

**REGULAR
COMMISSION
MEETING
AGENDA**

March 7, 2006

**CITY OF TREASURE ISLAND, FLORIDA
BOARD OF COMMISSIONERS MEETING
MARCH 7, 2006
6:00 PM**

Welcome to the City of Treasure Island Commission Meeting. If you wish to speak on a topic which is on today's agenda, a speaker's form [available in the rear of the room] must be completed and given to the City Clerk. Please do not address the Commission from your seat, but rather from the podium where your comments can be heard by all and recorded as required by Florida law. Unscheduled topics may be presented under the Public Comments section of the agenda.

A. PLEDGE OF ALLEGIANCE: Led by Mayor Maloof

B. ROLL CALL:

Mayor Mary Maloof	
Commissioner Phil Collins (Vice-Mayor)	District 1
Commissioner Ed Gayton	District 2
Commissioner Richard Kraus	District 3
Commissioner Alan Bildz	District 4

C. PUBLIC COMMENTS:

D. APPROVAL OF MINUTES:

Minutes from the meetings of February 21 (Meeting & Workshop), 2006, are ready for approval.

E. ITEMS OF BUSINESS:

1. Motion – Donation of Equipment to Fire Department from the T. I. Volunteers Fire Department
2. Res. – Approving Basis of Design Report for Lift Station #3
3. Res. - Approving Proposed Design & Construction Administration Fees, Master Pump Station Rehabilitations

F. ADJOURNMENT:

Any person desiring to file an appeal to any action taken by the Commission at this meeting will need a record of the proceedings and for such purpose may be required to insure that a verbatim transcript is made. Said transcript shall be made by the appellant at his or her expense. The City maintains a tape recording of all public hearings. In the event that you wish to appeal a decision, the tape may or may not adequately insure a verbatim record of the proceedings. Therefore, you may wish to provide a court reporter at your expense.

**CITY OF TREASURE ISLAND, FLORIDA
BOARD OF COMMISSIONERS MEETING
FEBRUARY 21, 2006
6:00 PM**

A. PLEDGE OF ALLEGIANCE: Led by Mayor Maloof

B. ROLL CALL:

Mayor Mary Maloof	Present
Commissioner Phil Collins (Vice-Mayor)	Present
Commissioner Ed Gayton	Present
Commissioner Richard Kraus	Present
Commissioner Alan Bildz	Present

Before the meeting agenda began Ralph Stone, City Manager, introduced the newly appointed Police Chief, Tim Casey. Mayor Maloof joined Chief Casey at the podium for the badge pinning ceremony. Chief Casey's wife, Ann, performed the badge pinning. Chief Casey spoke briefly, introducing his family, and thanking the Mayor and City Commission, City Manager, members of the Police Department, and the public for their support.

C. PUBLIC COMMENTS:

Frank McConnell announced that the Paradise Island Civic Association would be holding their annual wine and cheese tasting on Friday in the City Auditorium. He also gave a reminder about the debate on Saturday at 6:30 p.m. in the City Auditorium. Commissioner Bildz will be making a presentation, since his opponent has declined the invitation to participate in the debate. The Mayoral debate will be held between 7:00 and approximately 8:15.

Irv Fretz read a letter to the City Commission regarding a beach road, and his vision for the future of Treasure Island Beach. He presented a copy to each Commissioner.

Louis Cantrell, Sunset Beach Lions Club, spoke about the Lion's Club Health Fair to be held on February 26, 2006 from 10:00 a.m. to 2:00 p.m. at the beach house at Sunset Beach. There will also be a spaghetti lunch.

Tom Rust read a letter to the commission regarding traffic, and spoke about the sign codes. He is in favor of allowing signs for real estate open houses.

Julian Fant commended the City Manager on his choice for Police Chief, and said that he has never seen more support for a Police Chief.

Susan Stephens from Paradise Island spoke in favor of revising the signage ordinance to allow signs for open houses.

Ben Hetrick, Board of Directors, Chamber of Commerce, thanked the Commission for their support of the Open Air Market. There were 35 vendors. It was very successful. The traffic pattern worked well. The City cooperation was excellent. He also spoke about the Treasure Island Historic Society. They are active again, and will be meeting monthly at the Chamber office.

Carl Ystrom spoke in favor of a concrete beach walk.

D. APPROVAL OF MINUTES:

Minutes from the meetings of February 7, 2006 (Meeting & Workshop), 2006, were approved by unanimous vote.

E. ITEMS OF BUSINESS:

1. Motion to accept a \$1,000 donation from Isle of Palms Civic Association to the Treasure Island Recreation Department

It was moved by Commissioner Kraus and seconded by Commissioner Collins to accept the generous donation. There was no discussion. Upon roll call the vote to approve was unanimous.

