONSULTANT PROPOSALS



Suite 180
2600 Maitland Center Parkway
Maitland, Florida 32751
407.830.8700 • Fax 407.830.8877
www.bpa-engineers.com

Scope of Services

City of Orlando
Emergency Generator Project

Prepared for Reiss Engineering
March 6, 2018

SCOPE OF SERVICES FOR PROFESSIONAL CIVIL ENGINEERING

PROJECT DESCRIPTION

The City of Orlando's Water Reclamation Division (City) plans to replace the generator at the 5100 LB McLeod site.

Under this project, a new generator will be designed at a new location. The project will include:

- Civil/Site
 - Site grading
 - Erosion Control

A. PROJECT ADMINISTRATION SERVICES

TASK A.1. Project Management (No Work for BPA Included)

B. Support Services

TASK B.1. Topographic Survey (By Other)

TASK B.2. Geotechnical Services (By Other)

C. Design

TASK C.1. Final Design

C.1.1. BPA will complete the Civil Final Design which will include:

- (1) Preparation of 60% level bid documents.
- (2) Incorporation of the 60% comments.
- (3) Preparation of 90% level bid documents.
- (4) Incorporation of the 90% civil comments.
- (5) Preparation of the 100% civil level bid documents to the City for review.

- (6) Incorporation of the 100% civil comments.

C.1.2. Final Design Assumptions and Parameters

- (1) Bid documents will be submitted in electronic CADD format to REI.
- (2) An Engineer's Opinion of Probable Construction Cost will be provided with each submittal for Civil work only.
- (3) BPA will provide Index of Drawings and Summary of work sections for civil work only. Additional front end specification sections will be City Standard Documents.
- (4) A preliminary list of drawings is presented below:

Civil (BPA)

Existing Site Plan
Proposed Site Plan
Paving Grading and Drainage Demolition
Paving Grading and Drainage Proposed
Civil Erosion Control
Stormwater Pollution Prevention Plan
Civil Details

D. Permitting

BPA will:

- D.1.1. Complete SFWMD ERP, minor permit modification for the new Emergency Generator Site.
- D.1.2. Permit fees are not included in this proposal.

E. Bidding and Award

BPA will:

- E.1.1. Develop civil contract documents at an "issued for construction" level.
- E.1.2. Provide written responses to civil questions from bidders and prepare and issue addenda as required to interpret, clarify or expand the Bidding Documents.

F. Construction Administration Services

- F.1.1. Attend the preconstruction conference with the City, selected contractors and subcontractor.
- F.1.2. Provide a total of three (5) site visits for one (1) BPA personnel during construction of the project.

- F.1.3. Attend the Substantial Completion Walk Through meeting at the construction site and provide a list of civil items for the punch list.
- F.1.4. Attend the Final Completion Walk Through meeting at the construction site and provide a list of any civil items that have not been addressed from the Substantial Completion Punch List.
- F.1.5. Provide interpretation or clarification of three (3) RFIs regarding the civil design documents when requested and prepare up to three (3) change orders required for clarification or minor modification of the Contract Documents.
- F.1.6. Review civil shop drawings and other required Contractor submittals/re-submittals for general conformance with the Contract Documents in conformance with the City's construction contract requirements. Five (5) shop drawings are estimated.
- F.1.7. Prepare civil design record drawings based on the Contractors as-builts and red lines. Provide in electronic format, CADD.

Hourly Not-to-Exceed fee

The total proposed Not-to-Exceed fee for the site/civil design services is detailed in the attached staff hour fee estimate.

Schedule

BPA will adhere to the project schedule developed by Reiss Engineering and the City of Orlando.



2600 Maitland Center Parkway
Suite 180
Maitland, FL 32751
407.830.8700 . Fax 407.830.8877

March 6, 2018
Emergency Generator Project
Prepared for Reiss Engineering
Prepared by Oscar E. Bermudez, PE

Task	Billing Hourly Rate	Civil Engineer \$161.40	Project Manager \$191.40	Senior Designer \$121.95	CAD Technician \$97.00	Total Hours	Total Cost
Subtask C - Final Design							
Prepare 60% Level Bid Documents		8	12	25	50	95	\$11,486.75
Prepare 60% Level Opinion of Probable Const. Cost		1	2	5	8	16	\$1,929.95
Prepare 90% Level Bid Documents		4	5	10	30	49	\$5,732.10
Prepare 90% Level Opinion of Probable Const. Cost		1	2	3	4	10	\$1,298.05
Prepare 100% Level Bid Documents		2	3	5	15	25	\$2,961.75
Prepare 100% Level Opinion of Probable Const. Cost		1	2	3	4	10	\$1,298.05
Subtask D - Permitting							
SFWMD Permit Modification		3	4	8	12	27	\$3,389.40
Subtask E- Bid and Award							
Issued for Construction Documents		1	2	4	8	15	\$1,808.00
Response to RFI's during Bid		1	6	4	4	15	\$2,185.60
Subtask F- Construction Administration Services							
Attend Preconstruction Meeting			3				
Site Visits (5)			15			15	\$2,871.00
Civil Substantial Completion Walk Through			3			3	\$574.20
Civil Final Completion Walk Through			3			3	\$574.20
Response to RFI's during Construction (3)			6			6	\$1,148.40
Review Civil Shop Drawings (5)			10			10	\$1,914.00
Prepare Civil Record Drawings			2		8	10	\$1,158.80
Total Project Hours		22	80	67	143	309	
Total Project Salary		\$3,550.80	\$15,312.00	\$8,170.65	\$13,871.00		\$40,904.45
Direct Expenses - Printing, Exhibits, Overnight Delivery							\$0.00
Total Not to Exceed Fee							\$40,904.45



