CITY OF PARKER
AGENDA ITEM SUMMARY

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1. *DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:*	2. *MEETING DATE:*
Council and Public Works	June 6, 2023

Amendment 3 submitted by Anchor Engineering

4. ***IS THIS ITEM BUDGETED (IF APPLICABLE)***

YES ☐ **NO** ☐ **N/A X**

Request of approval of amendment 3 –

- Florida Program Implementation Grant Management,
- Conceptual Design of the proposed future lift station and forcemain
- design and permitting of the flood retention pond and forcemain

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AGENDA ITEM # 3

Anchor CEI
Engineering and Inspection

P. 850.215.1285 F. 850.215.1286
450 Magnolia Avenue
Panama City, FL 32401

May 19, 2023

Mayor Andy Kelly
City of Parker
1001 West Park Street
Parker, Florida 32404

Sent via email to: parkerfire911@aol.com

RE: Amendment 3 | 11th St Inland Flood Retention Pond and Walking Path Grant Management, Design, Permitting Bidding, and Inspection Services Anchor Project No. 1620-011

Dear Mayor:

At the request of the City of Parker (City), Anchor Consulting Engineering and Inspection, Inc. (Anchor) is pleased to submit ***Amendment 3*** to the 11th St Flood Retention Pond and Walking Path project.

The City has received federal funding from the Florida Department of Environmental Protection (FDEP) Resilient Florida Program Implementation Grant for the design of an Flood Retention Pond and walking path on 4.3 acres located at 824 North 11th Street. The City has requested that Anchor provide grant management, design, bidding, permitting, and inspection services for this project.

The previous amendments to this project covered the preliminary investigation and preliminary design phase, surveying of site, and SWPPP permitting of the Flood Retention Pond and walking path.

Amendment 3 will include the following additional services:

- Florida Program Implementation Grant management.
- Conceptual Design of the proposed future Lift Station and Forcemain.
- Design and permitting of the Flood Retention Pond and Walking Path.

AMENDMENT 3 - SCOPE OF SERVICES

This project consists of three phases:

- Phase 1 will consist of grant management and Environmental Assessment Activities.
- Phase 2 will include the design, permitting and procurement for the Flood Retention Pond and Walking Path as well as the smaller Cheri Lane flood attenuation pond and associated improvements.

- Phase 3 will consist of the conceptual design of the future lift station and forcemain improvements to be constructed at a later date.

Phase 1 – Grant Management Activities

- The Grantee will perform project management, to include field engineering services, construction observation, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.
- The Grantee will submit project management reports signed by a Florida-registered Professional Engineer, to include a summary of project and site inspection(s), meeting minutes, and field notes, as applicable.
- The Grantee will also submit copies of the following:
    1. Payroll reports and/or pay requisitions, as applicable
    2. Project budget expenses and drawdowns
    3. Report of any project complications and delays
    4. Report outlining deviations from approved Scope of Work, budget, or project timeline
    5. Project Schedules and Progress reports
    6. Grant close-out documentation

Phase 2 – Conceptual Design Phase of the Proposed Lift Station and Forcemain

Task A. Data Collection, Site Visit, Preliminary Analysis
Anchor will provide the following additional preliminary services:

- Schedule and attend meeting with the City staff to discuss expectations and requirements for the bid project. This may also include representatives from FDEP.
- Collect City data related to project area, lift stations and force mains to be modified or constructed.
- Collect City data related to the City's lift station preferred design.
- Flood plain analysis for the proposed structure to determine final height requirements.
- Calculate estimated flow the affected stations.
- Conduct on-site inspections to visually inspect each lift station.

Task B. Surveying (by others)
Anchor will coordinate with a Registered State of Florida Professional Land Surveyor to provide limited survey data related to forcemain locations, proposed lift station locations and other applicable limited right of way information.

The Land Surveyor will provide Anchor with a signed and sealed survey as well as survey data that will be used during the design phase.

A survey of the larger parcel was already completed in a previous task order.

Task C. Electrical Design Services (by others)
Anchor will coordinate with a Registered State of Florida Professional Electrical Engineer who will provide construction documents for electrical improvements for the future lift station. The design will include new controls at each station to include the City's preferred electrical layout exclusive of SCADA and a permanent back up power source.

The Electrical Engineer will provide Anchor with signed and sealed electrical plans and specifications for the three lift stations and bypass pumps.

Task D. Lift Station and Forcemain Conceptual Design
The project will include the conceptual design of the proposed future wastewater lift station. This lift station is expected to be located on the newly acquired property and will divert a significant portion of wastewater from P14 directly to the City's Master Lift station. This will in turn increase the capacity of the wastewater collection system within the northeast section of the City.

