

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Purchase Order Approval (Staff recommends approval).

REQUESTED ACTION: Approve Purchase Order

Work Session (Report Only) **DATE OF MEETING:** 5/24/11
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

PO Number	PO Amount	Vendor Name	PO Description
54683	\$27,718.00	AECOM Technical Services, Inc.	CR 647N Design and Permitting

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54683

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

AECOM Technical Services, Inc.
150 N. Orange Avenue, Suite 200
Orlando, FL 32801

DATE 5/13/11
DEPT. Road and Bridge
BY Scott & Collins

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103-340-541-6564	<i>P</i>	1	CR 647 N Design and Permitting	\$27,718.00	\$27,718.00
<p>The signature below, certifying the above services were received, pertains only to invoice # _____, attached.</p> <p><i>A-61 will cover the funds for this PO.</i></p>				TOTAL	\$27,718.00

TERMS:

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

NOTE: ONLY ORIGINAL INVOICES WILL BE CONSIDERED FOR PAYMENT

DISTRIBUTION:

- BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
- WHITE COPY - TO VENDOR
- CANARY COPY - TO DEPARTMENT HEAD
- GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

Kelley, Christie

From: Warnock, Denise
Sent: Friday, May 13, 2011 9:34 AM
To: Bisner, Art
Cc: Cottrell, Scott; Kelley, Christie
Subject: BA for CR 647N

Budget Amendment Request
From: 103-340-541-6500
To: 103-340-541-6564
Project Name: CR 647N PES
Amt: \$27,718.00

The requested amount will cover design and permitting to be performed by AECOM on CR 647N and was approved by BOCC on May 10, 2011.

Budget amendment for 5/24/11. Should we hold the purchase order for approval at BOCC meeting on 6/14/11 or can the PO be presented at same meeting as the BA.

New contact information listed below...

Denise Warnock

Sumter County Public Works
319 E Anderson Avenue
Bushnell, FL 33513

 denise.warnock@sumtercountyfl.gov

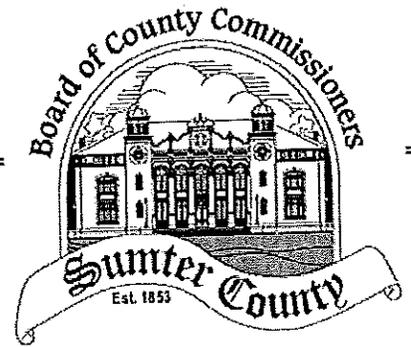
 (352) 569-6700

 (352) 569-6701

5/13/2011

Board of County Commissioners Sumter County, Florida

7375 Powell Road • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401
Website: <http://sumtercountyfl.gov>



May 11, 2011

Lee Grant, PE
District Vice President
AECOM Technical Services, Inc.
150 N. Orange Avenue, Suite 200
Orlando, FL 32801

RE: Revised Proposal to Provide Engineering Services
Paving and Drainage Improvements – CR647N/CR 657W

Dear Mr. Grant:

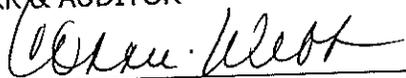
Enclosed for your records is a fully-executed original of the above-referenced proposal which was approved by the Board of Sumter County Commissioners on May 10, 2011.

If there are any questions, please do not hesitate to contact our office at (352) 793-0217.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD
CLERK & AUDITOR

By 
Connie Webb
Deputy Clerk

Enclosure

Richard "Dick" Hoffman, Dist 1
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
2nd Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Don Burgess, Dist 3
Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Garry Breeden, Dist 4
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Randy Mask, Dist 5
Office: (352) 689-4400
Home: (352) 793-3930
7375 Powell Road
Wildwood, FL 34785

Bradley S. Arnold,
County Administrator
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Gloria R. Hayward, Clerk & Auditor
(352) 793-0215
215 E. McCollum Avenue
Bushnell, FL 33513

County Attorney
The Hogan Law Firm
Post Office Box 485
Brooksville, Florida 34605



AECOM
150 N. Orange Avenue
Suite 200
Orlando, FL 32801
www.aecom.com

407-843-6552 tel
407-839-1789 fax

May 4, 2011

Mr. Scott B. Cottrell, PE
Public Works Director
Sumter County
319 E. Anderson Ave.
Bushnell, FL 33513

RE: Revised Proposal to Provide Engineering Services
Paving and Drainage Improvements
CR 647N/CR 657W

Dear Mr. Cottrell:

This letter constitutes AECOM's proposal to provide requested engineering services for paving and drainage improvements to two existing road sections in Sumter County. These services are offered under the terms of the agreement for Continuing Engineering Services Contract between the Board of County Commissioners of Sumter County (Board) and AECOM Technical Services, Inc., (Engineer) dated March 25, 2008. It is expected that, for this project, the Engineer will interface with the Sumter County Public Works Department (PWD).

Project Understanding

The project is located in southwestern Sumter County, generally in the vicinity of the intersection of CR 647N and CR 657W. From this intersection, an unpaved section of CR 647N extends west approximately 150 feet to its terminus. Also from this intersection, CR 657W extends south approximately 700 feet to an intersection with CR 657. These two road sections are the subject of this proposal. See attached **Figure 1**.