Electrical Design Associates

March 1, 2018

Mr. Stefano Ceriana, P.E., LEED AP
Reiss Engineering, Inc.
1016 Spring Villas Pt.
Winter Springs, FL 32708

Re: Water Reclamation Division Emergency Generator Project
City of Orlando, Florida

Dear Mr. Ceriana:

We are pleased to submit our proposal for electrical engineering services for the above project. It is our understanding that the City of Orlando intends to replace the existing 200KW generator that has failed. The project will include:

- New 1200 Amp, 208V single ended distribution (in new building noted below) including Isolation Bypass ATS (automatic transfer switch)
- New 250KW, 208V Standby Generator (in existing building)
- Replace existing three building exterior disconnects and wireways with new power panel. Warehouse panels inside the building will not be replaced.
- Demolition two existing buildings housing lift stations and SEM.
- New building (approximately 40'x120') with air-conditioned electrical room and workshop.
- New site lighting near the new building.
- Lighting Protection will be provided for the new building.
- Electrical associated with relocation of the existing diesel fuel tank.

The following serves to provide an overview of the engineering services Electrical Design Associates, Inc. (EDA) intends to furnish on the above referenced project to Reiss Engineering. This letter contract represents an overview of the work we intend to perform and provides the agreed fee amount. Your signature on this agreement will serve as your letter of intent and official notice to proceed with the design, of the referenced work. Our services shall design drawings for the work, covering all phases of our design in an AutoCAD 2015 format. Electrical specifications and opinion of cost estimate for the work performed under this agreement.

EDA's deliverable shall include:

Task A. Project Management

1. EDA will attend the Kick-off meeting with the City Staff.
2. Site visits to collect information and data necessary for design.

Task B. Topographical Survey and Geotechnical Survey (By Others)

Task C. Final Design (60, 90 and 100%)

1. EDA will attend design review meetings with the City, which will correspond to each completion level as per the attached man-hour projection.
2. EDA shall attend a review meeting with the City for each submittal milestone and answer questions related to the design.
3. Prepare bid documents, engineering drawings, and specifications, which will be submitted to the City for review at 60%, 90% and 100% completion levels. EDA shall provide one (1) set of drawings and specifications, all reproduction will be completed by others. Final documents will be provided in electronic format in addition to the hard copies. The drawings will be prepared using AutoCAD and the specifications will be prepared using Microsoft Word.
4. Preliminary list of drawings

Electrical & Instrumentation

Symbols, Notes and Abbreviations

Building Demolition Plan

Electrical Proposed Site Plan

Single Line Diagram

Riser and Control Diagrams

Building Power Plan

Enlarged Electrical Room and Work Shop Plan

Building Lighting Plan

Building Grounding and Lightning Protection Plan

Schedules

Details

Task D. Permitting

1. EDA shall assist in the preparation of separate permitting packages. All reproduction of the drawings is to be completed by others.

2. EDA shall provide documentation, answer questions and work with the selected Contractor to secure a building permit from the City Building Department.

Task E. Bidding and Award

EDA will assist with the following tasks.

1. Provide one (1) copy of the Contract Documents (engineering drawings and specifications) and any addenda. All reproduction by others.
2. Attendance at the pre-bid conference shall be by others.
3. Respond to any questions from bidders and prepare and issue addenda as required to interpret, clarify or expand the Bidding Documents.

Task F. Construction Administration

1. EDA shall assist in the preparation of the conformed set of Contract Documents for the City. EDA shall submit a pdf copy of the drawings and a complete set of the conformed specifications in Word. All reproduction by others.
2. EDA shall attend a preconstruction conference with the City, selected Contractor, subcontractors, and regulatory agencies.
3. EDA shall conduct site visits to the construction sites to observe construction of the project and attend up to five (5) monthly progress meetings. Site visits shall be limited to the hours shown on the attached man-hour breakdown. The site visits will be made at periods appropriate to the various stages of construction to observe, as an experienced and qualified professional, the progress and quality of the executed work of Contractor(s) and to determine in general if such work is proceeding in accordance with the Contract Documents. Prepare trip reports to document observations made during these inspections. ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). ENGINEER's efforts will be directed toward providing a greater degree of confidence for OWNER that the completed work of Contractor(s) will conform to the Contract Drawings, but ENGINEER shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Drawings. During such visits and on the basis of on-site observations, ENGINEER shall keep OWNER informed of the progress of the work, shall endeavor to guard OWNER against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
4. Issue all instructions of OWNER to Contractor(s); issue necessary interpretations and clarifications of the Contract Documents; have authority, as OWNER's representative to require special inspection or testing of the work; act as initial interpreter of the

requirements of the Contract Documents and judge of the acceptability of the work thereunder, and make decisions on all claims of OWNER and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. The ENGINEER shall render all interpretations or decisions in good faith and in accordance with the requirements of the Contract Documents.

5. Review and approve (or take other appropriate action in respect of) Shop Drawings and samples, the results of tests and inspections and other data which each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents (but such review and approval or other action shall not exceed to means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto); and receive and review (for general content as required by the Specifications) maintenance and operating schedules and instruction, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the Contract Documents. EDA shall coordinate with IAG in the shop drawing review process.
6. EDA shall conduct a substantial completion site visit and develop a punch list of items to be corrected by the Contractor.
7. Start-up at each location shall be limited as per the attached man-hour projection.
8. EDA shall conduct a final completion site visit to determine if the punch list items have been completed in accordance with the Contract Documents and if the Contractor's obligations are fulfilled and recommend final payment to the Contractor.
9. EDA shall prepare one (1) copy and an electronic file of the record drawings for the City incorporating changes made during construction based on record information furnished by the Contractor.

