

**TASK ORDER NUMBER 11 TO AGREEMENT FOR PROFESSIONAL SERVICES
CITY ENGINEER**

THIS AGREEMENT is made as of the _____ day of _____ in the year 2010, between The City of Leesburg, a Florida Municipal Corporation, whose address is 501 West Meadow Street, Post Office Box 490630, Leesburg, Florida 34749-0630 (hereinafter referred to as the "CITY"), and Jones Edmunds & Associates, Inc., whose address is 730 NE Waldo Road, Gainesville, Florida 32641 (hereinafter referred to as the "PROFESSIONAL").

WITNESSETH:

WHEREAS, on October 27, 2008, the CITY and the PROFESSIONAL previously entered into an Agreement for Professional Services on a Continuing Basis (hereinafter referred to as the "Agreement"). The Agreement is referenced herein as though set forth in full.

WHEREAS, the CITY and the PROFESSIONAL desire to enter into a Written Task Order; Number 11.

NOW THEREFORE, for and in consideration of the mutual covenants and promises contained in this Agreement, the CITY and the PROFESSIONAL do hereby agree as set forth below:

1. The above recitals are true and correct and are incorporated herein.
2. The Parties agree to the scope of work and budget pursuant to the terms and conditions set forth in the attached Scope of Work (Exhibit A dated July 2, 2010 for Lee Street Stormwater Treatment Facility Effectiveness Evaluation – Field Services.)

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on the respective dates under each signature.

Attest: Michelle Blaylock

"PROFESSIONAL"

By: Stanley F. Ferreira, Jr.

Printed: Stanley F. Ferreira, Jr., P.E.

Its: Chief Operating Officer

Date: 07/02/10

Attest: _____

"CITY"

By: _____
Mayor

Date: _____



July 2, 2010

Darel Craine
Deputy Director of Environmental Services
City of Leesburg
P.O. Box 490630
Leesburg, FL 34749

RE: Lee Street Stormwater Treatment Facility Effectiveness Evaluation – Field Services
Jones Edmunds Proposal No. 95403-155-10

Dear Mr. Craine:

Jones Edmunds & Associates, Inc. appreciates the opportunity to submit this proposal to provide Environmental Services for the City of Leesburg's Lee Street Stormwater Treatment Facility Effectiveness Evaluation. Following is our understanding of the project's background and the proposed Scope of Services with related costs.

BACKGROUND INFORMATION

Jones Edmunds has worked with the City under a TMDL Grant to construct a wet detention stormwater pond beside Lee Street. The pond is paired with a wetland treatment system to improve stormwater quality beyond wet detention effects before it discharges to Lake Griffin. Collectively, these elements are referred to as the *Lee Street Stormwater Treatment Facility*. The parameters of concern in the discharge water are nutrients--specifically phosphorus compounds. There is a Total Maximum Daily Load limit on phosphorus for Lake Griffin, and the Florida Department of Environmental Protection (FDEP) has required the City to reduce its phosphorus input into the lake.

The system was completed in July 2009. The effectiveness of the paired system cannot be extrapolated from other projects as there are limited historical data for this type of treatment in equivalent settings. The final phase of the stormwater-treatment project is evaluating treatment effectiveness for the system. To evaluate the Lee Street Stormwater Treatment Facility's effect on water quality, Jones Edmunds has developed a monitoring plan, submitted it to FDEP through the City, and is prepared to work with City staff to implement the monitoring and reporting in the plan. The monitoring will be conducted in accordance with the site-specific Quality Assurance Project Plan (QAPP).

SCOPE OF SERVICES

Jones Edmunds proposes to install and maintain automated field equipment, conduct sampling during 10 qualifying storms (rainfall greater than 0.2 inch and less than 2.5 inches), and interpret the data obtained to evaluate the Lee Street Stormwater Treatment Facility's effectiveness. We will supply field staff for the evaluation. Two of our field technicians will be available to operate, download, and maintain the specialized *in-situ* field-measurement and logging equipment, ensuring personnel availability for qualifying storms. We plan to coordinate with the City and work with City staff during qualifying storms. We will submit an evaluation report to the City for review and comment before it is finalized for submittal to FDEP.

