



SUBJECT: Gulf Machinery Pump Station Design, Permitting, and Construction Services

ACTION REQUESTED: Approval of Professional Services Task Order with Kimley-Horn and Associates, Inc. for design, permitting, and construction services of the Gulf Machinery Pump Station in the amount of \$74,715 with a contingency of \$7,471 for a total of \$82,186.

REQUESTED BY: Renee Cooper, Public Works Director

SUPPORTING DOCUMENTS: Yes

SUMMARY

The Gulf Machinery Pump Station serves the area from 10th Street South (SR-590) to Main Street, and from McMullen Booth Road to 14th Avenue South (SR-590), including the neighborhoods of Old Harbor Place, Crestwood Oaks, Oak Haven Estates, Winding Oaks, Wilder Oaks, and Harbor Hill Park. The station last underwent rehabilitation in 2004. Based on typical pump station life cycles of 20–25 years, this station is due for rehabilitation. This pump station conveys more than 50,000 gallons per day of untreated wastewater from the basin it serves. To ensure continued reliability and regulatory compliance, rehabilitation and modernization of the station’s mechanical and electrical systems are necessary.

Kimley-Horn and Associates, Inc., is currently under a continuing services contract with the City pursuant to the Competitive Consultants Negotiations Act (CCNA). Under this contract, the firm was asked to submit a proposal for design, permitting, and construction-phase services for the Gulf Machinery Pump Station replacement project. Use of the existing continuing contract is appropriate and consistent with CCNA procurement requirements. The project is included in the City’s Capital Improvement Program and funded through the Water/Wastewater Enterprise Fund.

Kimley-Horn has proposed a lump-sum fee of \$74,715 for the required professional services. Staff recommends including a 10% contingency in the amount of \$7,471 for unforeseen engineering needs, bringing the total proposed approval amount to \$82,186.

A total of \$350,000 is budgeted for this project under account 048-4036-500-6300, Project UTS010. Any unused funds from design will be rebudgeted to support construction in the FY2026/2027 budget year.

Staff recommends approval of a task order with Kimley-Horn and Associates, Inc., for completion of design, permitting, and construction services of the Gulf Machinery Pump Station in the amount of \$74,715 plus a contingency of \$7,471, for a total of \$82,186.

TASK ORDER FOR CONTINUING CONTRACT

THIS TASK ORDER FOR CONTINUING CONTRACT is issued pursuant to that certain continuing contract entered into pursuant to the Competitive Consultants Negotiations Act, section 287.055, Florida Statutes, on **March 20, 2023, renewed on March 17, 2025**, by and between the **City of Safety Harbor, Florida**, a Florida municipal corporation (the City) and **Kimley-Horn and Associates, Inc.**, an out-of-state corporation duly registered with the Florida Department of State, Division of Corporations, with its principal place of business located at 421 Fayetteville Street, Suite 600, Raleigh, North Carolina, 27601 (Contractor)(collectively, the Parties)(the Agreement).

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by the Parties, the Parties agree as follows:

1. Contractor shall complete the scope of work attached as Exhibit A, in accordance with the Agreement, the schedule for completion as provided in Exhibit A, and for a maximum amount not to exceed Eighty-Two Thousand One Hundred and Eighty-Six U.S. Dollars and NO/100 (\$82,186.00).

2. If any one or more provisions of this order is held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions of this order, and the Agreement, shall not in any way be affected or impaired thereby and this Agreement shall be treated as though the invalidated portion(s) had never been a part hereof.

3. The Parties represent and warrant that the persons executing this order have full power and authority to bind their respective party to the terms hereof.

IN WITNESS WHEREOF, the Parties have caused this order to be executed as of the date reflected below.

Approved as to form:

CITY OF SAFETY HARBOR

City Attorney

Mayor Joe Ayoub

Attest:

City Clerk

CONTRACTOR:

Print Name: _____

Title: _____

[Attest/Notary]

Exhibit A
Scope of Work



INDIVIDUAL PROJECT ORDER
February 27, 2026

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Safety Harbor (the City) in accordance with the terms and conditions of the Continuing Contract for Architectural and Engineering Services (CCNA) approved March 20, 2023, which is incorporated herein by reference.