Task G. Contingency

1. A contingency budget of \$5,000 is included in this authorization for unforeseen additional service needs. This contingency will not be used without prior written authorization from the City.

Our scope of services shall include the electrical engineering services associated with the proposed pump station improvements. Attached please find a breakdown of our project man-hours for this project. Our fee for this work shall be billed hourly and payable as follows:

Task No. A – Project Management	\$ 3,733.88
Task No. B – By Others	\$ 0.00
Task No. C – Final Design	\$ 34,347.65
Task No. D – Permitting	\$ 2,444.94

March 1, 2018

Task No. E – Bidding and Award	\$ 2,696.37
Task No. F – Construction Administration	<u>\$ 25,622.74</u>
Subtotal	\$ 68,845.58
Task No. G – Contingency	<u>\$ 5,000.00</u>
Total Not to Exceed:	\$ 73,845.58

Services not specifically defined are not included.

Very truly yours,



William C. Nelson, P.E.

ACCEPTED _____ DATE _____

Enclosures

RE-18-003DG

Water Reclamation Division Emergency Generator Project City of Orlando, Florida Estimate of Work Effort & Fee														Date: 3/1/2018
	Principal		Senior Engineer		Designer		Field Supervisor		Cadd Technician		Clerical/Admin		Totals	
	Hourly Rate	\$199.41	Hourly Rate	\$179.18	Hourly Rate	\$156.06	Hourly Rate	\$92.48	Hourly Rate	\$80.92	Hourly Rate	\$63.58	man-hours	Total
Task A - Project Management	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
Kickoff Meeting	0	\$ -	3	\$ 537.54	0	\$ -	0	\$ -	0	\$ -	1	\$ 63.58	4	\$ 601.12
Data Collection and Site Visits	0	\$ -	8	\$ 1,433.44	8	\$ 1,248.48	0	\$ -	4	\$ 323.68	2	\$ 127.16	22	\$ 3,132.76
Task A Total:	0	\$ -	11	\$ 1,970.98	8	\$ 1,248.48	0	\$ -	4	\$ 323.68	3	\$ 190.74	26	\$ 3,733.88
Task B - Topographical Survey and Geologic	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
Task B Total:	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Task C - Final Design	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
50% Submittal	0	\$ -	2	\$ 358.36	0	\$ -	0	\$ -	0	\$ -	0	\$ -	2	\$ 358.36
Meetings	2	\$ 398.82	32	\$ 5,733.76	40	\$ 6,242.40	0	\$ -	60	\$ 4,855.20	0	\$ -	134	\$ 17,230.16
Design	1	\$ 199.41	6	\$ 1,075.08	12	\$ 1,872.72	0	\$ -	0	\$ -	10	\$ 635.80	31	\$ 4,141.37
Specifications/Opinion of Costs	3	\$ 598.23	42	\$ 7,525.56	62	\$ 8,115.12	0	\$ -	60	\$ 4,855.20	10	\$ 635.80	167	\$ 21,729.91
Subtotal:	0	\$ -	2	\$ 358.36	0	\$ -	0	\$ -	0	\$ -	0	\$ -	2	\$ 358.36
Meetings	1	\$ 199.41	8	\$ 1,433.44	14	\$ 2,184.84	0	\$ -	20	\$ 1,618.40	0	\$ -	43	\$ 5,436.09
Design	0	\$ -	6	\$ 1,075.08	6	\$ 936.36	0	\$ -	0	\$ -	2	\$ 127.16	14	\$ 2,138.60
Specifications/Opinion of Costs	1	\$ 199.41	16	\$ 2,866.88	20	\$ 3,121.20	0	\$ -	20	\$ 1,618.40	2	\$ 127.16	59	\$ 7,933.05
Subtotal:	0	\$ -	2	\$ 358.36	0	\$ -	0	\$ -	0	\$ -	0	\$ -	2	\$ 358.36
Meetings	1	\$ 199.41	6	\$ 1,075.08	6	\$ 936.36	0	\$ -	8	\$ 647.36	0	\$ -	21	\$ 2,658.21
Design	0	\$ -	4	\$ 716.72	4	\$ 624.24	0	\$ -	0	\$ -	2	\$ 127.16	10	\$ 1,468.12
Specifications/Opinion of Costs	1	\$ 199.41	12	\$ 2,150.16	10	\$ 1,560.60	0	\$ -	8	\$ 647.36	2	\$ 127.16	33	\$ 4,684.69
Subtotal:	5	\$ 997.05	70	\$ 12,542.60	82	\$ 12,796.92	0	\$ -	88	\$ 7,120.96	14	\$ 890.12	269	\$ 34,347.65
Task D - Permitting	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
Meetings	0	\$ -	4	\$ 716.72	0	\$ -	0	\$ -	0	\$ -	0	\$ -	4	\$ 716.72
Dwg revisions	0	\$ -	4	\$ 716.72	4	\$ 624.24	0	\$ -	4	\$ 323.68	1	\$ 63.58	13	\$ 1,729.22
Task D Total:	0	\$ -	8	\$ 1,433.44	4	\$ 624.24	0	\$ -	4	\$ 323.68	1	\$ 63.58	17	\$ 2,444.94
TASK E - Bidding	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
Meetings	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Addenda Preparation	1	\$ 199.41	6	\$ 1,075.08	6	\$ 936.36	0	\$ -	6	\$ 485.52	0	\$ -	19	\$ 2,696.37
Task E Total:	1	\$ 199.41	6	\$ 1,075.08	6	\$ 936.36	0	\$ -	6	\$ 485.52	0	\$ -	19	\$ 2,696.37
Task F - Construction Services	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total	man-hours	Total
Conformed Documents	1	\$ 199.41	4	\$ 716.72	4	\$ 624.24	0	\$ -	4	\$ 323.68	2	\$ 127.16	15	\$ 1,991.21
PreCon Meeting	0	\$ -	3	\$ 537.54	0	\$ -	3	\$ 277.44	0	\$ -	0	\$ -	6	\$ 814.98
ISS Coordination Meetings	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Shop Drawing Review	1	\$ 199.41	40	\$ 8,600.64	0	\$ -	15	\$ 1,479.68	0	\$ -	8	\$ 508.64	73	\$ 10,788.37
Issue Clarifications	1	\$ 199.41	24	\$ 4,300.32	0	\$ -	10	\$ 924.80	0	\$ -	0	\$ -	35	\$ 5,424.53
Progress Meetings/Site Visits	0	\$ -	10	\$ 1,791.80	0	\$ -	16	\$ 1,479.68	0	\$ -	4	\$ 254.32	30	\$ 3,525.80
Startup	0	\$ -	0	\$ -	0	\$ -	8	\$ 739.84	0	\$ -	0	\$ -	8	\$ 739.84
Record Drawings	1	\$ 199.41	4	\$ 716.72	4	\$ 624.24	2	\$ 184.96	6	\$ 485.52	2	\$ 127.16	19	\$ 2,336.01
Task F Total:	4	\$ 797.64	93	\$ 16,663.74	8	\$ 624.24	55	\$ 4,808.56	10	\$ 485.52	16	\$ 1,017.28	186	\$ 25,622.74
Total Hourly Fee Not to Exceed:	10	\$ 1,994.10	188	\$ 33,685.84	108	\$ 16,230.24	55	\$ 4,808.56	112	\$ 8,739.36	34	\$ 2,181.72	607	\$ 68,845.58
Task G Contingency Total:														\$ 5,000.00
Total Hourly Fee Not to Exceed:														\$ 73,846.68



