

**TASK ORDER NUMBER 1
TO AGREEMENT FOR PROFESSIONAL SERVICES
ON A CONTINUING BASIS**

THIS TASK ORDER is made as of the 18^h day of November in the year 2013, between **THE CITY OF LEESBURG, FLORIDA**, 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 **AMEC ENVIRONMENT & INFRASTRUCTURE, INC.** whose address is 361 W. Alfred Street, Tavares, Florida 32778 (hereinafter referred to as the "PROFESSIONAL").

WITNESSTH:

WHEREAS, on August 12, 2013, the CITY and PROFESSIONAL entered into an Agreement for professional engineering services on a Continuing Basis (hereinafter referred to as the "Master Agreement"). The Master Agreement is referenced herein as though set forth in full text.

WHEREAS, the CITY and the PROFESSIONAL desire to enter into a Written Task Order Number 1 for a fee of **\$46,180.00**.

NOW THEREFORE, for and in consideration of the mutual covenants and promises contained in this Task Order, 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 **AMEC proposal dated October 12, 2013**.
3. Counterparts. Original signatures transmitted and received via facsimile or other electronic transmission of a scanned document, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such facsimile or electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The CITY shall determine legibility and acceptability for public record purposes. This Contract may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

[Signature page follows.]

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

AMEC ENVIRONMENT &
INFRASTRUCTURE, INC.

By: 

Printed: Michael D. Phelps

Its: Office Manager
(Title)

Date: 11-1-13

THE CITY OF LEESBURG, FLORIDA

By: _____
Mayor/Commissioner

Attest: _____
City Clerk

Date: _____



October 12, 2013

Mr. D.C. Maudlin
Interim Director of Public Works
City of Leesburg
550 S. 14th Street
Leesburg, FL 34748

RE: Professional Engineering Services Proposal
Ditch Enclosure Commerce & Industrial
AMEC Project No. 600268.1

Mr. Maudlin:

AMEC Environment & Infrastructure, Inc. (AMEC) is pleased to submit this proposal to provide professional engineering services for the City of Leesburg's (City) proposed stormwater project involving the design of storm sewer to replace existing ditches in the vicinity of Commerce Street and Industrial Street. The storm sewer system will be designed to connect to the existing storm sewer system on Harlem Avenue which discharges to the stormwater management facility near the intersection of Johns Avenue and Georgia Avenue.

AMEC's scope of services for this project is generally similar to that described in "Phase I - Design and Permitting Services" of the Statement of Work for the previously advertised Design-Build Solicitation No. 1303621 and will include preliminary engineering, construction plan preparation, permitting, and construction phase services. It is understood that the project will be now on a traditional design-bid-build path. The detailed scope of services for this proposal is provided in the following task descriptions.

Task 1 - Preliminary Environmental Assessment

AMEC will conduct a desktop investigation, site visit, and preliminary consultation with regulatory agencies to make a determination if the proposed improvements will adversely affect jurisdictional surface waters, wetlands, or protected wildlife. AMEC will provide a recommendation for further environmental assessments, if necessary. Additional environmental assessments or research will be performed under a separate Task Authorization.

Task 2 - Construction Plan Preparation

AMEC will prepare construction plans for the project, formatted to 24"x36" paper. The construction plans will be based on the data provided by the City, including topographic survey and storm sewer network information. Construction plans will be provided to the City at the 30%, 60%, and 90% completion stages. AMEC will meet with the City to discuss the 30%, 60%, and 90% plans and incorporate City comments into the development of subsequent construction plan submittals. Construction plans provided after St Johns River Water Management District

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USA 33803
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(SJRWMD) Environmental Resource Permitting (ERP), as described in **Task 3**, will be considered the 100% construction plans. Bid quantities and an opinion of probable construction costs will be prepared at the 100% completion stage.

Construction plans and specifications will reference the Florida Department of Transportation Standard Specifications for Road and Bridge Construction and City of Leesburg Standards as the governing specifications for the project.

Storm sewer design will be based on the 10-year, 24-hour storm event with a maximum allowable hydraulic grade line not to exceed the grates of proposed structures. The 25-year, 24-hour and 50-year, 24-hour events will also be modeled for reference. This task also includes the evaluation of existing stormwater conditions within the project area. Drainage calculations will be submitted as part of the 90% construction plan submittal. This task is based on the receipt of relevant stormwater modeling data for the project vicinity in electronic format from the City.