2. Resolution – Comprehensive Plan Evaluation and Appraisal (EAR) Report

It was moved by Commissioner Kraus and seconded by Commissioner Bildz to accept the report. Commissioner Collins asked if there was a limit to the number of issues that could be put forward. City Manager, Ralph Stone, reported that there was no limit to the number of issues – it could contain as many as the Commission wanted. Upon roll call the vote to approve was unanimous.

3. Resolution – Roofing contract for City Hall, Community Center, and Public Works

It was moved by Commissioner Collins and seconded by Commissioner Gayton to approve the roofing contract with Above All Roofing in the amount of \$108,000. Commissioner Gayton asked if the contract included new flashing, and if it was included in the original request for quote. The quote does not mention flashing. Don Hambidge will report back to the Commission on that issue. It was moved by Commissioner Collins and seconded by Commissioner Gayton to amend the resolution to approve the contract with Above All Roofing in the amount of \$108,000, contingent upon it including new flashing. Upon roll call the vote to approve the amendment was unanimous. Upon roll call, the vote to approve the resolution, as amended, was unanimous.

4. Resolution – Nomination to the Beautification Committee

It was moved by Commissioner Gayton and seconded by Commissioner Kraus to approve the resolution nominating Bob Moore to the Beautification Committee. There was no discussion. Upon roll call the vote to approve was unanimous.

5. Resolution – Election to the Canvassing Board

It was moved by Commissioner Kraus, and seconded by Commissioner Gayton to approve the resolution appointing Commissioner Collins to the Canvassing Board. There was no discussion. Upon roll call the vote to approve was unanimous.

6. Resolution – Appointment to Election Board

It was moved by Commissioner Collins and seconded by Commissioner Kraus to approve the resolution appointing John Barr to the Election Board, and authorizing the City Clerk to replace poll workers as necessary. There was no discussion. Upon roll call the vote to approve was unanimous.

7. Resolution – Chamber of Commerce Open Air Market

It was moved by Commissioner Collins and seconded by Commissioner Bildz to approve the resolution allowing partial closure of 107th Avenue on Saturday mornings to provide an area for the Chamber of Commerce to host an Open Air Market. A brief discussion about the success of the market on Saturday, February 18th was held. Upon roll call, the vote to approve the resolution was unanimous.

F. ADJOURNMENT:

The meeting was adjourned at 6:36 p.m. by Mayor Maloof.

Mary Maloof, Mayor

Phil Collins – District 1

Ed Gayton – District 2

Richard Kraus – District 3

Alan Bildz – District 4

ATTEST:

Dawn Foss, City Clerk

**CITY OF TREASURE ISLAND, FLORIDA
COMMISSION WORKSHOP SESSION
TUESDAY, FEBRUARY 21, 2006**

I. DISCUSSION ITEMS:

1. Donation of equipment to the Fire Department from the Volunteer Fire Department

Fire Chief Fant gave a brief explanation regarding the equipment that will be donated. Some of it will be additions, some will be replacement equipment.

Commissioner Gayton said that the Isle of Palms Civic Association was also donating to the Volunteer Fire Department.

A resolution accepting the donation will be on the 3/07/06 meeting agenda.

2. Basis of Design Report, Lift Station #3

Don Hambidge, Public Works Director, gave a brief report on the condition of the Lift Station. An update is necessary due to additional flows. The additional flows are coming from new construction, and infiltration. A resolution will be on the 3/07/06 meeting agenda.

3. Proposed Design and Construction Administration Fees, Master Pump Station Rehabilitations

Don Hambidge, Public Works Director, gave a brief report on the project. The \$500,000 EPA grant can only be 55% of the entire project. Either the project is expanded, or we would have to come up with 45% of the \$500,000. There is other work that needs to be done, so the project will be expanded to take full advantage of the grant. A resolution will be on the 3/07/06 meeting agenda.

Commissioner Gayton asked that Don Hambidge give a bridge update before the last item on the agenda was presented. The bascule spans and piers have been removed. Blasting will be done next week. Helicopters and divers will be used to look for manatees and dolphins before the blasting takes place. Don will give an update monthly.

4. Crosswalks – Public Education

Chief Casey gave a presentation on crosswalk safety for both pedestrians as well as drivers. After discussion he showed a video that was done by the City of St. Petersburg. A brochure is being put together for Treasure Island citizens and visitors.

II. OLD BUSINESS:

Commissioner Kraus asked about the 450 & 500 Causeway Buildings. When the variance was issued it was stated that existing parking would not be affected. They have eliminated 32 regular and 4 handicapped spaces. There has been a 20% decrease in available spaces. The City Manager will research and report back as to why there is noncompliance, and what steps will be taken to resolve it.

