

**CITY OF RIVIERA BEACH DISTRICT BOARD
AGENDA ITEM SUMMARY**

MEETING DATE: DECEMBER 15, 2010

AGENDA ITEM SUMMARY NO. J10-112-3

- AWARDS / PRESENTATIONS / PETITIONS
- CONSENT
- PUBLIC HEARING
- ORDINANCE ON SECOND READING
- ORDINANCE ON FIRST HEARING

- REGULAR
- RESOLUTION
- DISCUSSION & DELIBERATION
- BOARD APPOINTMENT
- WORKSHOP

TITLE / SUBJECT: BARNES FERLAND and ASSOCIATES, Inc. – WORK AUTHORIZATION #10 TO PROVIDE ENGINEERING SERVICES TO COMPLETE PHASE 1 OF THE WATER SYSTEM EVALUATION.

RECOMMENDATION / MOTION: Staff recommends that the Utility District Board authorize BFA, Inc., to provide professional engineering services as outlined in the attached scope of services, to complete Phase 1 of the Water System Evaluation project for the City of Riviera Beach Utility District, for a fee of \$29,326.33.

DEPARTMENTAL APPROVAL REVIEW & DATE

City Manger or ACM <i>[Signature]</i>	Library
District Attorney <i>[Signature]</i>	Marina
District Clerk <i>[Signature]</i>	Police
Community Development	Public Works
Interim District Finance Director <i>[Signature]</i>	Purchasing <i>[Signature]</i>
Fire	Recreation & Parks
Human Resources	Utility Special District <i>[Signature]</i>
Information Systems	Other

APPROVED BY UTILITY DISTRICT: *[Signature]*

DATE: DEC 7, 2010

Originator: UTILITY SPECIAL DISTRICT <i>[Signature]</i>	Costs: <u>\$29,326.33</u>	District Board Actions: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> Tabled to <input type="checkbox"/> Referred to Staff
User: UTILITY SPECIAL DISTRICT <i>[Signature]</i>	Current FY: <u>2010-2011</u>	Attachments: 1. Resolution 2. Proposal from BFA dated December 1, 2010
Advertised: Date: Paper: <input checked="" type="checkbox"/> Not Required	Funding Source: <input checked="" type="checkbox"/> Capital Improvement <input type="checkbox"/> Operating <input type="checkbox"/> Other	
Affected Parties <input type="checkbox"/> Notified <input checked="" type="checkbox"/> Not Required	Budget Account Number: <u>413,1437-533-0-6558</u>	

BACKGROUND/SUMMARY: The City owns and operates a public water supply system to serve residents of the City of Riviera Beach, Town of Palm Beach Shores, Peanut Island, a portion of the City of West Palm Beach, and portions of unincorporated Palm Beach County in the Gramercy Park area. The water facilities include raw water supply wells, water treatment plant, distribution system piping, storage tanks, and Repump stations.

Based on recent meetings and discussions with City/District personnel related to other ongoing projects, a number of critical issues related to current operation and treatment of the overall water system have been identified.

The District has requested that BFA develop a scope of services (Attachment "A") for a comprehensive water system evaluation to determine all current water system operational and compliance deficiencies and development of corrective measures to comply with existing regulatory requirements.

Phase 1 of the water system evaluation will include a water system regulatory review and water system hydraulic modeling as initial steps in the overall comprehensive water system evaluation for the City.

BFA is proposing to perform the potable water system hydraulic modeling as part of this initial phase to identify pressure and flow concerns in the western distribution service area and to have a base model setup for any future water quality modeling that might be necessary to assess residual degradation and residency time in the distribution system.