February 15, 2018

Reiss Engineering, Inc.
1016 Spring Villas Point
Winter Springs, Florida 32708

Attention: Stefano Ceriana, P.E.

Reference: Proposal for Geotechnical Engineering Services
Emergency Generator Replacement
Water Reclamation Division
Orlando, Florida

Dear Mr. Ceriana:

Antillian Engineering Associates, Inc. is pleased to submit this proposal to provide geotechnical engineering services for the above-referenced project. It was prepared in response to your e-mail request dated February 13, 2018.

SCOPE OF SERVICES

The City of Orlando is planning to replace the emergency generator at its Water Reclamation Division complex at 5100 L B McLeod Road. Reiss advised that the improvements will include demolition of two buildings and replacement with a new single-story building. Discussions with the project structural revealed that the building was estimated to measure about 120 feet by 35 feet in plan, and that the foundation is expected to be a cast-in-place-concrete slab-on-grade with a design bearing pressure of about 1,000 pounds per square foot. Reiss requested test borings at three locations they had selected.

We propose to conduct a geotechnical engineering investigation to support the structural design of the building. The overall scope of services would be separated into tasks as follows:

Task 1 - Field Investigation - Before commencing the drilling program, we would meet with representatives of the City of Orlando Water Reclamation Division and appropriate utility companies to confirm and mark the locations of any existing underground service facilities near the locations Reiss selected. We would conduct a site reconnaissance to identify possible constraints to equipment access, and refine the drilling program as needed. We have assumed that the house sites will be accessible to a truck-mounted drill rig.

The three soil test borings would be drilled to 20 feet by continuous split-spoon sampling and mud-rotary drilling methods. The Standard Penetration Test (SPT) would be conducted with split-spoon soil sampling in accordance with ASTM D 1586. Tests would be conducted continuously to ten feet below the existing ground surface and then at five-foot intervals to the indicated completion depth. The field crew would log the soils recovered in the samplers and augers, seal representative portions in clean, airtight containers for transportation to our office, and measure the depth to groundwater at each boring location.

Task 2 - Laboratory Testing - The recovered soil samples would be examined in our office by a geotechnical engineer to confirm the field descriptions and classify the soils visually. Laboratory testing would consist of eight percent-fines ("single-sieve gradation") tests, two natural moisture content tests, one organic content test, and one Atterberg limits test series.

Task 3 - Engineering Services - We would perform the following services:

- review available information to develop a general understanding of the site conditions
- compile field and lab data with available information to characterize subsurface conditions at the boring locations
- evaluate the suitability of the subsurface conditions for the proposed construction in
- estimate settlement of the proposed structure using loads provided by Reiss
- prepare final boring logs, maps and plans
- prepare a geotechnical engineering report

The report would contain a summary of available information pertaining to the proposed construction, appropriate surface and subsurface characterizations, a summary of the laboratory test data, and recommendations for structural foundations, earthwork, excavation safety, groundwater control and other concerns as appropriate. The report would be sealed by a Professional Engineer registered in Florida.

COMPENSATION FOR SERVICES

We propose to provide the described services for a not-to-exceed fee of \$5,619.22. An itemized breakdown of the costs is attached as Appendix A. The fee represents our best estimate of the scope of services needed to satisfy the requirements of this project. Additional engineering services would be provided at the unit rates shown in the itemized estimate. We would not exceed the estimated fee without notifying you and receiving your authorization to do so.