Commissioner Bildz asked if the Commission would reconsider the sign ordinance to allow real estate open house signs. The City Manager will speak with Mike Wichman, Building Official, regarding the offsite sign regulations.

Commissioner Bildz asked when the speed control issue will come up. It will be the meeting of March 21, 2006. Commissioner Gayton asked about the speed indicator sign, and whether it can be used again. It is being used now, and can be rotated around the City.

III. CITY MANAGER/CITY ATTORNEY REPORTS AND COMMENTS:

City Attorney, Maura Kiefer is requesting guidance on the Gulf Coast Recovery case from the Commission. She requested an Executive Session of 60 – 90 minutes duration on Monday, February 27. The case is in the discovery stage now. The trial is scheduled for March of 2007. The Magistrate has not ruled yet, but is expected to at any time.

City Manager, Ralph Stone, spoke briefly about the contract with HDR, and the schedule for the charette, which will be held April 10-13, 2006, in the auditorium. The public is encouraged to participate. On Thursday evening of that week Dr. Moore will do a presentation that could be televised presenting the community input.

IV. REPORTS & COMMENTS BY COMMISSIONERS:

Commissioner Collins thanked all who participated in the Isle of Capri garage sale. [PC]

The Sunshine Beach Homeowners Association 16th annual flea market will be held on June 10, 2006. [EG]

Isle of Palms will hold their annual garage sale on April 1, 2006 from 8:00 – 3:00. [EG]

Leslie Waters spoke with Don Skelton of FDOT about the state taking over the bridge after completion, or providing funding for the tenders. FDOT does not seem to be interested in taking over the bridge. One option is a Bridge Asset Management program that would provide 24/7 bridge tenders at a cost of \$171,000 per year. [RK]

There is a construction open house for the John's Pass bridge project Tuesday, March 7, 2006 between 5:00 & 7:00 pm at the Madeira Beach City Hall. It will be informal with no presentations. First section will be completed in 2007, second section in 2011. [RK]

The Treasure Island weather is still not being reported in the St. Pete Times. Charlie Fant will follow up with this. [RK]

The Big C meeting will be held tomorrow in North Redington Beach. There will be an update on the task force meeting with Pinellas County Board of Commissioners that was held on February 14, 2006. Nicole Elko will report on the Sunshine Beach renourishment project. The county will be looking for interlocal agreements. [RK]

If we order our plants by June they will be delivered by July for the public areas on the beach. [AB]

Jay Crawford, a 20 year resident passed away. There will be a memorial service at Ka'Tiki. [AB]

Congratulations to the Sunset Beach Civic Association for a very successful Italian night. [AB]

Reminder about the Health Fair on Sunday. [MM]

Reminder that the Suncoast League will be holding a special board meeting. [MM]

Ambassador Sembler invited Mayor Maloof to Tampa to hear the President speak. It was very impressive. [MM]

V. PUBLIC COMMENTS:

There were no public comments.

VI. ADJOURNMENT:

The meeting was adjourned at 8:20 by Mayor Maloof.

Mary Maloof, Mayor

Phil Collins – District 1

Ed Gayton – District 2

Richard Kraus – District 3

Alan Bildz – District 4

ATTEST:

Dawn Foss, City Clerk



CITY OF TREASURE ISLAND AGENDA COVER MEMORANDUM

Agenda Item #: *E-1*
Meeting Date: 3-07-05

SUBJECT: EQUIPMENT DONATION BY TREASURE ISLAND VOLUNTEER FIRE DEPT.

RECOMMENDATION: ACCEPT DONATION OF EQUIPMENT FOR FIRE DEPT.

SUMMARY:

At the February 13, 2006 business meeting of the Treasure Island Volunteer Fire Dept., the members agreed to purchase the following equipment for the Fire Department:

- Two gasoline-powered positive pressure ventilation fans
- Two electric-powered positive pressure ventilation fans
- Four tripods for floodlights (floodlights were donated in 2005)
- Replacement chairs and tables for meeting room

The funds for this equipment are made possible through the generous contributions to the Volunteer Fire Department by residents, visitors, and businesses of Treasure Island.

Reviewed by:

- Legal
- Finance
- Personnel
- Public Works
- Community Imp
- Recreation
- Police
- Fire

Originating Dept:

Fire Department

User Dept:

Fire Department

Attachments:

- None

Costs:

Total None (Donation)

Funding Source:

- Capital Improvement
- Operating
- Other

Submitted by:

Charles J. Fant, Fire Chief

Appropriation Code:

MOTION TO ACCEPT DONATION

I move to accept the donation of

Two gasoline-powered positive pressure ventilation fans

Two electric-powered positive pressure ventilation fans

Four tripods for floodlights (floodlights were donated in 2005)

Replacement chairs and tables for meeting room

from the Treasure Island Volunteer Fire Department to the Treasure Island Fire Department. Motion was made by Commissioner and seconded by Commissioner . Upon roll call, the vote was unanimous.