IDENTIFICATION OF PROJECT:

Gulf Machinery Lift Station Rehabilitation

PROJECT UNDERSTANDING AND ASSUMPTIONS:

Under this IPO, Kimley-Horn will provide general engineering services for the Huntington Lift Station Rebuild Project (the Project). The rehabilitation will consist of new pumps, piping, valves, valve vault, panels, wet well lining, and associated site restoration.

Assumptions:

1. It is assumed that the existing monitoring well is inoperable and shall be demolished as part of this project. Monitoring well design is not included within the scope of this project but can be provided under a separate scope.
2. The existing 10 HP FLYGT pumps will be replaced in like kind.
3. It is assumed that the City will package this project, Gulf Machinery Lift Station Rehabilitation and the Huntington Lift Station Rebuild-Design (UTS020-048-4036-500.63-00) project together in one (1) Request for Bids solicitation package. It is assumed that the design for the Huntington List Station Rebuild-Design project is complete. This proposal does not include any additional engineering design services for the Huntington LS project
4. Custom MOT plans are not included within this scope but can be provided as an additional service. FDOT Standard Plans MOT will be included with the FDOT Permit Application.

The work to be included is described in the specific scope listed in Tasks 1-3 below.

SPECIFIC SCOPE OF SERVICES:

TASK 1 – PROJECT MANAGEMENT

Kimley-Horn’s responsibilities under Task 1 – Project Management include the following:

A. Contract/Project Management:

Document Management - Consultant will set up and maintain a collaborative online platform for document control. The platform will be accessible and available to the City and all subconsultants.

Invoicing and Reporting – Consultant will provide monthly invoices and project status summary reports, including all subconsultants invoices for the period. Consultant will

provide a draft invoice and attachments to the City for review and approval prior to submitting for payment.

Scheduling – Consultant will prepare and update project schedules at each deliverable if required.

Subconsultant Coordination – Consultant shall coordinate, manage, monitor, and review the services of KCI for survey services and Meetings with the sub-consultants shall be held as required for the project. The Consultant will coordinate the use and timing of these resources in connection with the work, including required subcontracting, scoping, and meetings necessary to complete the task.

B. Project Kick-off Meeting

The Consultant will conduct an in-person Project Kick-off Meeting after the Notice to Proceed is received. Consultant will develop and distribute a Meeting Agenda and provide a Meeting Summary to all participants after the meeting.

TASK 2 – Design and Permitting

A. Topographic Site Survey

Kimley-Horn's sub-consultant will complete a Topographic Survey of the lift station listed above. Apparent right of way lines will be determined in accordance with existing monumentation and information supplied by the City or County. Visible aboveground site improvements, utilities and appurtenances will be located. Underground utilities will be graphically depicted on the survey drawing(s) in accordance with visible appurtenances.

One (1) Title Search will be performed as part of this scope of services to identify any existing documented easements associated with the lift station.

B. The Consultant will prepare a 60% design package and submit to the City for review. The 60% design package will include plans, specifications, and Opinion of Probable Cost (OPC)*. The 60% design plans will include the following:

- Cover Sheet
- General Notes
- Demolition Plan
- Site Plan
- Mechanical Plans and Details

* The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

- C. The Consultant will schedule and attend a 60% review meeting with the City to discuss the City's comments. Consultant will provide a sign-in sheet and agenda for the meeting. Following the meeting, meeting minutes will be provided to the project team for review and comment. The final meeting minutes will be submitted electronically via e-mail.
- D. The Consultant will prepare a 90% design package and submit to the City for review. The 90% design package will include plans, specifications, and OPC. The 90% design plans will include the following:
- Cover Sheet
 - General Notes
 - Demolition Plan
 - Site and Grading Plan
 - Mechanical Plans and Details
 - Electrical and I&C Plans and Details
- E. The Consultant will schedule and attend a 90% review meeting with the City to discuss the City's comments. Consultant will provide a sign-in sheet and agenda for the meeting. Following the meeting, meeting minutes will be provided to the project team for review and comment. The final meeting minutes will be submitted electronically via e-mail.
- F. The Consultant will prepare and submit the Florida Department of Environmental Protection (FDEP) general collections system permit, Form 62-604.300(8)a, including the necessary supporting documentation. Consultant will pay for the application fee as part of the task.
- G. The Consultant will prepare and submit the Florida Department of Transportation (FDOT) Right-of-Way use Permit application on FDOT's website (OneStop Permitting), including the necessary supporting documentation.
- H. The Consultant will prepare a 100% submittal package and submit to the City for review, based on the comments received from the 90% review meeting. The 100% submittal package will include plans, and specifications, for a complete bidding package as well as OPC.