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	0	0	0	0	0
Operating Costs	\$29,326.33	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (City)	0	0	0	0	0
In-Kind Match (City)	0	0	0	0	0
NET FISCAL IMPACT	\$29,326.33	0	0	0	0

NO. ADDITIONAL FTE POSITIONS (Cumulative) 0

Is Item Included in Current Budget? Yes No

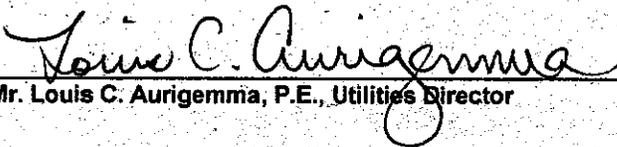
Budget Account No.: Fund 413 Dept/Division 1437 Org. 533-0 Object 6558

Reporting Category: PROFESSIONAL SERVICES-ENGINEERING

B. Recommended Sources of Funds/Summary of Fiscal Impact:

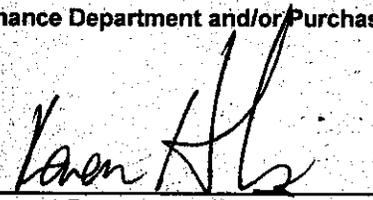
FY 2010-2011 BUDGET

C. District Fiscal Review:


 Mr. Louis C. Aurigemma, P.E., Utilities Director

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grant Comments:


 Finance Department

Purchasing and Grants

B. Other Department Review:

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING THE PROPOSAL (WORK AUTHORIZATION #10) FROM BARNES FERLAND and ASSOCIATES, Inc., IN THE AMOUNT OF \$29,326.33 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO COMPLETE PHASE 1 OF THE WATER SYSTEM EVALUATION PROJECT FOR THE CITY OF RIVIERA BEACH UTILITY DISTRICT; AND AUTHORIZING THE INTERIM DISTRICT FINANCE DIRECTOR TO PAY THIS AMOUNT FROM ACCOUNT NO. 413-1437-533-0-6558; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the consulting engineering firm of BFA, Inc., has prepared and submitted to the Utility Special District, a proposal for professional engineering services to complete Phase 1 of the Water System Evaluation Project for the City of Riviera Beach Utility District, for a fee of \$29,326.33 ; and

WHEREAS, the primary purpose of this project is to identify any current water system operational or compliance deficiencies and development of correction measures as needed.

NOW, THEREFORE, BE IT RESOLVED BY THE UTILITY SPECIAL DISTRICT OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1: That the Utility Special District Board approves the proposal from BFA, Inc., (Work Authorization #10) in the amount of \$29,326.33, to provide professional engineering services for preparation of the water system regulatory review report.

SECTION 2: That the Interim District Finance Director is authorized to make payment for same under Account Number 413-1437-533-0-6558 in the amount of \$29,326.33.

SECTION 3: This Resolution shall take effect upon its passage and approval by the Utility Special District Board.

PASSED AND APPROVED this 15th day of December, 2010.

RESOLUTION NO. _____
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UTILITY SPECIAL DISTRICT

APPROVED:

ATTEST:

DAWN S. PARDO
CHAIRPERSON

CARRIE E. WARD
MASTER MUNICIPAL CLERK
UTILITY SPECIAL DISTRICT CLERK

JUDY L. DAVIS
VICE CHAIRPERSON

BILLIE E. BROOKS
BOARD MEMBER

CEDRICK A. THOMAS
BOARD MEMBER

SHELBY L. LOWE
BOARD MEMBER

MOTIONED BY: _____

SECONDED BY: _____

D. PARDO _____

J. DAVIS _____

B. BROOKS _____

C. THOMAS _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY

Pamala Hanna Ryan
PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 12/9/2010

PROPOSAL

Barnes Ferland and Associates, Inc.

BFA #2010-02.10

TO: Mario E. Loaiza, P.E., City of Riviera Beach
FROM: Willie Thomas, P.E., Barnes, Ferland and Associates
DATE: December 2, 2010
SUBJECT: **City of Riviera Beach Utilities District
Proposal for Engineering Services
Water System Regulatory Review**

This presents Barnes Ferland and Associates, Inc.'s (BFA) proposal for performing engineering services required to complete the **Water System Regulatory Review** project for the City of Riviera Beach Utilities District (City). This proposal includes the proposed scope, fee, schedule, and all work and services needed to successfully complete the design and permitting services.