Passed this 7th day of March 2006.

Mary Maloof, Mayor

ATTEST:

Dawn Foss, City Clerk



CITY OF TREASURE ISLAND AGENDA COVER MEMORANDUM

Agenda Item #: *E2*
Meeting Date: 3-07-06

SUBJECT: BASIS OF DESIGN REPORT, LIFT STATION #3

RECOMMENDATION:

APPROVE THE PERFORMANCE OF A BASIS OF DESIGN REPORT BY ADVANCED ENGINEERING & DESIGN ON LIFT STATION #3 IN THE AMOUNT OF \$11,270.00.

SUMMARY:

Lift Station #3 is located in the intersection of 99th Ave. and 1st St. E. and accepts flows from Lift Stations 1 & 2 and pumps the discharge into the gravity sewer interceptor line in Gulf Blvd. LS #3 has two, 5 HP pumps, but has been experiencing high wet well volumes over the past two years. DPW believes that the replacement of the two 5 HP pumps with two, 10 HP pumps (and the necessary ancillary controls) would solve the problem; however, considerations of existing wet well volume and structural stability, as well as the size and condition of the discharge line and the adequacy of the existing electrical system have kept us from attempting the replacement due to its discharge into Gulf Blvd. The purpose of this investigation and report is to address the issues raised above and determine the feasibility of making LS #3 improvements at this time. The attached Scope of Work and man-hour estimates are provided as back-up for the cost estimation.

Reviewed by: ____ Legal ____ Finance ____ Personnel <input checked="" type="checkbox"/> Public Works ____ Community Imp ____ Recreation ____ Police ____ Fire	Originating Dept: DPW	Costs: \$11,270.00 Total: SAME Current Fiscal Year: SAME
	User Dept: DPW	Funding Source: <input type="checkbox"/> Capital Improvement <input checked="" type="checkbox"/> Operating <input type="checkbox"/> Other
	Attachments:	Appropriation Code:
Submitted by: DPW	A/S	

RESOLUTION NO. 06-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND APPROVING THE PERFORMANCE OF A BASIS OF DESIGN REPORT BY ADVANCED ENGINEERING & DESIGN ON LIFT STATION #3 IN THE AMOUNT OF \$11,270.00.

WHEREAS, Lift Station #3 located at the intersection of 99th Avenue and 1st Street East has been experiencing high wet well volumes over the last two years; and

WHEREAS, an investigation and report is recommended at this time to address the problem at Lift Station #3 to determine the feasibility of making Lift Station #3 improvements; and

WHEREAS, the Commission has previously approved the firm of Advanced Engineering and Design as the City's Engineer of Record to prepare said reports; and

WHEREAS, staff is recommending the Commission approve the performance of A *Basis of Design Report* by Advanced Engineering and Design on Life Station #3 in the amount of \$11,270.00

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND DOES RESOLVE:

To approve Advanced Engineering and Design to prepare the performance of A *Basis of Design Report* on Lift Station #3 to determine the feasibility of making improvements in the amount of \$11,270.00.

The foregoing Resolution was offered during the Regular Session of the City Commission of the City of Treasure Island, Florida, sitting on the 7th day of March, 2006 by Commissioner who moved its adoption, was seconded by Commissioner and upon roll call the vote was:

YEAS:

NAYS:

ABSENT OR ABSTAINING:

Mary Maloof, Mayor

ATTEST:

Dawn Foss, City Clerk

Advanced Engineering & Design
WORK ORDER INITIATION FORM
CITY OF TREASURE ISLAND
PUMP STATION NO. 3 REHABILITATION
DESIGN and CONSTRUCTION ADMINISTRATION SERVICES

I. SCOPE OF SERVICES

The City of Treasure Island's Pump Station No. 3 at the intersection of 99th Avenue and 1st Street East. This submersible duplex station has recently had additional flows directed to it and is currently undersized to accommodate these flows.

The City of Treasure Island, herein referred to as "CITY", would like to rehabilitate this pump station after analyzing the current flows into the facility. The rehabilitation method will consist of the replacement of the pumps and other electrical controls and the replacement of piping, valves and fittings as deemed necessary.

II. SCOPE OF WORK

The purpose of this project is to perform an evaluation of this facility. Involved in the proposed scope of services are several specific tasks. Each of these tasks is presented below with a description of the work that will be accomplished under each. Deliverables are indicated where applicable.