The CR 647N stub road section serves three properties: One property north of the road, one property south of the road, and one property west of the road terminus. The Board has installed and maintains an approximately 12-foot wide crushed shell road base within the right-of-way of the 150-foot long unpaved stub road section of CR 647N. Existing grade slopes generally from the north to the south across the right-of-way of this stub road section.

The issues to be resolved for this stub road section of CR 647N are:

1. Provide paving improvements for this stub road section.
2. Provide drainage system maintenance and improvements to manage stormwater discharged from this stub road section and adjoining properties so as to prevent discharge of stormwater onto private property

CR 657W is approximately 700 feet long, and is an existing two-lane asphalt road. The road surface is serviceable, but is in need of maintenance. Existing grade falls from approximately elevation 100 at the northern end (intersection with CR 647N) to approximately elevation 55 at the southern end (intersection with CR 657). The southern terminus of this road section lies approximately 200 feet (one residential lot) north of a tributary of the Withlacoochee River.

Some existing driveway culverts appear to be non-functional or have reduced hydraulic capacity. Remnants of previously constructed drainage swales and driveway culverts are visible along both sides of

CR 657W. Reports of drainage deficiencies have been made, including discharge of stormwater from the road onto a private lot located on the southeast intersection of CR 657W and CR 647N, and discharge of stormwater from the road onto a private lot located across CR 657 from the southern terminus of CR 657W. From the southern terminus of CR 657W, stormwater appears to discharge across private property to a tributary of the Withlacoochee River.

Note that constructing the improvements required to properly manage stormwater on CR 657W and CR 647N may increase the quantity and/or discharge rate of water to be managed at the south end of CR 657W. Controlled discharge to the Withlacoochee River will be required to prevent flooding and damage to private property. Treatment of the stormwater prior to river discharge will be required.

The issues to be addressed for CR 657W are:

1. Provide drainage improvements required to manage stormwater discharged from CR 647N and CR 657W and the adjoining properties so as to prevent discharge of stormwater onto private property.
2. Provide a system to treat the stormwater prior to discharge to the Withlacoochee River.
3. Obtain property or a utility easement for a stormwater outfall to the Withlacoochee River.
4. Permit and construct the stormwater outfall to the Withlacoochee River.

As requested, this proposal to address the issues to be resolved for each road section. Costs are provided in the attached Project Budget.

Scope of Work

Maintenance Design with Outfall and Water Quality Treatment

This scope of work is based on providing the minimum improvements required to address paving needs for the CR 647N stub section and to resolve existing drainage issues along CR 647N and CR 657W. It is expected that PWD will perform the drainage system maintenance work, and if necessary, will obtain paving services through their existing unit price paving contracts. Engineering plans will be prepared for permitting and construction of the improvements. Bid documents will not be prepared because PWD will construct the improvements using in-house staff and equipment, except for asphalt paving. A SWFWMD permit application will be prepared for submittal by the Board.

Readily available data will be used to support the drainage calculations including current USGS topographic data, Sumter County GIS data, SWFWMD GIS data.

Engineering services to be provided:

- A. Evaluation and design of the approximately 150 foot long unpaved stub section of CR647N from the CR657W intersection west to the road terminus, as asphalt paved road. Pavement design will be of the inverted crown type, and will include up to four (4) typical cross sections at key locations showing existing/adjacent grade, drainage swale, culvert, asphalt pavement, road base, and sub-base. As discussed, AECOM will design the improvements so as to maintain the existing width of the CR 647N stub road section. While this road width may be adequate to serve the properties currently using the stub road section, it is not a standard width. If this road width does not conform to a County roadway standard, then the PWD Director will provide a letter accepting the project as designed.

- B. Perform basic stormwater runoff calculations for the CR 647N stub road section and CR 657W, including defining the contributing area, impervious area, NRCS curve number, and Time of Concentration
- C. Design drainage improvements (swales and culverts) along both sides of CR 657W, including evaluating the hydraulic capacity of existing culverts, and designing ditch blocks and piping to the treatment system.
- D. Preparation of a right-of-way map, which will be a figure showing the road rights-of-way, adjoining parcel corners, projected lot lines, edges of pavement, and utilities as marked.
- E. Participate in four meetings with the SWFWMD and/or PWD officials at the project site or the Public Works Department office. This includes one on-site meeting with residents of the area, and a pre-application meeting with SWFWMD.
- F. Design of a Nutrient Separating Baffle Box (NSBB) for water quality treatment system providing sequestration and removal of sand, sediment, litter and vegetative debris.
- G. Design of a drainage outfall to the Withlacoochee River tributary including pipe and end treatment, and sediment and erosion control plan. Develop river stage and tailwater elevation based on readily available data from SWFWMD.
- H. Prepare a SWFWMD Environmental Resource Permit (ERP) application, to be submitted by the Board, for the right-of-way (R/W) improvements and the water quality treatment project including engineering calculations, engineering design plans, and readily available soils and geotechnical data (Sumter County, NRCS and SWFWMD). Respond to one request for additional information (RAI) from SWFWMD. The Board will pay the permit application fee.
- I. Recommendation for location of a utility easement for the drainage outfall from the NSBB to the Withlacoochee River.
- J. Survey coordination and management.