SCHEDULE

We can begin work within a day of receiving your notification to proceed. The field and laboratory investigations should take about three weeks. The report should be submitted within three weeks after completing the laboratory testing.

LIMITATIONS

The work on this project will be performed in accordance with accepted procedures for the practice of geotechnical engineering. Please call if you have any questions or if you require additional information.

Respectfully submitted,
ANTILLIAN ENGINEERING ASSOCIATES, INC.

Peter G. Suah, P.E.
Principal Engineer/President

Attachments: Appendix A - Fee Estimate

ANTILLIAN ENGINEERING ASSOCIATES, INC.

**APPENDIX A
FEE ESTIMATE
EMERGENCY GENERATOR REPLACEMENT
ORLANDO, FLORIDA**

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QTY</u>	<u>RATE</u>	<u>TOTAL</u>
Field Investigation				
Equipment Mobilization, Truck Mounted Rig	each	1	\$450.00	\$ 450.00
SPT Borings, 0 to 50 ft (3 to 20 ft)	LF	60	\$12.00	\$ 720.00
Senior Engineer, Site recon, stake borings, utility location	hour	2	\$158.11	\$ 316.22
Senior Engineer, drilling supervision	hour	4	\$158.11	\$ 632.44
Laboratory Testing				
Visual Exam/Stratification/sample prep	each	10	\$15.00	\$ 150.00
Percent Fines (Grain Size Analysis - Single Sieve)	each	8	\$40.00	\$ 320.00
Moisture Content	each	2	\$15.00	\$ 30.00
Organic Content	each	1	\$30.00	\$ 30.00
Atterberg Limits	each	1	\$90.00	\$ 90.00
Engineering Services/Report Preparation				
Project Manager	hour	4	\$158.11	\$ 632.44
Senior Engineer	hour	12	\$158.11	\$ 1,897.32
CADD Operator	hour	4	\$87.70	\$ 350.80
				<u>\$ 5,619.22</u>



March 6, 2018

Stefano Ceriana
REISS Engineering
1016 Spring Villas Pt.
Winter Springs, FL 32708

Proposal

Confidential

RE: Agreement for MEP Engineering Services
City of Orlando – Public Works Storage Buildings
Orlando, FL

Dear Stefano,

We are pleased to provide you with a proposal for engineering services. We understand the basic scope of work to include mechanical and plumbing engineering and design for the replacement of 2 utility/storage buildings as described in the email on February 13, 2018.

We are pleased to present our qualifications and welcome the opportunity to provide exceptional engineering services to achieve project goals. We believe that our expertise in engineering design combined with our proactive team-oriented approach will surpass your expectations and result in a successful project delivery.

Best regards,

A handwritten signature in blue ink, reading 'D. A. Lewis'.

Dalrio Lewis
RTM Engineering Consultants, LLC



Section 1 - Scope of Work

1.1 GENERAL

RTM will provide HVAC and plumbing engineering services needed for the demolishing of two (2) existing utility/storage buildings at the Public Works facility and the construction of new pre-engineered buildings to house the following spaces:

- Generator Room
- Electrical Room (45'x16')
- Storage and Workshop (45'x80')
- SEM (45'x24')

1.2 SCOPE OF CONSTRUCTION DOCUMENTS

TASK A – PROJECT MANAGEMENT

Quality Control

RTM's Project Manager shall certify with each deliverable that the appropriate internal Quality Assurance review was performed and client requirements were addressed prior to submittal.

TASK B - DESIGN

Design services will include 60%, 90%, and 100% document submittals

60% Level of Completion

Shall be defined as a complete set (all sheets that will be in the bid package) of drawings indicating proposed drawing details, specific technical specification sections with proposed changes, and Engineer's Estimate of Probable Construction Cost

General Requirements

1. HVAC equipment calculations, sizing, selection and schedules
2. HVAC ducting floor plan, air distribution floor plan and diagrams, temperature control diagrams, controls, generator fuel oil piping and ventilation and details.
3. Meet with City of Orlando to discuss the 60% design drawings submittal, prepare a written list of comments and subsequently revise the construction documents per comments.

Deliverables:

1. Submit 60% level drawings and specifications in electronic format as .pdf documents.
2. Provide the Engineer's Estimate of Probable Construction Cost.

90% Level of Completion

Shall be defined as a complete set the construction drawings and specifications containing all of the general and preceding requirements, 60% review comment tabulation (Excel spreadsheet), and 60% review comments were addressed, and an opinion of the probable construction cost.



General Requirements:

1. Submit the 60% review comments Excel spreadsheet.
2. Meet with City of Orlando to discuss the 90% design drawings submittal, prepare an updated written list of 90% Utilities' review comments Excel spread sheet.

Deliverables for the Review Meeting:

1. Submit 90% level drawings and specifications in electronic format as .pdf documents.
2. Provide the Engineer's Estimate of Probable Cost.

100% Level of Completion

Shall be defined as a complete set the construction drawings and technical specifications and all of 90% review comments were addressed. Incorporate all final red-line review comments into the drawings and specifications.

Deliverables:

1. If the project is going to be bid soon the following apply:
 - A. Submit a copy of the drawings and specifications in electronic format as .pdf documents.
 - B. Submit a copy of the drawings in electronic AutoCAD format (.dxf or .dwg) and a copy of the specifications in Microsoft Word format
 - C. Provide an updated Engineer's Estimate of Probable Construction Cost.

TASK D – PERMITTING SERVICES

RTM will prepare and submit sign and sealed documents including electronically sealed files for the Commercial Building Permit application for construction documents review. RTM will respond to comments from the City of Orlando Building Division and provide copies of revised documents.