1.0 Data Collection/ Review

- 1.1 The ENGINEER shall attend one (1) pre-design meeting with the CITY to review all available information on the existing pump station.
- 1.2 The ENGINEER shall conduct a site investigation at the lift station, coordinate the identification of private utilities (Florida Power Corporation, Verizon and cable television companies, etc.) in the vicinity of the lift station and collect topographic survey information at the lift station site.
- 1.3 The ENGINEER shall prepare base drawings from a review of the existing lift station drawings and from the topographic survey.

2.0 Preliminary Design

- 2.1 The ENGINEER shall illustrate the conceptual design on the base drawings and compile manufacturer's data on Flygt submersible sewage pumps. The ENGINEER shall perform a hydraulic analysis of the lift station and develop a system curve and a design pumping rate.

- 2.2 The ENGINEER shall prepare and submit four (4) copies of a Basis of Design Report to include:
- a. conceptual design drawings as compiled from record drawings and field measurements,
 - b. results of flow monitoring and hydraulic analyses, including system curves and pumping requirements,
 - c. cost estimates.
- 2.3 The ENGINEER shall attend one (1) meeting with the CITY to review the Preliminary Plan Submittal and document changes requested by the CITY, as required. The ENGINEER shall prepare meeting minutes.

III. SCHEDULE

<u>Task</u>	<u>Description</u>	<u>Number of Weeks for Completion (excluding Review Time)</u>
1.0	Data Collection / Review	3
2.0	Preliminary Design	4

IV. CITY RESPONSIBILITIES

The CITY will provide the following for the ENGINEER:

1. Copies of all available maps, plats, aerial photographs, record drawings, operating logs, maintenance files and other available information and data pertinent to the project design;
2. Personnel and equipment to provide access during site inspections and draw down testing;
3. Distribute Basis of Design Reports to CITY Departments, as necessary;
4. Provide City staff reviews;

V. ENGINEER'S COMPENSATION

For the detailed Scope of Work described under Tasks 1 and 2 above, the CITY will compensate the ENGINEER on a Lump Sum, Not-to-Exceed price basis in the amount of \$ 11,270.00.

VI. STAFF ASSIGNMENT (Consultant):

William Reidy, P.E.

Daniel Stowers, P.E.

VII. SPECIAL CONSIDERATIONS

I hereby certify as a licensed Professional Engineer, registered in accordance with Florida Statute 471 (481) that the above project's site and/or construction plans, to the best of my knowledge, information, and belief, will meet applicable design criteria specified by City municipal ordinance, State, and Federal established standards. I understand that it is my responsibility as the project's Professional Engineer, to perform a quality assurance review of these submitted plans.

PREPARED BY:

AED: William G. Reidy 2/14/06
William G. Reidy, P.E. Date
Principal Engineer

ACCEPTED BY:

CITY: _____
Date

CITY OF TREASURE ISLAND
LIFT STATION NO. 3
BASIS OF DESIGN/ PRELIMINARY DESIGN
CITY PROJECT NO.

		BILLING RATE (\$/HR)						TOTALS	
TASK NO.	TASK DESCRIPTION	PROJECT MGR.	SR. PROJECT ENGR.	PRINCIPAL DESIGNER/ PROJ. ENGR.	CADD TECHNICIAN/ INSPECTOR	CLERICAL	HOURS	SALARY COST	
1	Data Collection/ Review	105	85	75	55	28	N/A	N/A	
1.1	Pre-Design Meeting	2	0	0	0	0	2	\$210.00	
1.2	Site Investigations/ Survey Coordination/ Contracting	4	6	0	0	0	10	\$930.00	
1.3	Develop Base Drawings	2	4	0	8	0	14	\$990.00	
2	Preliminary Design								
2.1	Hydraulic Analysis of Existing Station	4	16	0	0	0	20	\$1,780.00	
2.2	Basis of Design Report	8	24	0	16	4	52	\$3,872.00	
2.4	Review Meeting	2	0	0	0	1	3	\$238.00	
	Total Labor	22	50	0	24	5	101	\$8,020.00	
	Reimbursables (Prints, vellums, mileage, phone)								
	Survey							\$500.00	
	Electrical/ Control System Evaluation							\$1,250.00	
	TOTAL PRELIMINARY DESIGN FEE							\$11,270.00	



CITY OF TREASURE ISLAND AGENDA COVER MEMORANDUM

Agenda Item #: *E3*
Meeting Date: 3-07-06

SUBJECT: PROPOSED DESIGN & CONSTRUCTION ADMINISTRATION FEES, MASTER PUMP STATION REHABILITATION

RECOMMENDATION:

THE COMMISSION APPROVE THE PROPOSED DESIGN & CONSTRUCTION ADMINISTRATION FEES FOR THE MASTER PUMP STATION REHABILITATION, AS OUTLINED IN THE PROPOSED SCOPE OF WORK, TO ADVANCED ENGINEERING & DESIGN IN THE NOT TO EXCEED AMOUNT OF \$90,710.00.