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The project will incorporate several elements associated with logistics, management, field data collection, and system effectiveness evaluation as detailed in the proposed Monitoring Plan and QAPP. We have arranged the project elements into the following tasks:

Task 1 Project Management		
	Work Element	Responsibility
1	Track project administration and progress.	Jones Edmunds
2	Monitor project field, laboratory, and management quality assurance.	Jones Edmunds
3	Coordinate with specialty subcontractors that are installing equipment for telemetric notification for qualifying rains and automated flow-weighted sampling capability.	Jones Edmunds
4	Communicate with City and FDEP staff.	Jones Edmunds
5	Coordinate and maximize the City's field assistance with Jones Edmunds' monitoring effort.	Jones Edmunds
6	Coordinate assistance with Jones Edmunds' monitoring effort	City

Task 2 Equipment Installation/Calibration		
	Work Element	Responsibility
1	Provide two field technicians to operate, download, and maintain the <i>in-situ</i> field measurement and logging equipment.	Jones Edmunds
2	Schedule and observe subcontractor's specialty equipment installation.	Jones Edmunds
3	Install and test flow measurement and data-recording equipment.	Jones Edmunds
4	Install and test Jones Edmunds' and the City's automatic sampling equipment.	Jones Edmunds
5	Provide site-specific surveying services related to the data logging equipment and automated sampling.	Jones Edmunds
6	Coordinate with the City to provide secure housing for the data logging and monitoring equipment.	City
7	Coordinate subcontractor and Jones Edmunds' field activities during rain storms to relate rainfall and stormwater flow rates to water stage in the treatment system. Subcontractors' and Jones Edmunds' staff will respond to qualifying events during the calibration period.	Jones Edmunds
8	Program the data collection equipment and automatic samplers to trigger sampling activities in response to rainfall and stormwater flow and to ensure flow-weighted composite sampling.	Jones Edmunds
9	Provide flow measurement spot checks during rain storms to verify logged data accuracy and applicability and appropriate sampling equipment operation.	Jones Edmunds

10	Include 2 months' rental for contractor specialty equipment.	Jones Edmunds
11	Familiarize City staff with monitoring, downloading, and maintenance procedures for the data logging equipment and with the setup, programming, and security arrangements for the automatic sampling equipment.	Jones Edmunds
12	Provide staff to monitor, download, and maintain data-logging equipment.	City
13	Provide staff to set up, program, and secure the automatic sampling equipment.	City

Task 3 Monitoring Events		
	Work Element	Responsibility
1	Coordinate Jones Edmunds and City staff responsibilities for event activities, incorporating City staff involvement in monitoring and sample collection.	Jones Edmunds
2	Include 6 months' rental of contractor specialty equipment.	Jones Edmunds
3	Respond to qualifying rain storms by traveling to the site and monitoring the sample collection. During the first qualifying event a Jones Edmunds technician will respond and will work with City staff to develop an efficient event response.	Jones Edmunds
4	Provide staff during the first qualifying event to assist with the sampling event .	City
5	Confirm that each rain storm triggering telemetric notification of a sampling initiation will be a qualifying storm and reset the sample collection system if required conditions are not met.	City
6	Provide flow measurement spot checks during the first qualifying rain storm to verify the accuracy of the automated operation and data collection. During this event subcontractor staff will interpret the spot-check measurements' relation to automated readings and responses.	Jones Edmunds
7	Provide staff to participate in the verification process and to develop the sampling protocol for the monitoring events.	City
8	Monitor automated sample collection through each event to ensure proper sample chilling and equipment operation.	City
9	Collect hourly water quality field parameter measurements at each station.	City
10	Notify Jones Edmunds staff when the sampling event is approaching conclusion – with approximately 3 hours remaining.	City
11	Provide staff to respond to the 10 qualifying events to help City staff complete the sampling protocol.	Jones Edmunds/City
12	Composite the collected samples and fill sample kits.	Jones Edmunds/City
13	Prepare the appropriate custody and sample labeling paperwork for the analytical samples.	Jones Edmunds/City
14	Arrange sample transport to the City laboratory.	City
15	Arrange sample transport to the contract laboratory.	City
16	Provide for laboratory sample analyses.	City