Description of Project

The City owns and operates a public water supply system to serve the residents of the City of Riviera Beach, Town of Palm Beach Shores, Peanut Island, a portion of the City of West Palm Beach, and portions of unincorporated Palm Beach County in the Gramercy Park area. The water facilities include raw water supply wells, water treatment plant, distribution system piping, storage tanks, and repump stations.

Based on recent meetings and discussions with City personnel related to other ongoing projects, a number of critical issues related to current treatment and operation of the overall water system have been identified.

The City has requested that BFA develop a scope of services for a comprehensive water system evaluation to determine all current water system operational and compliance deficiencies and development of corrective measures to comply with existing regulatory requirements.

The initial phase of the comprehensive water system evaluation will include a water system regulatory review to assist the City in identifying rules, regulations and permitting requirements affecting the operation of the City's water system.

Scope of Services

The following Scope of Services is anticipated:

1.0 Water System Regulatory Review

The purpose of the regulatory review task is to assist the City with identifying rules, regulations and permitting requirements which affect the operations of the City's water supply, treatment and distribution facilities. This review will provide a summary of specific requirements of current and proposed rules and regulations governing the operation of public water systems, and whether the City is currently meeting these requirements. Recommended improvements and future evaluations will be identified to address deficiencies related to specific regulatory requirements.

- 1.1 Data Collection: Collect and review available information and existing data relevant to the City's regulatory compliance and pertinent to execution of the Project. Evaluate existing conditions by site visitation. Consider current system operations and conditions, and any proposed improvements and/or changes that may impact the Project.
- 1.2 Regulatory Review: Review of current and most recent, as well as significant pending regulations that affect the City's water system operations. The review will include, but not necessarily be limited to, the following:
 - SFWMD water use compliance.
 - Groundwater rules as governed by 62-520.
 - Wellhead protection as governed by 62-521, FAC.
 - Water quality monitoring and reporting as required by 62-550, FAC (including disinfection byproducts, lead and copper rule (adopted October 1, 2010) and other contaminant monitoring).
 - Operation and Maintenance of the system as required by 62-555.350, FAC (including operating permits, four-log virus inactivation, disinfection residual, monthly operating reports, maintenance records, O&M manuals, maps and standby power, at a minimum).
 - Treatment plant staffing as required by 62-699, FAC.
- 1.3 Technical Memorandum: Preparation of a technical memorandum presenting a summary of whether specific regulatory requirements are currently being met and whether they will be met in the future. In addition, recommended improvements and future evaluations will be identified.
- 1.4 Meetings: Attendance at miscellaneous meetings that relate to the services provided in this scope of work for the regulatory review task.

Water System Regulatory Review

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December 2, 2010

Assumptions

The proposed scope of services and schedule summarized herein will be completed based on the following assumptions:

- The City shall organize and provide timely and full access to all related sites and facilities required for the performance of work specified above. This includes access to the City's Water Utility related files including: billing records, as built drawings, GIS data, operation and maintenance records, permit records, water quality sampling and monitoring records; Water Treatment Plant site; Raw Water Supply Wells; and Remote Repump Stations.
- The City shall provide a quick turn-around of the requested information and provide all information requested by BFA within one week of the receipt of the request.
- The City shall also provide any review comments on the draft memorandum to BFA within 2 weeks from the receipt of the draft memorandum.

Schedule

BFA proposes to complete the scope of work described above in accordance with the schedule provided as Attachment A.

Proposed Fee

BFA proposed firm fixed fee estimate to provide engineering services for the site investigation, final design, and permitting tasks as described above is \$29,326.33. A complete description of the proposed fee providing man-hour and fee information for each task is provided in Attachment B.

We appreciate the opportunity to be of service to the City and look forward to working with you on this project. If you have any questions or require further information, please do not hesitate to contact me.