TASK E - BIDDING AND AWARD

RTM will provide the Bid Set submittal to the City for Advertisement. RTM will provide the following services:

- RTM will respond to Bidders' questions in the form of addenda and will submit pdf files of addenda electronically to the City. RTM assumes up to three addenda for the Bid, and that the cutoff date for questions will be nine (9) calendar days prior to the Bid to allow time to issue a final addendum seven (7) calendar days prior to the Bid.
- RTM will develop a Conformed Set of construction contract documents by providing PDF files of its construction contract documents incorporating addenda issued during the bidding phase of the project.

TASK F - CONSTRUCTION ADMINISTRATION

1. Shop Drawings



- a. RTM shall review HVAC shop drawings and product submittals for conformance with the Contract Documents and is/are compatible with the design concept. If there are variations from the contract documents which the Engineer finds in the interest of the City and to be so minor as not to involve a change in Contract Price or Contract Time, the Engineer may return the reviewed drawings without noting an exception
2. Request for Information (RFIs)
 - a. Receive, review, evaluate, distribute and/or issue RFIs, Supplemental Instructions, and sketches and drawings to resolve actual field conflicts encountered and provide consultation and advice during the construction process.
3. Substantial Completion Inspections
 - a. Conduct substantial completion inspections of Project and prepare the appropriate "punch lists".
4. Construction Progress Meetings and Site Inspections
 - a. Attend five (5) site visits and construction progress meetings, take meeting minutes and distribute minutes to all attendees.
5. Final Completion Inspection and Record Drawings
 - a. Conduct final completion inspection of Project.
 - b. The Engineer shall develop the Record Drawings from the As-built Drawings supplied by the Contractor. The Engineer shall indicate substantive deviations from the original design documents and certify whether the deviations are such that the original engineering design intent has or has not been "materially" accomplished by the finished construction. The accuracy of the location information is to be based upon the Contractor's As-builts.
 - c. The Record Drawings shall be a compiled representation of the constructed project; shall contain a listing of the sources and the basis of information used in the preparation of the Record Drawings; shall contain a certification that they are believed to be correct to the best of the Engineer's knowledge and that the drawings meet the design intent.
 - d. The Engineer shall submit three (3) certified, full size, hard copy sets of Record Drawings, signed and sealed by the Engineer of Record and containing appropriate notes or disclosures accompanying the certification that state the Engineer's determination that such modifications do or do not "materially" affect the permitted design. Exclusions are not permitted.
 - e. Provide the AutoCAD file in .dxf or .dwg format.

SHEET INDEX

HVAC GENERAL INFORMATION
HVAC DEMOLITION PLAN
HVAC NEW PLAN
HVAC ENLARGED PLAN AND SECTIONS
HVAC SCHEDULES
HVAC DETAILS
HVAC DETAILS
HVAC CONTROLS



- We foresee this project requiring the following specialties:
 - Florida energy gauge compliance
 - Fuel oil piping design
 - Building automated system (BAS) design
 - Rom cost estimate (HVAC)
 - Book specifications
- Specifications:
 - Book specifications

1.1.EXCLUSIONS

The following services are not included in the scope of work:

- Additional site meetings or visits beyond listed in base scope
- LEED design
- LEED energy modeling
- LEED agent
- Civil engineering, site utilities up to 5' outside the building

*Services that are excluded can be provided for an additional fee at the request of the client.

The plans can be developed in either CAD or Revit. If done in Revit, our base services will bring the plans to a Level of Development = 200.



Section II - Compensation

2. COMPENSATION

For the work outlined above in this proposal, our engineering fees are as follows:

Task A	\$383.60
Task C	\$11,352.24
Task D	\$888.84
Task E	\$1,179.28
Task F	\$2,526.77
TOTAL BASE FEE	\$16,330.73

Exhibit II: MANHOUR AND FEE ESTIMATE/ Orange County

Date: 3/1/2018

City of Orlando Public Works Storage Buildings

Project Name:

Name of Firm: RTM Engineering Consultants

ACTIVITY	Principal Engineer		PM/QC/ Sr Eng		Eng / Des III		Des III / Field Tech II		Field Tech I / Cadd		Clerical						Basic Activity \$ Amount	Manhrs by Activity	Avg Hrlly Rate
	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate	Man Hrs	Hrly Rate			
Task A		\$150.70	4	\$95.90		\$87.13		\$60.28		\$57.50		\$41.10					\$383.60	4	\$95.90
Task C (60% Documents)		\$150.70	8	\$95.90	24	\$87.13	24	\$60.28		\$57.50		\$41.10					\$4,305.04	56	\$76.88
Task C (90% Documents)		\$150.70	8	\$95.90	24	\$87.13	24	\$60.28		\$57.50		\$41.10					\$4,305.04	56	\$76.88
Task C (100%)		\$150.70	4	\$95.90	16	\$87.13	16	\$60.28		\$57.50		\$41.10					\$2,742.16	36	\$76.17
Task D (Permitting)		\$150.70	2	\$95.90	8	\$87.13		\$60.28		\$57.50		\$41.10					\$888.84	10	\$88.88
Task E (Bidding)		\$150.70		\$95.90	4	\$87.13	8	\$60.28		\$57.50		\$41.10					\$830.76	12	\$69.23
Task E(Conformed Docs)		\$150.70		\$95.90	4	\$87.13		\$60.28		\$57.50		\$41.10					\$348.52	4	\$87.13
Task F (Shop Drawings)		\$150.70		\$95.90	4	\$87.13		\$60.28		\$57.50		\$41.10					\$348.52	4	\$87.13
Task F (RFI Reviews)		\$150.70		\$95.90	4	\$87.13		\$60.28		\$57.50		\$41.10					\$348.52	4	\$87.13
Task F (Meetings/Visits)		\$150.70		\$95.90	13	\$87.13		\$60.28		\$57.50		\$41.10					\$1,132.69	13	\$87.13
Task F (Substantial Completion)		\$150.70		\$95.90	4	\$87.13		\$60.28		\$57.50		\$41.10					\$348.52	4	\$87.13
Task F (Final Completion)		\$150.70		\$95.90	4	\$87.13		\$60.28		\$57.50		\$41.10					\$348.52	4	\$87.13
TOTAL			26		101		72										\$16,330.73	199	\$82.06

