

To: The Honorable Mayor and City Council

From: Shannon Graham, Purchasing Manager
Purchasing Department

Date: September 17, 2015

RE: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND HAZEN AND SAWYER, P.C., FOR THE PROVISION OF ENGINEERING SERVICES FOR WATER AND WASTEWATER MODELING SUPPORT AND CONNECTION REVIEWS, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00) WITH A TERM OF ONE (1) YEAR; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

RECOMMENDATION

Staff is requesting that the Mayor and City Council hereby authorize the City Manager to execute an agreement between the City of North Miami and Hazen and Sawyer, P.C., for the provision of Engineering Services for Water and Wastewater Modeling Support and Connection Reviews, pursuant to Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services, in the amount not to exceed Fifty Thousand Dollars (\$50,000.00) with a term of one (1) year.

SCOPE OF WORK

The City is in need of Services to assist the City in meeting various water and wastewater modeling support systems to establish regulatory requirements.

The City is required to attend to various regulatory requirements and requests for information submitted by developers that impact their wastewater system. On an as needed basis, The Consultant shall assist the City in addressing these requests as well as other assignments that are necessary to verify wastewater system operational characteristics.

The Consultant shall provide Sanitary Sewer and Water Distribution modeling services on an hourly basis for proposed projects within the City's service area. Hazen Sawyer had created the city wide model that simulates existing sanitary sewer/water flows. This information is used to predict and assess capacity, pressure and flow rates of sanitary sewer/water flows. Hazen Sawyer's services would manipulate this model to predict the impact to the City's system with the addition of any new service.

BACKGROUND

On March 24, 2015, the City issued Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering.

In response to the RFQ, Hazen and Sawyer, P.C. submitted its sealed qualifications for the provision of professional Water/Wastewater Engineering and Water Resource/Stormwater Design Services, and was subsequently selected by City administration as having those qualifications and references most advantageous to the City.

On June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis that consists of having a pool of professional firms ready to serve as consultants to provide the City with Architectural and Engineering related services on a continuing contract basis.

ATTACHMENTS

Proposal

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND HAZEN AND SAWYER, P.C., FOR THE PROVISION OF ENGINEERING SERVICES FOR WATER AND WASTEWATER MODELING SUPPORT AND CONNECTION REVIEWS, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000.00) WITH A TERM OF ONE (1) YEAR; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami (“City”) desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* (“RFQ”), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida’s Consultants’ Competitive Negotiation Act, under Section 287.055, Florida Statutes (2014); and

WHEREAS, in response to the RFQ, Hazen and Sawyer, P.C. (“Consultant”), submitted its sealed qualifications for the provision of professional Water/Wastewater Engineering and Water Resource/Stormwater Design Services (collectively referred to herein as “Services”), and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

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WHEREAS, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis; and

WHEREAS, the City is in need of Services to assist the City in meeting various water and wastewater modeling support systems to establish regulatory requirements; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council authorize the City Manager to execute an agreement, in substantially the attached form, in order to commence Services accordingly.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Selection Approval. The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager to execute an agreement between the City of North Miami and Hazen and Sawyer, P.C., for the provision of Engineering Services for Water and Wastewater Modeling Support and Connection Reviews, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services*, in the amount not to exceed Fifty Thousand Dollars (\$50,000.00) with a term of one (1) year.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime
Councilman Alix Desulme

_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)

July 27, 2015

Hasan A. Rizvi, P.E.
City Engineer
CITY OF NORTH MIAMI
Public Works Department
1815 NE 150 St.
North Miami, FL 33181

**Ref.: Miscellaneous Engineering Services for
Water and Wastewater Modeling on an As-Needed Basis**

Dear Mr. Rizvi:

Hazen and Sawyer is pleased to provide this Miscellaneous Engineering Services proposal to assist the City in meeting various water and wastewater modeling support requests. The engineering services for this project will be performed as part of our Architectural and Engineering Services Agreement RFQ 12-14-15.

BACKGROUND

The City is required to attend to various regulatory requirements and requests for information submitted by developers that impact their wastewater system. On an as needed basis, Hazen and Sawyer shall assist the City in addressing these requests as well as other assignments that are necessary to verify wastewater system operational characteristics.

The proposed scope of work is presented herein.

SCOPE OF SERVICE

Water and Sewer Model Support and Outside Connection Reviews

The City receives inquiries from developers who plan to tie-in to its wastewater collection and transmission system from time to time. Upon direction of the City, Hazen and Sawyer shall contact these developers to collect information that outlines the proposed inflow requirements for their project. The inflow calculations provided from the developer shall be examined and compared to those requirements stipulated in the County code for accuracy. Assuming all is in order, the proposed inflow data can be entered in to the City's wastewater system hydraulic model. Additionally, such tasks may involve update of the existing hydraulic model prior to analysis to reflect City network improvements/changes, private network connections and gravity lines (if part of the investigation), based on information provided by the City. The hydraulic model can then be run to define the anticipated operating conditions for proposed tie-ins as well as identify what impact the proposed development will have on the City's system. A written response will be provided to the City for their review and comment and subsequent distribution to the developer. Signed and Sealed documentation will be provided as required.