17	Prepare and stage the equipment and samplers for the next qualifying event.	City
18	Clean the sampler collection bottles and prepare for subsequent deployment.	City
19	Coordinate Jones Edmunds and City staff responsibilities for downloading and maintaining data logging equipment between qualifying monitoring events.	Jones Edmunds
20	Provide staff for downloading and maintaining data logging equipment between qualifying monitoring events.	City
21	Coordinate chemical analyses and reporting with the City and contract laboratories.	Jones Edmunds
22	Incorporate field and analytical data into the project spreadsheet database.	Jones Edmunds
23	Review event notes and field data records to verify agreement with the Quality Assurance objectives.	Jones Edmunds

Task 4 Data Effectiveness Evaluation and Reporting		
	Work Element	Responsibility
1	Enter the field and laboratory data generated during the 10 monitoring events into the project spreadsheet database.	Jones Edmunds
2	Review and interpret the data to determine the overall effectiveness of the stormwater treatment system.	Jones Edmunds
3	Prepare monthly progress report memoranda and submit them to the City and FDEP.	Jones Edmunds
4	Prepare a draft final report for the City's review.	Jones Edmunds
5	Prepare a final report incorporating the City's comments.	Jones Edmunds
6	Submit the final report to the City and FDEP.	Jones Edmunds

DELIVERABLES

The following deliverables are included in this Scope of Services:

- Monthly electronic progress reports to the City.
- A draft of the final evaluation report to the City for review and comment.
- A final version of the evaluation report incorporating the City's comments for submittal to FDEP.

The draft and final versions of the Plan will be provided to you and to FDEP in appropriate hard copy and electronic formats.

COMPENSATION

Jones Edmunds proposes to install the equipment, collect field data and laboratory samples, and prepare a final evaluation report for the City's Lee Street Stormwater Treatment Facility for a Time-and-Materials fee of \$115,000. This budget assumes an 8-month period for the calibration and monitoring events, which may be longer than is necessary with favorable weather conditions. The following is a breakdown of the proposed budget by Task:

	Flow-Measurement Equipment Rented
Task 1 – Project Management	\$ 15,500.00
Task 2 – Equipment Installation/Calibration	\$ 34,500.00
Task 3 – Ten Monitoring Events	\$ 43,000.00
Three False Start Events	\$ 3,500.00
One Maintenance Visit	\$ 3,000.00
Task 4 – Data Effectiveness Evaluation and Reporting	\$ 15,500.00
Total Cost	\$115,000.00

We will coordinate with the City to use City staff, equipment, and facilities to minimize cost. For example, the planned workscope includes monthly downloading and maintenance of the data-logging equipment at the site. With the City staff assuming these responsibilities, a significant cost saving will be realized. Additionally, we have included budget for three occurrences (False Starts) for which we respond to a rain storm but the storm does not produce a qualifying event. By having City staff provide initial event response, we can minimize our response to non-events.

SCHEDULE

Although the workscope for a project that is subject to weather conditions cannot be tightly scheduled, we anticipate the general project schedule to be the following:

- We will install field monitoring and measuring equipment within 30 days of your Notice to Proceed.
- Equipment installation will be followed by a 30- to 60-day calibration period.
- The 10 qualifying rain storms are expected to occur within 6 months of the calibration period.
- We will complete the system effectiveness evaluation and draft report within 60 days of the last qualifying rain storm.
- We will complete the final version of the evaluation report for submittal to FDEP within 14 days after we receive your review comments.

EXCLUSIONS AND CONDITIONS

This fee assumes a specific number of hours to accomplish each work element. Services that are not specifically listed are not included in this Scope of Services or cost proposal. If modifications to or deletions from the Scope of Services are necessary, these can be considered at your direction.

We will be prepared to begin work when your authorizing purchase order is received.

If you have any questions or require further information, please call me.

Sincerely,



Brett A. Cunningham, P.E.
Director, Water Resources