

TASK ORDER NO. 1

TO AGREEMENT BETWEEN OWNER (MARION COUNTY) AND CONSULTANT (KIMLEY-HORN AND ASSOCIATES, INC.) DATED October 19, 2021 – PROJECT #21Q-227

Program Management Services for Rescue Grant Projects – Planning and Preliminary Design**PROJECT UNDERSTANDING**

Marion County (The County) has completed a county wide Master Wastewater Feasibility Study (MWFS) which identified and prioritized the regions within the county that can be connected to central sewer and facilitate the removal of septic tanks from the Silver Springs and Rainbow Springs watersheds. This effort is in conjunction with and in support of the Silver Springs and Rainbow Springs basin management action plans (BMAP) implemented by the FDEP. The MWFS prioritized 3 septic to sewer project areas within the Silver Springs Shores region with the highest priority because of their proximity to Silver Springs and proximity to existing sewer service. These 3 septic to sewer project areas are identified in **Figure 1** included with this task order.

Additionally, The County has identified a project area in the Marion Oaks region where water service will be extended as part of the County's mission to provide high quality services to the utility customers of Marion County. The project area in Marion Oaks is identified in **Figure 2** included with this task order. The design and construction of the improvements within these 4 project areas will be paid for utilizing funds from the American Rescue Plan Act (ARPA).

In support of this effort Marion County has selected Kimley-Horn to serve as the program manager to facilitate the program and comply with ARPA regulations. The first task in our role as your program manager is to perform the planning and preliminary design for the 4 identified project areas.

With the above in mind we have prepared the following specific scope of services for the planning and preliminary design services.

Specific Scope of Basic Services:**Task 1 – Data Collection, GIS Database Development, and Site Visits**

- A. Kimley-Horn will prepare for and attend a project kick off meeting with Marion County Utilities (MCU) staff. Project objectives, schedule, communication methods, and base map information will be discussed. Kimley-Horn will complete the following for the project kick off meeting:
 1. Prepare project objectives for discussion.
 2. Prepare a project schedule in Microsoft projects detailing project timeline and documenting milestones and coordination meetings with Marion County.
- B. Kimley-Horn will collect relative data from the County related to the County's utility system in and around the project areas. This data will be obtained by utilizing existing land use, zoning, comprehensive plans, the County's MWFS. The data gathered will be cross referenced against the data from the MWFS to verify completeness and consistency.
- C. Kimley-Horn will cooralate existing base map data from public sources and the County's existing data libraries for Marion County Utilities systems. Kimley-Horn will prepare a list of apparent missing or needed data to discuss with the County.

- D. Kimley-Horn will collect information on the existing septic tanks within the project areas from the Department of Health, FDEP, and Marion County as applicable. Kimley-Horn will compare this data to the data available in the MWFS. Our experience has shown that the cross referencing data from Marion County that identifies lots with structures against the known septic tank data from FDEP and FDOH produces a more complete picture of the lots with septic tanks and can help identify if there are any lots that have more than one septic tank.
- E. Kimley-Horn will conduct a site visit to each identified project area (2 site visits total) to verify the existing conditions noted in the desk top review, take photos of the existing conditions for use in the ARPA reports, and note any issues that may present a problem during the project. Site visits may require multiple days for each project area to complete (up to 3 days of site visits).
- F. The data collected for the existing conditions in the identified sectors will be compiled into a GIS database which will be utilized to complete the planning and preliminary engineering.

Task 2 – Planning and Preliminary Design

- A. To facilitate the planning and preliminary design of the Silver Spring Shores and Marion Oaks project sectors, Kimley-Horn will conduct an evaluation of the existing data gathered in Task 1. This evaluation will consider the following:
 - 1. Number of septic tanks.
 - 2. Right of way widths obtained from existing subdivision record plats and the property appraisers website.
 - 3. Existing Easements (if any).
 - 4. Roadway conditions.
 - 5. Additional County property within the identified sectors as found on the County Property Appraisers Website.
 - 6. Potential environmental impacts. These impacts will be identified using the GIS layers found in the mapping web portal available on the SWFWMD website.
- B. Kimley-Horn will coordinate with MCU staff to discuss the water distribution and sewer collection system for each of the 3 septic to sewer project areas in Silver Springs Shores and the water distribution system for the Marion Oaks project area prior to beginning the preliminary design.
- C. Kimley-Horn will provide a preliminary project design for each of the 3 Silver Spring Shores areas and the Marion Oaks project area referenced above. The preliminary project design will consist of the following:
 - 1. Preliminary Design for the Silver Springs Shores Septic to Sewer Project Areas
 - a. Kimley-Horn will estimate the initial sizing of the water distribution and wastewater collection system based on FDEP and Marion County wastewater flows per equivalent residential connection (ERC) for the 3 Silver Spring Shores project areas.
 - b. Kimley-Horn will provide the approximate horizontal location and length of the mains and lift stations. Vertical alignment of the mains and stations is not included. Kimley-Horn will provide the approximate location and number of required manholes and lift stations for gravity collection systems and identify points of connection to the County's existing sewer system.
 - c. Kimley-Horn will provide the approximate location and number of alternative collection systems, if any.