Engineering design plans shall include up to a maximum of two plan and profile sheets, one manufacturer's detail sheet, and two engineering detail sheet.

It is expected that surveying services will be required to prepare the drainage design improvements. An allowance of \$5,000 is included in the budget for this survey work, to include topographic and special purpose right of way survey of the CR 647N stub road section, the intersection of CR 647N and CR 657W, CR 647W, and the intersection of CR 657W and CR 657. Surveying of private property for the utility easement shall be limited to that portion of the property necessary to adequately describe the easement. The surveying services do not include locating underground utilities, except as marked or indicated on the surface, a title search, an environmental assessment or any additional services not specified herein. AECOM will coordinate utility locates.

Services to be provided by Sumter County

- Communication/coordination with residents and property owners.
- Preparation, execution and recording of easement documents, if required.
- Information pertinent to the project.

Schedule

- The right-of-way map will be delivered within four to six weeks after receiving notice to proceed from the Board, depending upon the surveyor's schedule.

- The engineering plans and the ERP application will be delivered to PWD within eight to ten weeks after reception of notice to proceed from the Board, or within six weeks after receipt of acceptable survey data, whichever occurs first.

Compensation

The Board will pay AECOM the following fees for the scope of work described herein, based on a lump sum payment basis for all work other than surveying. Actual surveying expenses incurred by AECOM will be reimbursed by the Board. AECOM will invoice the Board monthly.

Engineering Services	\$22,718
Surveying Allowance	<u>\$ 5,000</u>
Total Fee	\$27,718

Other Provisions

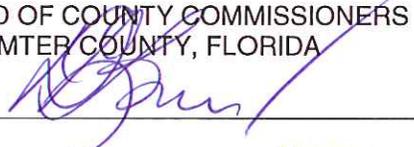
The services described herein will be provided in accordance with the current generally accepted standards of the engineer profession. Certain assumptions have been made in preparing this scope of services. To the extent possible, they are stated herein and are reflected in the budget estimates included in this scope of services. Reasonable material changes between work tasks, or level of effort actually required and those budgeted, may serve as a basis for modifying this scope and budget, as mutually agreed to between the Board and the Engineer.

- After the roadway and/or drainage designs prepared and submitted by the Engineer are accepted by DPW, the Engineer will be compensated for revisions requested by residents or other stakeholders.
- The Engineer is entitled to rely upon the accuracy of historical and existing data and information provided by the Board and others without independent review and verification.
- The Engineer is not responsible for the means, methods, sequences, techniques or procedures of the Board and Contractor operations or for safety precautions and programs.
- Any Opinion of the Construction Cost prepared by the Engineer represents its judgment as a design Engineer and is supplied for the general guidance of the Board. Since the Engineer has no control over the cost of labor and material, or over market conditions, the Engineer does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the Board.
- Documents, drawings, and specifications, and electronic information/data, including computer aided drafting and design ("CADD"), prepared by the Engineer pursuant to this agreement are not intended or represented to be suitable for reuse by the Board or others on extensions of the Project or on any other project. Any use of completed documents for other projects and any use of incomplete documents without specific written authorization from the Engineer will be at the Board's sole risk and without liability to the Engineer. The Board assumes full responsibility for such changes unless the BOARD has given the Engineer prior notice and has received from the Engineer written consent for such changes. Electronic data delivered to the Board is for the Board's convenience and shall not include the Engineer stamp or signature of an Engineer or architect. The Board agrees that the Engineer shall not be liable for claims, liabilities or losses arising out of, or connected with the decline of accuracy or readability of electronic data due to inappropriate storage conditions or duration.

- The Engineer may review a copy of the construction contract documents before they are executed in order that Engineer may confirm that the above requirements have been met. Board agrees to forward to Engineer a complete copy of the fully executed construction contract documents. The documents copied to Engineer will include, but not be limited to, the executed agreement, bonds, insurance certificates and endorsements.

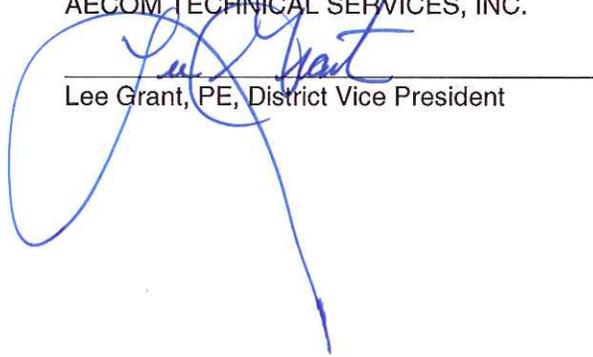
IN WITNESS WHEREOF, the parties have signed this agreement on May 10, 2011.

BOARD OF COUNTY COMMISSIONERS
OF SUMTER COUNTY, FLORIDA

By: 

DON BURGESS CHAIRMAN

ENGINEER
AECOM TECHNICAL SERVICES, INC.


Lee Grant, PE, District Vice President