Hasan A. Rizvi, P.E.
July 27, 2015

Similar to the wastewater collection and conveyance systems, the City's water distribution system is impacted by development as it occurs throughout the City. As requested, Hazen and Sawyer shall coordinate with developers to obtain anticipated water demands associated with their projects. The demand data collected shall be compared to County Code requirements for similar use type (residential, commercial, industrial). Once the demand data is in compliance with the County requirements, it shall be added to the City's water distribution system hydraulic model. Scenarios shall be run to determine how these demands will affect the system. Based on the findings, written recommendations to modify the existing distribution system may be made to accommodate the development's connection to the City's water transmission system. Signed and Sealed documentation will be provided as required.

Site Visits and Inspections

Under certain circumstances, the City may request that Hazen and Sawyer visit various water and wastewater facilities/ infrastructure with maintenance personnel to examine/ confirm operational characteristics. To this end, Hazen and Sawyer shall provide personnel, discipline specific if necessary, to examine/ evaluate system operating parameters. At the conclusion of these field visits, Hazen and Sawyer shall issue its finding, recommendation if necessary, in written format for City use.

KEY ASSUMPTIONS

1. City will provide Hazen and Sawyer with developer/ regulatory requests in a timely fashion in order to provide proper time for adequate evaluation/ response.
2. Responses to various inquiries shall be made based on the best available information provided to the engineer at the time of the review.
3. Responses/recommendations are at the master planning level and require full scale design prior to implementation. Responses/ recommendations that affect the design intent of another engineer must also be cleared/ accepted by that engineer prior to implementation by the City.
4. All miscellaneous services requested by the City shall be billed on an hourly basis, with invoicing defining the personnel who were utilized to address the requested scope items, as well as their billing rate, as outlined in Exhibit "A" attached.

COMPENSATION

Hazen and Sawyer proposes to conduct the above described services on an as needed basis from notice to proceed for a not-to-exceed amount of **\$50,000** payable on an hourly basis. Hazen and Sawyer trusts that this proposal is satisfactory to the City and looks forward to continuing to provide the City of North Miami with our professional services.

Hasan A. Rizvi, P.E.
July 27, 2015

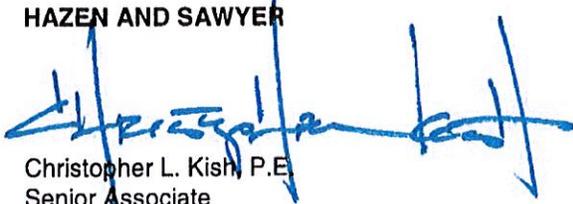
AUTHORIZATION

Work will commence immediately upon authorization.

Should you have any questions or wish to discuss the subject, please call us at your earliest convenience.

Very Truly Yours,

HAZEN AND SAWYER



Christopher L. Kish, P.E.
Senior Associate

c. T. VanEyck
P. Carney
File Proposal

Approved By:	_____
Date:	_____
Title:	_____

EXHIBIT "A"
CITY OF NORTH MIAMI
2014 MISCELLANEOUS ENGINEERING SERVICES

HAZEN AND SAWYER
STANDARD HOURLY DIRECT LABOR RATES
 (July 2014 through June 2015)

Item	Description of Payroll Category	Average Hourly Direct Labor Cost ¹	Maximum Hourly Direct Labor Cost ¹
1	Vice President	\$74.57	\$82.83
2	Senior Associate	\$65.55	\$79.16
3	Associate	\$55.38	\$60.09
4	Senior Principal Engineer	\$46.22	\$52.71
5	Principal Engineer	\$41.93	\$46.52
6	Principal Scientist	\$42.31	\$44.54
7	Assistant Engineer	\$38.63	\$44.79
8	Scientist	\$32.42	\$33.32
9	Senior Principal Designer	\$47.03	\$56.84
10	Principal Designer	\$39.37	\$42.35
11	Senior Designer	\$33.12	\$40.57
12	Drafter	\$29.10	\$29.39
13	technician	\$20.81	\$36.47
14	Field Coordinator	\$48.80	\$55.17
15	Field Inspector	\$30.39	\$33.17
16	Secretary / Office Support	\$26.15	\$55.27
17	Intern	\$16.68	\$21.38

(1) Billing rates will be calculated using actual direct salary times a 3.18 multiplier and are subject to adjustment as noted in the formalized Professional Services Agreement.

(2) These rates will be adjusted each July 1.