



Agenda Item Request Form

ITEM: Consideration of Approval of Task Order with Mott MacDonald to provide engineering services to assist in preparing a wastewater treatment facility permit application for the Millville Wastewater Treatment Facility for a lump sum fee of \$35,000. Considering the complexity of the FDEP permitting process there is an additional fee of \$15,000 for time and materials basis and potential cost associated with responding to FDEP requests for information.

BACKGROUND INFORMATION: The scope of work will include the following: (1) Preparation of the Millville Wastewater Treatment Facility Permit Application for permit renewal; (2) Operation and Maintenance (O&M) Report to meet minimum FDEP permit requirements; (3) Preparation of updated Capacity Analysis Report (CAR) to meet minimum FDEP permit requirements; (4) FDEP Permitting Process: FDEP requests for information (RFI). Mott was chosen for this task for their quality service and many years' experience with the city and providing the past permit renewals for the Millville Wastewater Treatment Plant Facility in a timely manner.

DEPARTMENT HEAD RECOMMENDATION: Recommend Approval

Budget Impact

Budgeted?: Yes: No: How Much budgeted?

If more, where do you suggest funds come from?

Cost Center Affected:

Personnel \$
Operating \$
X Capital \$ 50,000
Revenue \$

Requested By: Johnny C. Sims, Public Works Director

Date: October 16, 2019

WORK ORDER No.: _____

PC Millville WWTF Permit Renewal

DATED: 10/14/19

This Work Order is issued between **CITY OF PANAMA CITY** and **MOTT MacDONALD FLORIDA, LLC**, (formerly known as Hatch Mott MacDonald Florida, LLC) pursuant to the Agreement for Professional Engineering Services between the parties dated April 9, 2015 and subject to all the terms and conditions thereof.

SCOPE OF WORK TO BE PERFORMED

The ENGINEER is hereby requested to perform the following services (the "Work") as noted in Mott MacDonald proposal letter "**Proposal for Millville WWTF Permit Renewal**" dated October 14, 2019 and attached hereto as Exhibit A.

COMPENSATION

The ENGINEER shall be compensated as follows:

- A.** Preparation of the Millville Wastewater treatment Facility Permit Application for permit renewal.
- B.** Operation and Maintenance (O&M) Report to meet minimum FDEP permit requirements (if required).
- C.** Preparation of updated Capacity Analysis Report (CAR) to meet minimum FDEP permit requirements (if required).

Fixed Price: ENGINEER's compensation for items A., B., and C. shall be a fixed price (lump sum) of: \$35,000.

- D.** FDEP Permitting Process: FDEP request for information (RFI).

Time and Materials: ENGINEER'S compensation for item D. shall be on a time and materials basis, to be billed at the rates set forth in Exhibit B to this Work Order, with a total billing not to exceed: \$15,000.

The ENGINEER shall not make payment in excess of the fixed price &/or "not-to-exceed" amount unless covered by an express written amendment to this Work Order.

AUTHORIZATION

The undersigned Authorized Representative represents that funds have been duly appropriated and committed for this Work Order and that the Work has been duly authorized by the CLIENT. A copy of the CLIENT's authorizing Resolution is annexed hereto.

ACCEPTED:

MOTT MacDONALD FLORIDA, LLC

CITY OF PANAMA CITY

By _____

By _____

Billy R. Perry – Senior Vice President

Authorized Representative

Printed Name and Title

Dated: _____

Dated: _____

EXHIBIT A

Mott MacDonald Proposal Letter dated October 14, 2019
"Proposal for Millville WWTF Permit Renewal"



Mr. Johnny Sims
City of Panama City
501 Harrison Avenue
Panama City, FL 32401

Your Reference
Millville WWTF Permit
Renewal

Mott MacDonald
1022 West 23rd Street
Suite 680
Panama City
FL 32405
United States of America

T +1 (850) 763 9393
mottmac.com

Proposal for Millville WWTF Permit Renewal

October 14, 2019

Mr. Sims,

Thank you for the opportunity to submit this proposal to assist the City of Panama City in preparing a wastewater treatment facility permit application for the Millville Wastewater Treatment Facility. Based on our understanding of the services requested and the information provided by the City of Panama City, our scope of work would include the following:

- A. Preparation of the Millville Wastewater treatment Facility Permit Application for permit renewal.
- B. Operation and Maintenance (O&M) Report to meet minimum FDEP permit requirements (if required).
- C. Preparation of updated Capacity Analysis Report (CAR) to meet minimum FDEP permit requirements (if required).