SUMMARY:

The Commission previously approved the firm of Advanced Engineering & Design (AED) to be the City's waste water and storm water Engineer of Record. This is the first contract to be issued to AED and deals with the use of the Federal EPA grant of \$500,000 and the possible SRF loan of \$1.4M to upgrade various aspects of the City's wastewater collection system. The original Federal grant was to be used for the replacement of the Master Control Center at the MPS and that effort was estimated at \$500,000. However, the \$500,000 grant can only be 55% of the total project cost, so we have decided to add an upgrade to the odor control system and the replacement of the old emergency generator to this to bring this total project cost nearer to the \$880,000 necessary to take advantage of the full grant. The design fee for this project (see attached Scope of Work & Estimate) is \$67,759.00 or, approximately 7.7% of the estimated construction cost. The CA cost is \$22,951, or approximately 2.6% of the estimated construction costs.

Reviewed by:

Legal
 Finance
 Personnel
 Public Works
 Community Imp
 Recreation
 Police
 Fire

Submitted by:

DPW

Originating Dept:

DPW

User Dept:

DPW

Attachments:

A/S

None

Costs: \$90,710.00

Total:

Current Fiscal Year:

Funding Source:

Capital Improvement
 Operating
 Other (Enterprise Fund)

Appropriation Code:

RESOLUTION NO. 06-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND APPROVING THE PROPOSED DESIGN AND CONSTRUCTION ADMINISTRATION FEES FOR THE MASTER PUMP STATION REHABILITATION TO ADVANCED ENGINEERING & DESIGN IN THE NOT TO EXCEED AMOUNT OF \$90,710.00.

WHEREAS, the City Commission did previously approve the firm of Advanced Engineering & Design to be the City's waste water and storm water Engineer of Record; and

WHEREAS, this is the first contract to be issued to Advanced Engineering and Design and deals with the use of Federal EPA grant monies of \$500,000; and

WHEREAS, the original Federal grant was to be used for the replacement of the Master Control Center at the Master Pump Station estimated at \$500,000; and

WHEREAS, the \$500,000 grant can only be 55% of the total project cost; and

WHEREAS, administration recommends adding an upgrade to the odor control system and replacing the old emergency generator to this to bring this total project cost nearer to the \$880,000 necessary to take advantage of the full grant; and

WHEREAS, administration is recommending the City Commission approve the proposed design and construction administration fees for the Master Pump Station rehabilitation as outlined in the proposed scope of work to Advanced Engineering & Design in the not to exceed amount of \$90,710.00.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF TREASURE ISLAND DOES RESOLVE:

To approve the proposed design and construction administration fees for the Master Pump Station rehabilitation as outlined in the proposed scope of work to Advanced Engineering & Design. The total cost of this project is not to exceed \$90,710.00.

The foregoing Resolution was offered during the Regular Session of the City Commission of the City of Treasure Island, Florida, sitting on the 7th day of March, 2006 by Commissioner who moved its adoption, was seconded by Commissioner and upon roll call the vote was:

YEAS:

NAYS:

ABSENT OR ABSTAINING:

Mary Maloof, Mayor

ATTEST:

Dawn Foss, City Clerk

**Advanced Engineering & Design
WORK ORDER INITIATION FORM
CITY OF TREASURE ISLAND
MASTER PUMP STATION REHABILITATION
DESIGN and CONSTRUCTION ADMINISTRATION SERVICES**

I. SCOPE OF SERVICES

The City of Treasure Island's Master Pump Station is located adjacent to City Hall at 108th Avenue and Gulf Boulevard. This dry pit-wet pit triplex facility currently serves a significant service area, re-pumping flows from Lift Station Nos. 1 through 3 and 6 through 10, inclusive.

The City of Treasure Island, herein referred to as "CITY", would like to rehabilitate this pump station. The rehabilitation method will consist of the replacement of the pumps and other electrical controls, the addition of variable frequency drives, the replacement of the stand-by generator and odor control system.

II. SCOPE OF WORK

The purpose of this project is to develop the design for this facility. Involved in the proposed scope of services are several specific tasks. Each of these tasks is presented below with a description of the work that will be accomplished under each. Deliverables are indicated where applicable.

1.0 Data Collection/ Review

- 1.1 The ENGINEER shall attend one (1) pre-design meeting with the CITY to review all available information on the existing pump station. Most if not all of this information may have already been collected during the Basis of Design phase.
- 1.2 The ENGINEER shall conduct a site investigation at the lift station, coordinate the identification of private utilities (Florida Power Corporation, Verizon and cable television companies, etc.) in the vicinity of the lift station and collect topographic survey information at the lift station site.
- 1.3 The ENGINEER shall coordinate the collection of air samples for the purpose of evaluating the current odor characteristics and to design the most cost-effective system.
- 1.4 The ENGINEER shall prepare base drawings from a review of the existing lift station drawings and from the topographic survey.