TOTAL NOT TO EXCEED BREAKDOWN BY ACTIVITY

Task A	\$	383.60	2%
Task C (60% Documents)	\$	4305.04	26%
Task C (90% Documents)	\$	4305.04	26%
Task C (100%)	\$	2742.16	17%
Task D (Permitting)	\$	888.84	5%
Task E (Bidding)	\$	830.76	5%
Task E(Conformed Docs)	\$	348.52	2%
Task F (Shop Drawings)	\$	348.52	2%
Task F (RFI Reviews)	\$	348.52	2%
Task F (Meetings/Visits)	\$	1132.69	7%
Task F (Substantial Completion)	\$	348.52	2%
Task F (Final Completion)	\$	348.52	2%
TOTAL NOT TO EXCEED	\$	16,330.73	100%

Fee Subtotal (Hours x Average Hourly Rate)

	\$	16,330.73
Additives:		
(a) Out-of-Pocket Expenses	\$	-
b Miscellaneous Expense	\$	-
Subtotal	\$	16,330.73

TOTAL NOT TO EXCEED \$ 16,330.73

Copy of MILAN_Exhibit_II_SWRF IPS design fee proposal



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April 3, 2018

Project #: 1210-02

Mr. Stefano Ceriana, P.E., LEED AP
Reiss Engineering, Inc.
1016 Spring Villas Pt.
Winter Springs, FL 32708

Re: Proposal for Structural Engineering and Ancillary Architectural Services
Emergency Generator and Maintenance Buildings
City of Orlando, Florida

Dear Mr. Ceriana:

C Solutions, Inc. (C Solutions) is pleased to submit this proposal to provide structural engineering services to Reiss Engineering, Inc. (Reiss) for the above referenced project for the City of Orlando (City). It is our understanding that the project will entail the demolition of two existing metal buildings and their foundations, a new pre-engineered metal building and its associated foundation, and several modifications to the existing single-story masonry generator building to accommodate a new larger generator.

SCOPE OF SERVICES

C Solutions proposes the following work tasks:

Task A & B: Not Used.

Task C: Final Design (Preliminary Design, 60%, 90%, & 100% Design Submittals): C Solutions staff will assist Reiss in the preparation of preliminary engineering documents (30% level design) outlining structural design criteria and the general building layout, geometry, etc. After attending a review meeting we will incorporate any feedback into the following submittals. We will then prepare drawings and specifications for those milestones noted above. It is anticipated that there will be approximately 8 drawings and the specifications will include divisions 3,5,7,8 and 9 at a minimum. We will attend (2) two review meetings with City staff after each milestone. Opinions of probable cost will also be provided at each milestone.

Task D: Permitting Services: C Solutions staff will prepare conformed drawings which incorporate the permit review revisions and clarifications along with those from the bidding phase. It is our understanding that the Contractor will complete the building permit process.

Task E: Bidding and Award: C Solutions staff will respond to questions during bidding and prepare addenda for structural items.

Task F: Construction Administration: C Solutions staff will attend a pre-construction meeting. In addition, we will review shop drawing submittals and RFI's. We will also perform five (5) site visits during construction along with a substantial completion site visit and a final site visit after punchlist items have been completed. We will prepare signed and sealed record drawings based on Contractor supplied markups.

Task G: Additional Services Contingency: This task is intended to include additional hours to accommodate changes that may occur during design and/or construction which are not known at this time. The hours

April 3, 2018
Page 2

allocated to this task which are indicated in Table 1 are not to be billed in any invoices until written approval from the City has been received.

COST AND SCHEDULE

C Solutions proposes to undertake the work described above on an hourly fee basis for a not-to-exceed price of **\$19,932.50**. The attached Table 1 summarizes the fee allocation per task.

TERMS AND CONDITIONS

C Solutions will begin work immediately upon your notice to proceed. We will issue monthly invoices for the work accomplished during the calendar month. We appreciate the opportunity to submit this proposal to Reiss and we look forward to a successful collaboration on this project. If you have any questions or need further information, please call.

Sincerely,

Mark Drummond, P.E., BCEE
President

Table 1 - Engineering Services Fee

Structural Engineering and Ancillary Architectural Services
City of Orlando Emergency Generator and Maintenance Buildings
Date: April 2018

Task No	Task Description	Man-hours By Category					Totals	
		Principal \$150.00	Associate \$115.00	Engineer \$90.00	Drafting \$62.00	Clerical \$45.00	Hrs	Cost
C	Final Design							
		12	16	24	70	0	122	\$ 10,140.00
D	Permitting Services							
		0.5	0.5	2	2	0	5	\$ 436.50
E	Bidding and Award							
		1	1	2	0	0	4	\$ 445.00
F	Construction Administration							
		6	26	24	4	1	61	\$ 6,343.00
G	Additional Services Contingency							
		10	4	4	4	0	22	\$ 2,568.00
	Project Cost						\$	19,932.50

February 5, 2018

Stefano Ceriana, P.E., LEED AP
REISS ENGINEERING, INC.
PLANNING DESIGN CONSTRUCTION
1016 Spring Villas Pt.
Winter Springs, FL 32708

PROPOSAL FOR SUBSURFACE UTILITY ENGINEERING AND SURVEY SERVICES

Project: City of Orlando – 5100 LB McLeod Rd, Orlando FL; Generator Replacement

Dear Mr. Ceriana:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide a technical proposal for the provision of professional services. This technical proposal inclusive of economical offer and schedule details the approach we consider as the most suitable for your specific project's needs.