TASK 3 – Bidding and Construction Phase Services

Consultant will provide the following services during the bidding and construction phase:

- A. Construction Package. Consultant will prepare construction package consisting of plans, permits, specifications in CSI format. Kimley-Horn will combine the Huntington Lift Station Rehab and Gulf Machinery Lift Station Rehab projects into once Bid Package.
- B. Pre-Construction Conference and Bi-Monthly Construction Progress Meetings. Kimley-Horn will attend a Pre-Construction Conference before the start of construction. Kimley-Horn will

attend up to six (6) virtual construction progress meetings. It is assumed that no more than one (1) virtual meetings will occur each month for up to six (6) months.

- C. **Site Visits and Construction Observation.** Kimley-Horn will make up to four (4) site visits to observe the progress of the work. Observations will not be exhaustive or extend to every aspect of Contractor's work, but will be limited to spot checking, and similar methods of general observation. Based on the site visits, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Document and keep Client informed of the general progress of the work.

Kimley-Horn will not supervise, direct, or control Contractor's work, and will not have authority to stop the Work or responsibility for the means, methods, techniques, equipment choice and use, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for failure of Contractor to comply with laws. Kimley-Horn does not guarantee Contractor's performance and has no responsibility for Contractor's failure to perform in accordance with the Contract Documents.

- D. **Clarifications and Interpretations.** Consultant shall respond to reasonable and appropriate Contractor requests for information made in accordance with the Contract Documents and issue necessary clarifications and interpretations. Any orders authorizing variations from the Contract Documents will be made only by Client.
- E. **Shop Drawings and Samples.** Consultant shall review and take appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the Contract Documents. Such review and action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs. Any action in response to a shop drawing will not constitute a change in the Contract Documents, which can be changed only through the Change Orders.
- F. **Applications for Payment.** Based on its observations and on review of applications for payment and supporting documentation, Consultant shall recommend amounts that Contractor be paid. Recommendations will be based on Consultant's knowledge, information and belief, and will state whether in Consultant's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.
- G. **Substantial Completion.** When requested by Contractor and Client, Consultant shall conduct up to two site visits (one for pump station #1 and one for pump station #2) to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- H. **Final Notice of Acceptability of the Work.** Consultant shall conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor.

- I. Record Drawings. Consultant shall review record drawings showing significant changes reported by the Contractor or made to the design by Consultant. Record drawings are not guaranteed to be as-build, but will be based on information made available.
- J. Kimley-Horn will coordinate with the Client, Contractor, and permitting agency's (FDOT and FDEP) to close out permits listed in Task 1.

SERVICES NOT INCLUDED

Any other services, included but not limited to the following, are not included in this IPO:

- Monitoring Well Design
- Custom Maintenance of Traffic Plans
- Geotechnical
- Environmental Services
- Public Involvement

PROJECT DELIVERABLES

Project Deliverables will include the following:

- 1. 60% Design Submittal, including plans, specifications, and OPC
- 2. 90% Design Submittal, including plans, specifications, and OPC
- 3. 100% Design Submittal, including plans, specifications, and OPC

FEE AND BILLING

Kimley-Horn will accomplish the services outlined in Tasks 1-3 for a Lump Sum fee listed below. Invoicing and payment will be in accordance with the terms and conditions of the Continuing Contract for Architectural and Engineering Services (CCNA) between the City of Safety Harbor and Kimley-Horn and Associates, Inc. (Kimley-Horn) approved March 20, 2023.