Mott MacDonald can provide the described engineering services for a lump sum fee of \$35,000.

This proposal does not include any applicable fees, responses to Florida Department of Environmental Protection (FDEP) requests for information (RFI), permit negotiations, engineering design, and any special studies, such as but not limited to WQBEL Studies, Stream Condition Studies, Mixing Zone Studies, and Reuse feasibility Study.

Considering the complexity of the FDEP permitting process, we are requesting that an additional \$15,000, payable on a time and material basis, be set aside to cover potential cost associated with responding to the FDEP requests for information. We find that this billing approach, versus a lump sum, should benefit the City, in that we don't have to anticipate a "worst case scenario" to cover the cost. Additionally, it is anticipated that the City will provide any relative existing data and documents (i.e. plans, old reports, operating data, etc.) to support the renewal of the permit application.



We look forward to providing professional engineering and permitting services on this project. We will strive to provide you with timely and quality service. Should you have any questions or require additional information, please call.

Sincerely,

Mott MacDonald

A handwritten signature in blue ink, appearing to read 'Amir Zafar', with a long horizontal flourish underneath.

Amir Zafar, PE, BCEE
Principal Project Manager
850.238.3207
850.276.0429
amir.zafar@mottmac.com

AZ/db

encls.

cc: file

EXHIBIT B

MOTT MACDONALD 2019 HOURLY RATE SCHEDULE

<u>Billing Title</u>	<u>Per Hour*</u>
Principal	260.00
Principal Project Manager/Principal Architect/Principal Engineer/Principal Landscape Architect	225.00
Senior Project Manager	185.00
Senior Project Engineer	175.00
Senior Project Architect	175.00
Project Engineer	140.00
Project Manager	135.00
Project Architect	130.00
Engineer IV/ Architect IV	125.00
Engineer III/ Architect III	110.00
Engineer II/ Architect II	100.00
Engineer I/ Architect I	90.00
Senior Specialist	140.00
Specialist V	110.00
Specialist IV	95.00
Specialist III	90.00
Specialist II	70.00
Specialist I	60.00
Planner I	85.00
Senior Designer	145.00
Designer V	125.00
Designer IV	110.00
Designer III	85.00
Senior Inspector	95.00
Inspector IV	85.00
Inspector III	70.00
Inspector II	65.00
Inspector I	55.00
Technician II	65.00
Technician I	50.00
Principal Specialist - Surveyor	150.00
Senior Surveyor	145.00
Surveyor V	110.00
Surveyor IV	100.00
Surveyor III	70.00
Surveyor II	50.00
Surveyor I	45.00
Administrative Assistant IV	75.00
Administrative Assistant III	65.00
Administrative Assistant I & II	55.00
1 Person with robotic equipment	95.00
2 Person Survey Crew	175.00
3 Person Survey Crew	225.00
4 Person Survey Crew	275.00

Note:

* Hourly rates for special considerations and services in conjunction with litigation are available upon request.

† Rates are for straight time hours. Rates multiplied by 1.5 for overtime hours for applicable personnel.

‡ Rates for additional personnel can be provided upon request.

EXPENSES

Mileage @ IRS Rate
All other Direct Cost:

Direct +10%

Invoices are payable within 30 days of invoice date.

Delinquent bills are subject to finance charges per our contract.

The client shall pay attorney fees, court costs, and related expenses incurred in the collection of delinquent accounts.

Effective February 1, 2019