2.0 Preliminary Design

- 2.1 The ENGINEER shall illustrate the conceptual design on the base drawings and compile manufacturer's data on Flygt submersible sewage pumps. The ENGINEER shall perform a hydraulic analysis of the lift station and develop a system curve and a design pumping rate.
- 2.2 The ENGINEER shall schedule meetings with contractors to begin the development of budgetary construction costs.
- 2.3 The ENGINEER shall prepare and submit eight (8) copies of a Basis of Design Report to include:
 - a. conceptual design drawings as compiled from record drawings and field measurements,
 - b. results of flow monitoring and hydraulic analyses, including system curves and pumping requirements,
 - c. cost estimates.
- 2.4 The ENGINEER shall attend one (1) meeting with the CITY to review the Preliminary Plan Submittal and document changes requested by the CITY, as required. The ENGINEER shall prepare meeting minutes.

3.0 Intermediate/ Final Design

- 3.1 Based on the Preliminary Design, the ENGINEER shall prepare and submit eight (8) sets of Intermediate Plans (60% complete) indicating the proposed pump station configuration. The plans will include:
 - a. Demolition of portions of the existing facility
 - b. Equipment layout
 - c. Electrical / Instrumentation layout
 - d. Generator placement
 - e. Site work and yard piping
 - f. Typical details

The ENGINEER will coordinate with an electrical subconsultant for the design of the electrical service, generator and control system.

- 3.2 The ENGINEER shall develop architectural details for the addition of a controlled air room or enclosure to house the pump controls.
- 3.3 The ENGINEER shall prepare and submit with the Intermediate plans, an updated opinion of probable construction cost and technical specifications. Plans will also be distributed to the private utility companies for verification of the location of their respective systems.

- 3.4 The ENGINEER shall prepare technical specifications and review existing City "front-ends" or develop the same.
- 3.5 The ENGINEER shall attend one (1) meeting with the CITY to review the Intermediate plans and to document requested plan revisions and shall prepare meeting minutes.
- 3.6 Based on the Intermediate plan review, the ENGINEER shall prepare and submit eight (8) sets of Draft Contract Documents (90% complete) which shall include the following:
- a. Plans with sections and details
 - b. Pump specifications referencing a model number and impeller size for the following manufacturer: Flygt
 - c. Technical specifications for all pump station components

The ENGINEER shall submit two (2) sets of signed and sealed drawings to the CITY. The ENGINEER shall meet with the CITY Building Department, if necessary. The ENGINEER shall make appropriate changes to the plans as required by the CITY's Building Department. Eight (8) additional signed and sealed sets will be prepared for Building Permits.

The ENGINEER shall prepare and submit an opinion of probable construction cost.

The ENGINEER shall attend one (1) meeting with the CITY to review the Draft Contract Documents and shall prepare meeting minutes.

- 3.7 Based on the CITY's review of the Draft Contract Documents, the ENGINEER shall finalize the Contract Documents (100% complete) and submit eight (8) sets of blueprints plus one (1) set of reproducible vellums to the CITY with a final opinion of probable construction cost. The ENGINEER shall sign and seal two (2) sets of reproduced Contract Documents when notified by the CITY. The ENGINEER will also distribute the Plans to the private utility companies.

4.0 Permitting/ Coordination with Agencies

- 4.1 The ENGINEER shall prepare and submit the FDEP permit application.

5.0 Bidding and Contract Award

- 5.1 The ENGINEER shall prepare the Advertisement for review by the CITY. The CITY will place the Advertisement in the newspaper of their choice.

- 5.2 The ENGINEER shall distribute the Contract Documents to the Dodge Room.
- 5.3 The ENGINEER shall attend one (1) pre-bid meeting.
- 5.4 The ENGINEER shall answer technical questions during the bid period and shall prepare and submit a log of any comments and questions received from contractors.
- 5.5 The ENGINEER shall assist the CITY in preparing addenda, if necessary.
- 5.6 The ENGINEER shall attend one (1) Bid Opening.
- 5.7 The ENGINEER shall review the bids, investigate the bidders and submit a Letter of Recommendation to the CITY regarding the Award of the Contract.
- 5.8 The ENGINEER shall conduct the Pre-Construction Meeting.
- 5.9 The ENGINEER shall review the Schedule of Values and Project Schedule.
- 5.10 The ENGINEER will review shop drawings submitted by the selected contractor to ensure compliance with the Engineer's design.
- 5.11 The ENGINEER shall address re-submittals.
- 5.12 The ENGINEER shall conduct periodic visits to the Project site.
- 5.13 The ENGINEER shall address questions from the contractor during construction.
- 5.14 The ENGINEER shall develop a Final Punch list.