ATTACHMENT A

**City of Riviera Beach Utilities District
Water System Evaluation - Phase 1**

Project Schedule

December 1, 2010

TASK	TIME TO COMPLETE		DATE OF COMPLETION
Consultant Notice to Proceed	----		December 15, 2010
Water System Regulatory Review	8	Weeks	February 9, 2011

ATTA ENT B

City of Riviera Beach Utilities District
Water System Evaluation - Phase 1

December 1, 2010

December 1, 2010

TASK	BFA Labor Totals		BFA Direct Costs	Subconsultant Costs	Project Total Costs
	Hours	Costs			
1.0 Water System Regulatory Review	40	\$5,090.52	\$243.05	\$23,992.76	\$29,326.33
Project Totals	40	\$5,090.52	\$243.05	\$23,992.76	\$29,326.33

Labor Costs

December 1, 2010

TASK	Sr. Project Manager		Engineer IV		Engineer III		Administrative Support		Labor Totals	
	Hours	Costs	Hours	Costs	Hours	Costs	Hours	Costs		
1.0 Water System Regulatory Review	2	\$388.60	20	\$2,753.60	16	\$1,859.52	2	\$88.80	40	\$5,090.52
Total	2	\$388.60	20	\$2,753.60	16	\$1,859.52	2	\$88.80	40	\$5,090.52

Direct Costs

December 1, 2010

TASK	Color Copies		Electronic Files		Mileage		B/W Copies		Direct Costs		Total Direct Costs
	Units	Rate	Units	Rate	Units	Rate	Units	Rate	BFA Direct Costs	Subconsultant Costs ⁽¹⁾	
1.0 Water System Regulatory Review	10.0	\$3.90	1.0	\$7.20	510.0	\$226.95	100	\$5.00	\$243.05	\$23,992.76	\$24,235.81
Total	10.0	\$3.90	1.0	\$7.20	510.0	\$226.95	100	\$5.00	\$243.05	\$23,992.76	\$24,235.81

Notes: (1) Subconsultant Costs includes a 1.10 multiplier.



bringing solutions to mind

C Solutions Inc. Scope of Services Exhibit A Water System Regulatory Review City of Riviera Beach

Background

The City of Riviera Beach (CITY) owns and operates Raw Water Supply Wells, a Water Treatment Plant, and three potable water remote distribution system ground storage tanks (GST) and repump stations. This regulatory review is being undertaken to assist the CITY in identifying rules, regulations and permitting requirements which affect the operations of the CITY's Raw Water Wells, Water Treatment Facility and Water Distribution System. It will include a summary of regulations which specifically affect the source supply, treatment methods and distribution requirements.

The CLIENT has contracted Barnes, Ferland & Associates, Inc. (BFA) as their General Consultant to provide engineering services to fulfill these needs. C Solutions Inc. (CONSULTANT) will be working with BFA as requested by the CITY to provide professional services in the completion of the following tasks. BFA will perform all tasks related to the regulatory review of source water supply and Raw Water Wells and provide that information for inclusion by the CONSULTANT into the memorandum within 5 weeks from the NTP. The CONSULTANT will perform all other tasks identified below.

Scope of Services

The scope of services defined herein consists of the following tasks.

Task I. Data Collection

This task will consist of the collection of existing data relevant to the City's regulatory compliance. The CONSULTANT will prepare a list of relevant data for the City to collect. All relevant data will be collected and provided to the CONSULTANT by the CITY within one week from the Notice to Proceed. The CONSULTANT shall also provide two (2) site visits to assist in the collection of the required data during the first week of the project.