Task 3 - Permitting

AMEC will attend one Environmental Resource Permit (ERP) Pre-Application Meeting with St Johns River Water Management District (SJRWMD) regulatory staff to discuss the 30% construction plans. Minutes of the Pre-Application Meeting will be provided to the City.

Following the City review of the 90% construction plans, AMEC will submit an ERP application package to SJRWMD. The City will be responsible for providing all permit application fees. Responses to agency reviews will be limited to clarification of previously submitted materials and excludes additional engineering or analysis. Permitting and review by additional agencies is not anticipated. If required, additional agency reviews will be covered under a separate Task Authorization.

Task 4 - Construction Phase Services

AMEC will be responsible for preparing construction plans and necessary supplemental specifications to the FDOT Standard Specifications to accompany front-end contract documents to be provided by the City. AMEC will assist the City during the bid process by responding to questions from prospective bidders.

AMEC will assist the City by attending a pre-bid conference. Technical questions regarding the engineering will be addressed. Assistance will be provided in preparing bid addendums, as applicable.

AMEC will attend the bid opening meeting and review all bids for completeness. AMEC will also screen the bidders for qualifications and their ability to complete the construction in the period required.

AMEC will attend the pre-construction meeting with the selected contractor to review the construction schedule and address any concerns that either the City or the contractor may have.

AMEC staff will make regular site visits to observe construction during the construction process. Full time construction engineering and inspection services are not proposed under this scope. This task assumes a 12 week construction schedule. AMEC will address construction concerns and bring them to the City's attention immediately. AMEC staff will also assist the City in the

review of contractor invoices. AMEC will check the contractor-provided as-built drawings and electronic as-built survey files for compliance with the design plans. Discrepancies will be clarified and/or corrected by the contractor. AMEC will rely on the contractor provided as-built survey for the preparation of record drawings. AMEC will not be providing certification for the construction related activities such as craftsmanship of work completed, material control, or adherence to specifications.

Schedule

The 30% Construction Plan Submittal will be completed within 60 days from the receipt of a task authorization from the City. The remaining tasks will be completed as required by the plan review process and agency permitting.

Deliverables

- Preliminary Environmental Assessment Memorandum
- 30% Construction Plan Submittal Package
- 60% Construction Plan Submittal Package
- 90% Construction Plan Submittal Package
- 100% Construction Plan Submittal Package
- SJRWMD Environmental Resource Permit Application Package
- Record Drawings

Proposed Budget

AMEC will provide the above services for a lump sum fee of **\$46,180**. Below is the cost breakdown by task:

Task 1 - Preliminary Engineering	\$2,250
Task 2 - Construction Plan Preparation	\$27,660
Task 3 - Permitting	\$4,900
Task 4 - Construction Phase Services	\$11,370

Information to be Provided by the City

If available, the City will provide the following documents:

- Topographic survey (certified hard copies and CAD files)
- Stormwater modeling files (ICPR) involving the project area;
- Basin delineations in electronic (shapefile) format;
- Storm sewer network information including structure locations and pipe sizes; and
- Offsite drainage easement legal descriptions and maps.

Exclusions

The following services are not included with this proposal:

- Boundary or Topographic Surveying
- Structural Engineering
- Stormwater Management Pond Design Modifications or Recertification
- National Pollution Discharge Elimination System Notice of Intent
- Detailed Environmental Assessments
- Wetland Delineation
- FDEP Water or Sewer Relocation Permitting
- Drainage Design and/or Easement Coordination with Adjacent Property Owners

AMEC can provide each of these services, if authorized under a separate agreement.

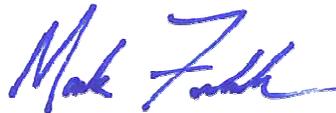
This proposal is valid for a period of 30 days. The terms and conditions of the Continuing Services Agreement between the City of Leesburg and AMEC Environment & Infrastructure, Inc., dated August 12, 2013 are incorporated by reference.

We appreciate your consideration of AMEC, and look forward to providing you with the services referenced for this project.

For any questions or comments regarding the contents of this proposal, please do not hesitate to contact our office at 863-667-2345.

Sincerely,

AMEC Environment & Infrastructure, Inc.



Mark J. Frederick, P.E., CFM
Project Manager



Michael D. Phelps, P.E.
Office Manager

MJF: tjm