III. SCHEDULE

<u>Task</u>	<u>Description</u>	<u>Number of Weeks for Completion (excluding Review Time)</u>
1.0	Data Collection / Review	3
2.0	Preliminary Design	6
3.0	Intermediate/ Final Design	8
4.0	Permitting/ Coordination with Agencies	As Required
5.0	Post Design Services	As Required

IV. CITY RESPONSIBILITIES

The CITY will provide the following for the ENGINEER:

1. Copies of all available maps, plats, aerial photographs, record drawings, operating logs, maintenance files and other available information and data pertinent to the project design;
2. Personnel and equipment to provide access during site inspections and draw down testing;
3. Acquire right-of-way and easements, including construction easements, as necessary;
4. Pay all permit application and review fees;
5. Distribute submittals (Preliminary, 60%, 90% and 100% Plans) to CITY Departments, as necessary;
6. Provide City staff reviews;
7. Coordinate and place advertisement for bids

V. ENGINEER'S COMPENSATION

For the detailed Scope of Work described under Tasks 1 through 5 above, the CITY will compensate the ENGINEER on a Lump Sum, Not-to-Exceed price basis in the amount of \$ 90,710.00.

VI. STAFF ASSIGNMENT (Consultant):

William Reidy, P.E.

Daniel Stowers, P.E.

VII. SPECIAL CONSIDERATIONS

I hereby certify as a licensed Professional Engineer, registered in accordance with Florida Statute 471 (481) that the above project's site and/or construction plans, to the best of my knowledge, information, and belief, will meet applicable design criteria specified by City municipal ordinance, State, and Federal established standards. I understand that it is my responsibility as the project's Professional Engineer, to perform a quality assurance review of these submitted plans.

PREPARED BY:

AED: _____
William G. Reidy, P.E.
Principal Engineer

Date

ACCEPTED BY:

CITY: _____

Date

ATTACHMENT

CITY OF TREASURE ISLAND
 MASTER PUMP STATION REHABILITATION
 DESIGN AND CA SERVICES
 CITY PROJECT NO.

TASK NO.	TASK DESCRIPTION	BILLING RATE (\$/HR)							TOTALS	
		PROJECT MGR.	SER. PROJECT ENGR.	PRINCIPAL DESIGNER/ PROJ. ENGR.	CADD TECHNICIAN/ INSPECTOR	CLERICAL	HOURS	SALARY COST		
1	Data Collection/ Review	106	85	75	55	28	N/A	N/A		
1.1	Pre-Design Meeting	2	2	0	0	0	4	\$380.00		
1.2	Site Investigations/ Survey Coordination/ Contracting	8	8	4	0	2	22	\$1,878.00		
1.3	Air Sampling	1	0	4	0	2	7	\$481.00		
1.4	Develop Base Drawings	2	0	6	16	0	24	\$1,540.00		
2	Preliminary Design									
2.1	Hydraulic Analysis of Existing Station	4	12	0	0	2	18	\$1,486.00		
2.2	Meetings with Contractors/ Development of costs	2	4	4	0	2	12	\$908.00		
2.3	Basis of Design Report	8	24	12	16	12	72	\$4,988.00		
2.4	Review Meeting	2	2	0	0	1	5	\$408.00		
3.1	Intermediate/ Final Design									
3.2	Prepare 80% Plan Set (Cover/ Gen. Notes/ Plans/ Sections)	8	24	40	80	6	158	\$10,448.00		
3.3	Prepare Details (site/architectural)	4	16	24	40	4	88	\$5,892.00		
3.4	Prepare Opinion of Probable Cost	2	8	12	0	2	24	\$1,848.00		
3.5	Prepare Technical Specifications	8	16	0	0	12	38	\$2,538.00		
3.6	Review Meeting for the 80% Submittal	2	2	0	0	1	5	\$408.00		
3.7	Prepare 90%/ Final Plans	4	16	36	38	2	94	\$6,316.00		
	Address Commentary at the 90%/ Final Plan submittals	2	6	6	8	2	24	\$1,668.00		
4.1	Permitting/ Coordination with Agencies									
	Design Coordination- Agency Reviews	6	18	12	12	8	56	\$3,984.00		
	Total Labor	67	158	160	208	58	849	\$48,388.00		
	Reimbursables (Prints, vellums, mileage, phone)									
	Other Sampling							\$1,200.00		
	Survey							\$2,500.00		
	Flow Monitoring							\$4,000.00		
	Electrical/ Control System Evaluation/ Design							\$13,500.00		
	TOTAL DESIGN FEE							\$87,796.00		