- d. Kimley-Horn will provide the approximate horizontal location and length of the water mains. Vertical alignment of the mains is not included. Kimley-Horn will provide the approximate location and number of required isolation valves, fire hydrants, and identify points of connection to the County's existing water system.
 - e. Kimley-Horn will prepare maps and exhibits depicting the approximate location of wastewater mains, lift stations, alternative sewer collection systems, manholes, and services located within the ROW or on other property owned by the County.
 - f. Kimley-Horn will prepare maps and exhibits depicting the approximate location of water mains, isolation valves, fire hydrants, and services located within the ROW or on other property owned by the County.
2. Preliminary Design for the Marion Oaks Water Distribution Project Area
- a. Kimley-Horn will estimate the initial sizing of the water distribution system based on FDEP and Marion County water flows per equivalent residential connection (ERC).
 - b. Kimley-Horn will provide the approximate horizontal location and length of the water mains. Vertical alignment of the mains is not included. Kimley-Horn will provide the approximate location and number of required isolation valves, fire hydrants, and identify points of connection to the County's existing water system.
 - c. Kimley-Horn will prepare maps and exhibits depicting the approximate location of water mains, isolation valves, fire hydrants, and services located within the ROW or on other property owned by the County.
- D. Kimley-Horn will evaluate the project phase boundaries and recommend adjustment were appropriate for the build out sequencing of the project. The boundary adjustments will preserve the estimate number of lots per phase that is described on Figure 1.
- E. Kimley-Horn will identify the required permits associated with the project.
- F. Kimley-Horn will develop an Engineers Opinion of Probable Cost for the project for each of the project areas identified above.

Deliverables

Kimley-Horn will provide the following deliverables associated with this project.

- 1. One PDF and hard copy of the maps and exhibits associated with the planning and preliminary design.
- 2. One PDF, one excel and one hard copy of the opinions of probable construction costs associated with projects.
- 3. One digital copy of the GIS data for inclusion into the County's existing database.

Additional Services

Services not specifically stated in the scope of services above are not included. Additional services can be provided at the approved hourly rates at the County's request. Compensation for additional services will be agreed to prior to their performance.

Schedule

Kimley-Horn will provide the maps, exhibits, and opinions of probable construction cost 6 weeks from notice to proceed.

Fee and Billing

Kimley-Horn will complete the above scope of services for the lump sum fees detailed below, inclusive of office overhead expenses. A cost estimate for services is provided in Table A and a breakdown of fee by task is as follows:

Task	Description	Lump Sum Fee
Task 1	Data Collection, GIS Database, and Site Visits	\$27,480
Task 2	Planning and Preliminary Design	\$46,150
Total Authorized Amount		\$73,630

**TABLE A
COST ESTIMATE FOR SERVICES**

PROJECT: PROGRAM MANAGEMENT SERVICES FOR RESCUE GRANT PROJECTS - PLANNING AND PRELIMINARY DESIGN
 CLIENT: MARION COUNTY OFFICE OF THE COUNTY ENGINEER
 KHA PM: ALAN J. GARRI, P.E.
 BASIS FOR ESTIMATE: COUNTY-APPROVED HOURLY RATES, RFQ 21Q-227

SHEET: 1 of 1
 DATE: 9/21/2021

		DIRECT LABOR (MAN-HOURS)											LABOR HOURS	EXPENSE (\$)	SUB (\$)	LABOR TOTAL
TASK ID	TASK DESCRIPTION	Principle	Program Manager	Project Manager	Senior Professional Engineer	Senior Planner	Professional Engineer	Senior Designer	Senior Technical Support	Engineer	CADD Designer	Administrative Assistant				
		\$250.00	\$220.00	\$220.00	\$190.00	\$180.00	\$175.00	\$150.00	\$125.00	\$125.00	\$110.00	\$60.00				
1A - B	Kick Off Meeting, Project Schedule, Missing Data List	1.0	1.0		3.0		10.0			15.0			30.0			\$ 4,665
1C - D	Data Collection and coordination with other Agencies and Sources		4.0	2.0	10.0		10.0			12.0		2.0	40.0			\$ 6,590
1E-F	Site Visits and Compotation of existing data		2.0	4.0	12.0		30.0			59.0			107.0			\$ 16,225
2A - B	Data Evaluation and County Coordination		4.0	6.0	8.0				40.0	8.0			66.0			\$ 9,720
2C	Preliminary Design (4 Project Areas)	1.0	4.0	8.0	12.0		30.0	20.0		40.0	60.0		175.0			\$ 25,020
2D - 2F	Project phase boundary evaluation, Permit Identification and Development of Opinions of Probable Cost		4.0	6.0	10.0		20.0			30.0		1.0	71.0			\$ 11,410
TOTALS:		2.0	19.0	26.0	55.0	0.0	100.0	20.0	40.0	164.0	60.0	3.0	489.0	\$ -	\$ -	\$ 73,630.00
													GRAND TOTAL:		\$ 73,630.00	



Unknown	Subtotal	minus undevelopable	Total
8	500	8	492
7	471	8	463
2	499	4	495
9	500	11	489

Figure 2

Marion Oaks Water Distribution Project Area