The following task items represent a breakdown of the lump sum amount for reference:

Task 1 – Project Management	<u>\$2,660.00</u>
Task 2 – Design and Permitting	<u>\$52,850.00</u>
<u>Including:</u>	
Topographic Survey and Title Search	\$6,200.00
FDEP Application Fee	\$500.00
Task 3 – Bidding and Construction Phase Services	<u>\$19,205.00</u>

TOTAL

\$74,715.00

ADDITIONAL SERVICES (if required):

Services requested that are not specifically included will be provided under a new and separate IPO agreement.

METHOD OF COMPENSATION:

Services under this IPO will be provided as a lump sum basis. Invoices will be prepared based on a percentage completion of the design of the project.

OTHER SPECIAL TERMS OF IPO:

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

ACCEPTED:

THE CITY OF SAFETY HARBOR

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

Jordan Walker, P.E.

TITLE: _____

TITLE: Associate

DATE: _____

DATE: 2/25/2026

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: Gulf Machinery Lift Station Rehabilitation
 Project Number: _____
 Date Prepared: 2/25/2026
 Estimated By: Kyle Matheny, P.E

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Direct Labor (Person-Hours)								Misc. Direct Expense (\$)	TOTAL (\$)
		Senior Prof. II	Senior Prof. I	Prof.	Analyst	Sr. Tech. Support	Tech. Support	Support Staff	KHA Labor Total		
		350.0	310.0	240.0	175.0	225.0	150.0	130.0			
1	Project Management										
	Contract/Project Management			4				4			
	Sub Coordination			1	2						
	Kick Off Meeting			1	2						
	Subtotal (Hours)	0	0	6	4	0	0	4			
	Task Total (Dollars)	\$0	\$0	\$1,440	\$700	\$0	\$0	\$520	\$2,660	\$0	\$2,660
4	Design and Permitting										
	Survey				2					\$6,200	
	60% Plans		2								
	Cover Sheet			1	2						
	General Notes			1	4						
	Demolition Plan			1	4						
	Site Plan			2	8						
	Mechanical Plans and Details			5	40						
	60% Review Meeting			2	4						
	90% Plans		2								
	Cover Sheet				2						
	General Notes				3						
	Demolition Plan			1	3						
	Site and Grading Plan			1	8						
	Mechanical Plans and Details			1	10						
	Electrical and I&C Plans and Details			8	36						
	Specifications			4	20						
	90% Review Meeting			2	4						
	100% Plans		2	10	20						
	Opinion of Probable Cost			1	4						
	100% Specifications			2	8						
	FDEP Permitting			2	4					\$500	
	FDOT Permitting			2	4						
	Subtotal (Hours)	0	6	46	190	0	0	0			
	Task Total (Dollars)	\$0	\$1,860	\$11,040	\$33,250	\$0	\$0	\$0	\$46,150	\$6,700	\$52,850
5	Bidding and Construction Phase Services										
	Preparation of Bid Packages			2	4						
	Attend Pre-Bid Meeting			3	3						
	Bid Clarifications and Interpretations			2	6						
	Attend Pre-Construction Meeting			2	2						
	Review Shop Drawings			4	14						
	Conduct Site Visits			4	8						
	Attend Progress Meetings			6	12						
	Respond to RFIs form Contractor			2	10						

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: Gulf Machinery Lift Station Rehabilitation
 Project Number: _____
 Date Prepared: 2/25/2026
 Estimated By: Kyle Matheny, P.E

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Direct Labor (Person-Hours)							KHA Labor Total	Misc. Direct Expense (\$)	TOTAL (\$)
		Senior Prof. II 350.0	Senior Prof. I 310.0	Prof. 240.0	Analyst 175.0	Sr. Tech. Support 225.0	Tech. Support 150.0	Support Staff 130.0			
	Review As-Builts			1	2						
	Substantial & Final Walkthroughs			2	4			4			
	Prepare and Submit Project Certifications			1	2						
	Subtotal (Hours)	0	0	29	67	0	0	4			\$0
	Task Total (Dollars)	\$0	\$0	\$6,960	\$11,725	\$0	\$0	\$520	\$19,205	\$0	\$19,205
	Total Project Cost (Dollars)								\$68,015	\$6,700	\$74,715