Task II. Regulatory Review

This task will consist of reviewing the most recent, as well as significant pending, regulations that affect the City's water system operations. The review will include, but not necessarily be limited to, the following:

- Water Use Compliance

- Groundwater rules as governed by 62-520
- Wellhead protection as governed by 62-521, FAC
- Water quality monitoring and reporting as required by 62-550, FAC (including disinfection byproducts, lead and copper rule (adopted October 1, 2010) and other contaminant monitoring)
- Operation and Maintenance of the system as required by 62-555.350, FAC (including operating permits, four-log virus inactivation, disinfection residual, monthly operating reports, maintenance records, O&M manuals, maps and standby power, at a minimum)
- Treatment plant staffing as required by 62-699, FAC

Task III. Memorandum

This task will consist of preparing a memorandum to the City presenting whether the specific requirements of each rule/regulation are currently being met and whether they will be met in the future. In addition, recommended improvements and/or changes and future evaluations will be identified, where feasible.

Task IV. Miscellaneous Meetings

This task will consist of the attendance by the CONSULTANT to miscellaneous meetings that relate to services provided in this scope for the Water Treatment Plant and Distribution System during the project period.

Assumptions

The CITY shall have the following responsibilities:

- The CITY shall organize and provide timely and full access to all related sites and facilities required for the performance of work specified above. This includes access to the CITY's Water Utility related files including: billing records, as built drawings, permit records, water quality sampling and monitoring records; Water Treatment Plant site; Raw Water Supply Wells; and Remote Repump Stations.
- The CITY shall provide a quick turn-around of the requested information and provide all information requested by the CONSULTANT within one week of the receipt of the request.
- The CITY shall also provide any review comments on the draft memorandum to the CONSULTANT within 2 weeks from the receipt of the draft memorandum.

An assessment of the CITY's existing equipment inventory or analysis of the existing equipment with regard to the latest construction regulatory requirements will not be performed as part of this scope of services.

Time of Completion

The CONSULTANT will commence services upon receipt of written authorization. The working day following the receipt of the authorization will define the date of Notice to Proceed (NTP). The draft memorandum will be completed within 6 weeks from NTP. The final memorandum will be completed within 2 weeks of receipt of comments on the draft memorandum. The aforementioned schedule is dependent on the performance of the CITY responsibilities as defined above.

Submittals

The CONSULTANT will submit two hard copies and one electronic copy of both the draft and final memorandums.

Proposed Compensation

The CONSULTANT shall perform the services defined in this scope of work for a lump sum fee of twenty-one thousand eight hundred and eleven dollars and sixty cents (US\$21,811.60). Invoices will be submitted to the ENGINEER monthly when work has been performed and identify the current percent complete for the entire project. The project will be considered one hundred percent complete at the submittal of the final memorandum.

All invoices shall be paid within thirty (30) days from submittal.

C Solutions Inc.
City of Riviera Beach
Regulatory Compliance Review
Summary of Fees as Basis for Lump Sum
November 29, 2010

Task No.	Description	Sr. Engineer Process Hrs \$150.00	Sr. Engineer Electrical Hrs	PM JB Hrs	QA Engineer Hrs	Drafter Hrs	Admin Support. Hrs	Activity Total Hrs	Total Labor	ODC's
1	Data Collection	16						16	\$2,400.00	
2	Regulatory Review	40						40	\$6,000.00	
3	Prepare Memorandum	24						24	\$3,600.00	
4	Miscellaneous Meetings	64						64	\$9,600.00	
	TOTAL	144	0	0	0	0	0	144	\$21,600.00	\$211.60

Total Labor	
Raw Labor (in this case loaded)	\$21,600.00
Multiplier	1
Total Labor	\$21,600.00

Summary	
Total Labor	\$21,600.00
Other Direct Costs	\$211.60
Total Project Cost	\$21,811.60

1. Loaded rates are being used in the cost buildup and thus the multiplier is 1.0.

C Solutions Inc.
City of Riviera Beach
Regulatory Compliance Review
Summary of Other Direct Cost as Basis for Lump Sum
November 29, 2010

	number	Unit	unit cost	cost
copies / production	100	Unit	\$0.10	\$10.00
mileage	480	Unit	\$0.42	\$201.60
				\$211.60