A wastewater analysis will be completed to determine the estimated incoming flows to the lift station. In addition, Anchor will coordinate with City staff to determine the future potential flow changes to the affected lift stations and incorporate those changes into the design when economically feasible. Anchor will work with the City to determine the manifold pressure, where applicable. From this data, a flow rate and head condition will be determined.

A conceptual plan of the lift station site will be provided to the City as part of this task indicating the location of any structural, electrical and site improvements as well as other relevant design data.

The anticipated wet well depth will be determined based on the incoming flows and recommended pump cycle times. The wet well diameter and base will be designed to counteract buoyancy.

Task E. Initial Permitting Evaluation
Anchor will conduct a pre-application meeting to discuss what will be needed in order to determine which FDEP Notification/Application for Constructing a Domestic Wastewater Collection Transmissions System, General or Individual permit, will be needed, as applicable.

Phase 3 – Final Design Phase of the Walking Park and Flood Retention Pond

Task A. Final Design of the Walking Park and Flood Retention Pond Design
- Include FPL coordination for walking park lighting plan
- Landscaping
- Irrigation

- Parking
- Drainage improvements on 11th Street, Lance Drive and Boat Race Rd.
- Retention pond on both the Cherri Lane property (Parcel ID 25249-000-000) and 824 N 11th Street

Task B. Site Permitting

FDEP General Permit – Environmental Resource Permit Application

- Anchor will prepare and submit permit applications to the Florida Department of Environmental Protection (FDEP) for walking park improvements. The permitting for this project requires a pre-application meeting with FDEP. The project is expected to quality for a General Permit.
- Anchor will respond to all Requests for Additional information received and work to obtain a permit for the proposed improvements.

Task C. Bidding and Procurement

Anchor shall assist the City in the following bidding and procurement tasks:

- Advertising the Bid with Panama City News Herald or other approved media outlet.
- Maintaining a Plan Holder's list.
- Posting plans and specs to the City's website.
- Responding to Requests for Information from Bidders.
- Issuing addenda, as necessary.
- Attending Bid Opening at the City Council Meeting.
- Reviewing bids received.
- Preparing Recommendation of Award for City Council approval.
- Preparing and coordinating the execution of the Contract Documents between the City and the awarded Contractor.
- Preparing a hard copy and digital copy of the Plans and Specifications for the City and Contractor.

DELIVERABLES

Anchor will provide digital copies of the construction drawings and specifications for the City's review and comments. Anchor will also provide digital copies of the Bidding and Conformed Drawings and Specifications.

PROFESSIONAL SERVICES FEES

Anchor will complete the above-referenced services for a not-to-exceed fee listed below:

Grant Management	**$76,000.00**
Design Permitting Bidding Contract Selection and Pre-Construction Activities	**$115,400.00**

These funds are the same as those listed in the grant the City obtained from FDEP and are fully reimbursable by the grant.

EXCLUSIONS:

The following tasks are not included in this proposal:

- Roadway System Design.
- Right of way or easement dedication or vacation.
- Permitting Application Fees, if any (application, permit, service, etc.).
- FEMA / grant reimbursement services.

To execute this proposal, please sign the attached Task Order and Notice to Proceed (**Attachment A**).

Anchor Consulting Engineering and Inspection, Inc.

Elizabeth S. Moore, P.E.
President

EM/mor

Attachment

Copy: Mr. Tony Summerlin, City of Parker (via e-mail: tjsummerlin@cityofparker.com)
Ms. Jami Hinrichs, City of Parker (via e-mail: jhinrichs@cityofparker.com)
Ms. Taylor Jeffreys, City of Parker (via e-mail: tjeffreys@cityofparker.com)
Ms. Brittany Trumbull, P.E., Vice President Anchor (via e-mail btrumbull@anchorcei.com)

ATTACHMENT A

AMENDMENT 3 TO
COMBINED TASK ORDER
AND NOTICE TO PROCEED

PROJECT NO. 1620-011

Reference is made to that certain AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF PARKER and ANCHOR CEI, INC. (Consultant) dated January 28, 2020, (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated **May 19, 2023,** relating to **Grant Management and Design Permitting Bidding Contract Selection and Pre-Construction Activities for the 11th Street Flood Retention Pond and Walking Path** project.

Consultant's total compensation shall be a stipulated lump sum of $191,400.00 for Phases 1, 2 & 3.

Work on these Phases shall begin immediately following execution of proposal. A separate Task Order and Notice to Proceed shall be issued at a later date for the Construction Administration phase.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the City of Parker, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CEI, INC.

05-19-2023

Elizabeth S. Moore, P.E. Date

President

CITY OF PARKER

Mayor Andy Kelly Date