Project Synopsis: Based on the information made available to ECHO, we understand the project consisting of a generator replacement and associated work within the site located at 5100 LB McLeod Rd., in Orlando, FL. ECHO's professional services were requested to field investigate and map the location of existing utilities, in addition to performing a topographical survey of the project site.

Project Limits: ECHO's proposed services will be performed within a well-defined area (i.e. Project Limits) as shown on the attached exhibit. Specifically, the project limits will consist of one single area measuring approximately 0.93ac.

Services: Using a combination of field investigative techniques and technology, including surface geophysical instruments and vacuum excavation, ECHO will perform the following services.

- **Identification and marking of existing utilities.** Utilities potentially in conflict with the project and located within the project limits will be investigated in the attempt to identify their position. The results will be marked on the ground surface using the most appropriate method (i.e. pin flags, paint etc.) and showing the approximate position of the identified utilities.

Utilities that ECHO will attempt to identify and mark are utilities located within the project limits, with the exclusion of irrigation lines, services lines and sewer laterals; main gravity lines (sewer and drainage) are included in the topographical survey scope.

- **Verification of utility location and characteristics (OPTIONAL; N/A).** At locations selected by the Client, ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, "X" mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions.
- **Survey of utility and topographic information.** ECHO will perform a topographic survey of the project limits to include buildings, first floor elevations, above and below ground utilities and appurtenances, above ground, visible physical improvements and DTM. The coordinate system will be based on the North American Datum of 1983 (NAD83) and most readily available vertical datum to the project location, or otherwise specified within the project plans.

Deliverables:

- a. Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the found utilities.
- b. Office deliverables will consist of:
 - images and a sketch (out of scale unless otherwise stated) based on the project plans or aerial imagery publicly available.
 - Test hole data sheets containing all the information obtained via test holes and visual verification.
 - Survey digital CADD file and one (1) signed and sealed surveyor report.

Proposed Schedule: To be agreed upon with Client.



UTILITY ENGINEERING & SURVEY
ECHO UES, Inc.

1511 E SR434, Ste. 2001, #252
Winter Springs, Florida 32708
888.778.ECHO

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Notes and Limitations:

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.
5. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others). Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
6. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
7. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
8. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
9. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.
10. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
11. Subsurface Utility Engineering, Designating and Locating terms all refer to the American Society of Civil Engineers / Construction Institute Standard for the Collection and Depiction of Subsurface Utility Data (ASCE/CI 38-02). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

Fee: ECHO's economical Not To Exceed offer is detailed below.

ECHO UES, Inc.

PROFESSIONAL SERVICES ESTIMATE



UTILITY ENGINEERING & SURVEY

CLIENT:	Reiss				PROJ. #	
PROJECT:	City of Orlando - 6100 LB McLeod Rd				PHASE. #	
LOCATION:	Orlando					

FIELD WORK ITEMS	DAYS	HRS/DAY	# OF HOURS	\$/h RATE	SUB.TOT	NOTES
Utility Designating	1	8	8	\$202.29	\$1,618.32	Designate utilities within limits with pipe/cable locators and GPR
Utility Locating	0	8	0	\$202.29	\$0.00	Test holes, NA
Survey	1.5	8	12	\$202.29	\$2,427.48	Topographical survey of area measuring approx 0.92ac., to include buildings, 1st floor elevations, UG utls, AG utls, etc.
Other			0	\$0.00	\$0.00	
FIELD SUB.TOT					\$4,045.80	

OFFICE WORK ITEMS			# OF HOURS	\$/h RATE	SUB.TOT	NOTES
Project Manager			1	\$137.07	\$137.07	PM project, permits, schedule, invoicing and communications. Also include any site specific safety permits and plan.
Surveyor (PSM)			3	\$137.07	\$411.21	Oversee and process all survey data.
CADD/Draftsman			6	\$111.06	\$666.36	Prepare deliverable, sheet out and clean up
QA/QC Manager			1	\$137.07	\$137.07	Check records vs. field marks/util findings, topo, field visit
Clerical			1	\$72.84	\$72.84	Set up contract and invoice
Other			0	\$0.00	\$0.00	
OFFICE SUB.TOT					\$1,424.55	

TOTAL:				\$5,470.35
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Acceptance: We will honor this proposal for 90 days. If accepted, please return together with the associate subagreement duly executed.

At ECHO UES, Inc. we believe in collaboration and communication with our clients, driven to understand their needs and provide time efficient and cost effective solutions. ECHO strives to provide quality utility and survey reliable data to design better, build faster, and safely enhance Engineering, Design, Construction and Maintenance of infrastructure.



UTILITY ENGINEERING & SURVEY
ECHO UES, Inc.

1511 E SR434, Ste. 2001, #252

Winter Springs, Florida 32708

888.778.ECHO

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Thank you for considering ECHO for your project, and please do not hesitate to contact me directly should you have any question or concern.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carlo Pilia".

Carlo Pilia
Vice President
ECHO UES, Inc.

Project Limits:

