

- 23. Approve ranking list for PS-5136-03/BJC – Master Agreement for Professional Engineering Services for the Northwest Regional Wastewater Treatment Facility Sludge Handling and award an Agreement to Baskerville-Donovan, Inc., Melbourne (Not-to-Exceed \$280,000.00).**

PS-5136-03/BJC will provide professional engineering services for the design, permitting, bidding, construction engineering and inspection services for the sludge handling at the Northwest Area Regional Wastewater Treatment Facility and design services only for the Greenwood Lakes Waste Water Treatment sludge handling facility.

This project was publicly advertised and the County received eleven (11) submittals (listed in alphabetical order):

- Baskerville-Donovan, Inc., Melbourne;
- Black & Veatch, Orlando;
- Boyle Engineering Corporation, Orlando;
- Brown and Caldwell, Maitland;
- Camp, Dresser & McKee, Inc., Maitland;
- Chastain-Skillman, Inc., Lakeland;
- CPH Engineers, Inc., Sanford;
- Malcolm Pirnie, Inc., Maitland;
- McKim & Creed, Daytona Beach;
- PBS&J, Orlando;
- Professional Engineering Consultants, Inc., Orlando.

The Evaluation Committee, which consisted of Jack Cheney, Environmental Services; Glenn Foreman, Environmental Services; Mike Harber, Senior Engineer; Ruth Lala, Principal Coordinator and Gary Rudolph, Utilities Manager, evaluated the submittals. Based on the initial evaluation, the Evaluation Committee interviewed the following firms (listed in alphabetical order):

- Baskerville-Donovan, Inc., Melbourne;
- Black & Veatch, Orlando;
- Chastain-Skillman, Inc., Lakeland;
- Malcolm Pirnie, Inc., Maitland.

Consideration was given to the following criteria:

- General professional experience and qualifications;
- Specific professional experience for this work;
- Proposed use of sub-consultants;
- Project manager's proposed approach;

- Qualification of proposed project manager;
- Project staff resources;
- Overall quality of interview presentation.

The Evaluation Committee recommends the Board to approve the ranking, authorize staff to negotiate and award an Agreement with the top ranked firm:

1. Baskerville-Donovan, Inc., Melbourne;
2. Malcolm Pirnie, Inc., Maitland;
3. Chastain-Skillman, Inc., Lakeland;
4. Black & Veatch, Orlando.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be negotiated on an as-needed basis for each project.

Environmental Services/Planning, Engineering and Inspections and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the ranking and authorize the Chairman to execute the Master Agreement as prepared and approved by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the Professional Services documents as long as the contract does not exceed \$280,000.00.

**B.C.C. - SEMINOLE COUNTY, FL
PS TABULATION SHEET**

ALL SUBMITTALS ACCEPTED BY SEMINOLE COUNTY ARE SUBJECT TO THE COUNTY'S TERMS AND CONDITIONS AND ANY AND ALL ADDITIONAL TERMS AND CONDITIONS SUBMITTED BY THE PROPOSERS ARE REJECTED AND SHALL HAVE NO FORCE AND EFFECT. PS DOCUMENTS FROM THE PROPOSERS LISTED HEREIN ARE THE ONLY SUBMITTALS RECEIVED TIMELY AS OF THE ABOVE OPENING DATE AND TIME. ALL OTHER PS DOCUMENTS SUBMITTED IN RESPONSE TO THIS SOLICITATION, IF ANY, ARE HEREBY REJECTED AS LATE.

BID NUMBER: PS-5136-03/BJC
 BID TITLE : Engineering Services for the Northwest Area Regional Wastewater Treatment Facility Sludge Handling Facility
 DATE: February 12, 2003. TIME: 2:00 P.M.

RESPONSE -1-	RESPONSE -2-	RESPONSE -3-	RESPONSE -4-	RESPONSE -5-
Baskerville-Donovan, Inc. 8255 North Wickman Road Melbourne, Florida 32940 (321) 254-3663 – Phone (321) 254-3255 – Fax Brian M. Stahl, P.E.	Black & Veatch 201 S Orange Ave, Ste 500 Orlando, Florida 32801 (407) 419-3500 – Phone (407) 419-3501 – Fax Andrew V. Petkash, P.E.	Boyle Engineering Corporation 320 East South Street Orlando, Florida 32801 (407) 425-1100 – Phone (407) 422-2866 – Fax A. Thomas Brown, P.E.	Brown and Caldwell 1060 Maitland Center Commons, Suite 402 Maitland, Florida 32751 (407) 661-9500 – Phone (407) 661-9599 – Fax Ted Hortenstine, P.E.	Camp, Dresser & McKee, Inc. 2301 Maitland Center Pky, #300 Maitland, Florida 32751 (407) 660-2552 – Phone (407) 875-1161 – Fax Charles J. Voss, P.E., DEE
RESPONSE -6-	RESPONSE -7-	RESPONSE -8-	RESPONSE -9-	RESPONSE -10-
Chastain-Skillman, Inc. PO Box 5710 Lakeland, Florida 33807-5710 (863) 646-1402 – Phone (863) 647-3806 – Fax Allan S. Duhm, CLU	CPH Engineers, Inc. 500 West Fulton Street Sanford, Florida 32771 (407) 322-6841 – Phone (407) 330-0639 – Fax David A. Gierach, P.E.	Malcolm Pirnie, Inc. 2301 Maitland Center Parkway, #140 Maitland, Florida 32751 (407) 660-1133 – Phone (407) 660-9550 – Fax Victor A. Hurlburt, P.E.	McKim & Creed 1901 Mason Avenue, #102 Daytona Beach, Florida 32117 (386) 274-2828 – Phone (386) 274-1393 – Fax C. Ed Hilton, P.E.	PBS&J 482 South Keller Road Orlando, Florida 32810-6101 (407) 647-7275 – Phone (407) 647-0624 – Fax Craig A. Ferguson, P.E., DEE
RESPONSE -11-				
Professional Engineering Consultants, Inc. 200 E Robinson Street, #1560 Orlando, Florida 32801 (407) 422-8062 – Phone (407) 849-9401 – Fax Ken Hooper, V.P.				

Tabulated by: Betsy J. Cohen, Contracts Supervisor – Posted 2/12/2003 (3:00 P.M.)
 Shortlisted Firms: Baskerville-Donovan, Inc., Black & Veatch, Chastain-Skillman, Inc., Malcolm Pirnie, Inc.
 Presentations Set: March 28, 2003 at Environmental Services
 Recommendation of Award: Baskerville-Donovan, Inc. (BCC April 22, 2003) Posted: 03/28/2003

**Proposal Evaluation
PS-5136-03/BJC**

Professional Services for the Northwest Area Regional Wastewater Treatment Facility – Sludge Handling Facility

FIRMS	Jack Cheney, Env. Services	Glenn Foreman, Env. Services	Mike Harber, Env. Services	Ruth Lala Env. Services	Gary Rudolph, Env. Services	Total Scores	Overall Ranking
Baskerville-Donovan, Inc.	1	4	2	3	5	15	3
Black & Veatch	2	1	3	6	2	14	1
Boyle Engineering Corp.	9	10	6	10	8	43	10
Brown and Caldwell	11	6	10	5	1	33	6
Camp, Dresser & McKee, Inc.	3	5	5	4	4	21	5
Chastain-Skillman, Inc.	4	2	1	1	6	14	1
CPH Engineers, Inc.	10	9	9	11	9	48	11
Malcolm Pirnie, Inc.	5	3	4	2	3	17	4
McKim & Creed	7	11	11	7	10	46	9
PBS&J	8	7	8	8	6	37	7
Professional Engineering Consultants, Inc.	5	8	7	9	10	39	8

Recommended Ranking: Baskerville-Donovan, Inc., Black & Veatch, Chastain-Skillman, Inc., Malcolm Pirnie, Inc.

**Presentation Evaluation
PS-5136-03/BJC**

Professional Services for the Northwest Area Regional Wastewater Treatment Facility – Sludge Handling Facility

FIRMS	Jack Cheney, Env. Services	Glenn Foreman, Env. Services	Mike Harber, Env. Services	Ruth Lala Env. Services	Gary Rudolph, Env. Services	Total Scores	Overall Ranking
Baskerville- Donovan, Inc.	1	1	3	1	1	7	1
Black & Veatch	4	4	4	4	4	20	4
Chastain-Skillman, Inc.	3	3	2	3	2	13	3
Malcolm Pirnie, Inc.	2	2	1	2	3	10	2

Recommended of Award: Baskerville-Donovan, Inc.

**ENGINEERING SERVICES AGREEMENT (PS-5136-03/BJC)
NORTHWEST REGIONAL WASTEWATER TREATMENT FACILITY SLUDGE HANDLING**

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between **BASKERVILLE-DONOVAN, INC.**, duly authorized to conduct business in the State of Florida, whose address is 8255 North Wickman Road, Melbourne, Florida 32940, hereinafter called the "ENGINEER" and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter called the "COUNTY".

W I T N E S S E T H:

WHEREAS, the COUNTY desires to retain the services of a competent and qualified engineer to provide engineering services for the Northwest Regional Wastewater Treatment Facility sludge handling in Seminole County; and

WHEREAS, the COUNTY has requested and received expressions of interest for the retention of services of engineers; and

WHEREAS, the ENGINEER is competent and qualified to furnish engineering services to the COUNTY and desires to provide professional services according to the terms and conditions stated herein,

NOW, THEREFORE, in consideration of the mutual understandings and covenants set forth herein, the COUNTY and the ENGINEER agree as follows:

SECTION 1. SERVICES. The COUNTY does hereby retain the ENGINEER to furnish professional services and perform those tasks as further described in the Scope of Services attached hereto as Exhibit "A" and made a part hereof. Required services shall be specifically enumerated, described and depicted in the Work Orders authorizing performance of the specific project, task or study. This Agreement standing alone does not authorize the performance of any work or require the COUNTY to place any

orders for work.

SECTION 2. TERM. This Agreement shall take effect on the date of its execution by the COUNTY and shall run for a period of three (3) years. Expiration of the term of this Agreement shall have no effect upon Work Orders issued pursuant to this Agreement and prior to the expiration date. Obligations entered therein by both parties shall remain in effect until completion of the work authorized by the Work Order.

SECTION 3. AUTHORIZATION FOR SERVICES. Authorization for performance of professional services by the ENGINEER under this Agreement shall be in the form of written Work Orders issued and executed by the COUNTY and signed by the ENGINEER. A sample Work Order is attached hereto as Exhibit "B". Each Work Order shall describe the services required, state the dates for commencement and completion of work and establish the amount and method of payment. The Work Orders will be issued under and shall incorporate the terms of this Agreement. The COUNTY makes no covenant or promise as to the number of available projects nor that, the ENGINEER will perform any project for the COUNTY during the life of this Agreement. The COUNTY reserves the right to contract with other parties for the services contemplated by this Agreement when it is determined by the COUNTY to be in the best interest of the COUNTY to do so.

SECTION 4. TIME FOR COMPLETION. The services to be rendered by the ENGINEER shall be commenced, as specified in such Work Orders as may be issued hereunder, and shall be completed within the time specified therein. In the event the COUNTY determines that significant benefits would accrue from expediting an otherwise established time schedule for completion of services under a given Work Order, that Work Order may include a negotiated schedule of incentives based on time savings.

SECTION 5. COMPENSATION. The COUNTY agrees to compensate the ENGINEER for the professional services called for under this Agreement on either a "Fixed Fee" basis or on a "Time Basis Method". If a Work Order is issued under a "Time Basis Method," then ENGINEER shall be compensated in accordance with the rate schedule attached as Exhibit "C". If a Work Order is issued for a "Fixed Fee Basis," then the applicable Work Order Fixed Fee amount shall include any and all reimbursable expenses. The total compensation paid to the ENGINEER pursuant to this Agreement, including reimbursable expenses, shall not exceed the sum of TWO HUNDRED EIGHTY THOUSAND AND NO/100 DOLLARS (\$280,000.00).

SECTION 6. REIMBURSABLE EXPENSES. If a Work Order is issued on a "Time Basis Method," then reimbursable expenses are in addition to the hourly rates. Reimbursable expenses are subject to the applicable "Not-to-Exceed" or "Limitation of Funds" amount set forth in the Work Order. Reimbursable expenses may include actual expenditures made by the ENGINEER, his employees or his professional associates in the interest of the Project for the expenses listed in the following paragraphs:

(a) Expenses of transportation, when traveling in connection with the Project, based on Sections 112.061(7) and (8), Florida Statutes, or their successor; long distance calls and telegrams; and fees paid for securing approval of authorities having jurisdiction over the Project.

(b) Expense of reproductions, postage and handling of drawings and specifications.

(c) If authorized in writing in advance by the COUNTY, the cost of other expenditures made by the ENGINEER in the interest of the Project.

SECTION 7. PAYMENT AND BILLING.

(a) If the Scope of Services required to be performed by a Work Order is clearly defined, the Work Order shall be issued on a "Fixed Fee" basis. The ENGINEER shall perform all work required by the Work Order but, in no event, shall the ENGINEER be paid more than the negotiated Fixed Fee amount stated therein.

(b) If the Scope of Services is not clearly defined, the Work Order may be issued on a "Time Basis Method" and contain a Not-to Exceed amount. If a Not-to-Exceed amount is provided, the ENGINEER shall perform all work required by the Work Order; but, in no event, shall the ENGINEER be paid more than the Not-to-Exceed amount specified in the applicable Work Order.

(c) If the Scope of Services is not clearly defined, the Work Order may be issued on a "Time Basis Method" and contain a Limitation of Funds amount. The ENGINEER is not authorized to exceed that amount without the prior written approval of the COUNTY. Said approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The ENGINEER shall advise the COUNTY whenever the ENGINEER has incurred expenses on any Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount.

(d) For Work Orders issued on a "Fixed Fee Basis," the ENGINEER may invoice the amount due based on the percentage of total Work Order services actually performed and completed; but, in no event, shall the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed. The COUNTY shall pay the ENGINEER ninety percent (90%) of the approved amount on Work Orders issued on a "Fixed Fee Basis".

(e) For Work Orders issued on a "Time Basis Method" with a Not-to-Exceed amount, the ENGINEER may invoice the amount due for actual

work hours performed but, in no event, shall the invoice amount exceed a percentage of the Not-to-Exceed amount equal to a percentage of the total services actually completed. The COUNTY shall pay the ENGINEER ninety percent (90%) of the approved amount on Work Orders issued on a "Time Basis Method" with a Not-to-Exceed amount.

(f) Each Work Order issued on a "Fixed Fee Basis" or "Time Basis Method" with a Not-to-Exceed amount shall be treated separately for retainage purposes. If the COUNTY determines that work is substantially complete and the amount retained is considered to be in excess, the COUNTY may, at its sole and absolute discretion, release the retainage or any portion thereof.

(g) For Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount, the ENGINEER may invoice the amount due for services actually performed and completed. The COUNTY shall pay the ENGINEER one hundred percent (100%) of the approved amount on Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount.

(h) Payments shall be made by the COUNTY to the ENGINEER when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. ENGINEER shall render to COUNTY, at the close of each calendar month, an itemized invoice properly dated, describing any services rendered, the cost of the services, the name and address of the ENGINEER, Work Order Number, Contract Number and all other information required by this Agreement.

The original invoice shall be sent to:

Director of County Finance
Seminole County Board of County Commissioners
Post Office Box 8080
Sanford, Florida 32772

A duplicate copy of the invoice shall be sent to:

Seminole County Environmental Services
500 West Lake Mary Boulevard
Sanford, Florida 32773

(i) Payment shall be made after review and approval by COUNTY within thirty (30) days of receipt of a proper invoice from the ENGINEER.

SECTION 8. GENERAL TERMS OF PAYMENT AND BILLING.

(a) Upon satisfactory completion of work required hereunder and, upon acceptance of the work by the COUNTY, the ENGINEER may invoice the COUNTY for the full amount of compensation provided for under the terms of this Agreement including any retainage and less any amount already paid by the COUNTY. The COUNTY shall pay the ENGINEER within thirty (30) days of receipt of proper invoice.

(b) The COUNTY may perform or have performed an audit of the records of the ENGINEER after final payment to support final payment hereunder. This audit would be performed at a time mutually agreeable to the ENGINEER and the COUNTY subsequent to the close of the final fiscal period in which the last work is performed. Total compensation to the ENGINEER may be determined subsequent to an audit as provided for in subsections (b) and (c) of this Section, and the total compensation so determined shall be used to calculate final payment to the ENGINEER. Conduct of this audit shall not delay final payment as provided by subsection (a) of this Section.

(c) In addition to the above, if federal funds are used for any work under the Agreement, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records, of the ENGINEER which are directly pertinent to work performed under this Agreement for purposes of making audit, examination, excerpts and transcriptions.

(d) The ENGINEER agrees to maintain all books, documents, papers, accounting records and other evidences pertaining to work performed under this Agreement in such a manner as will readily conform to the terms of this Agreement and to make such materials available at the ENGINEER's office at all reasonable times during the Agreement period and for five (5) years from the date of final payment under the contract for audit or inspection as provided for in subsections (b) and (c) of this Section.

(e) In the event any audit or inspection conducted after final payment, but within the period provided in paragraph (d) of this Section reveals any overpayment by the COUNTY under the terms of the Agreement, the ENGINEER shall refund such overpayment to the COUNTY within thirty (30) days of notice by the COUNTY.

SECTION 9. RESPONSIBILITIES OF THE ENGINEER.

(a) The ENGINEER shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by the ENGINEER under this Agreement. The ENGINEER shall, without additional compensation, correct or revise any errors or deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.

(b) Neither the COUNTY's review, approval or acceptance of, nor payment for, any of the services required shall be construed to operate as a waiver of any rights under this Agreement nor of any cause of action arising out of the performance of this Agreement and the ENGINEER shall be and always remain liable to the COUNTY in accordance with

applicable law for any and all damages to the COUNTY caused by the ENGINEER's negligent or wrongful performance of any of the services furnished under this Agreement.

SECTION 10. OWNERSHIP OF DOCUMENTS. All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the ENGINEER's services or have been created during the course of the ENGINEER's performance under this Agreement shall become the property of the COUNTY after final payment is made to the ENGINEER.

SECTION 11. TERMINATION.

(a) The COUNTY may, by written notice to the ENGINEER terminate this Agreement or any Work Order issued hereunder, in whole or in part, at any time, either for the COUNTY's convenience or because of the failure of the ENGINEER to fulfill its Agreement obligations. Upon receipt of such notice, the ENGINEER shall:

(1) immediately discontinue all services affected unless the notice directs otherwise, and

(2) deliver to the COUNTY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by the ENGINEER in performing this Agreement, whether completed or in process.

(b) If the termination is for the convenience of the COUNTY, the ENGINEER shall be paid compensation for services performed to the date of termination. If this Agreement calls for the payment based on a Fixed Fee amount, the ENGINEER shall be paid no more than a percentage of the Fixed Fee amount equivalent to the percentage of the completion of work, as determined solely and conclusively by the COUNTY, contemplated by this Agreement.

(c) If the termination is due to the failure of the ENGINEER to fulfill its Agreement obligations, the COUNTY may take over the work and prosecute the same to completion by other Agreements or otherwise. In such case, the ENGINEER shall be liable to the COUNTY for all reasonable additional costs occasioned to the COUNTY thereby. The ENGINEER shall not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of the ENGINEER; provided, however, that the ENGINEER shall be responsible and liable for the actions of its subcontractors, agents, employees and persons and entities of a similar type or nature. Such causes may include acts of God or of the public enemy, acts of the COUNTY in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond the control and without any fault or negligence of the ENGINEER.

(d) If, after notice of termination for failure to fulfill its Agreement obligations, it is determined that the ENGINEER had not so failed, the termination shall be conclusively deemed to have been effected for the convenience of the COUNTY. In such event, adjustment in the Agreement price shall be made as provided in subsection (b) of this Section.

(e) The rights and remedies of the COUNTY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

SECTION 12. AGREEMENT AND WORK ORDER .IN CONFLICT. Whenever the terms of this Agreement conflict with any Work Order issued pursuant to it, the Agreement shall prevail.

SECTION 13. EQUAL OPPORTUNITY EMPLOYMENT. The ENGINEER agrees that it will not discriminate against any employee or applicant for

employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin and will take steps to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, disability, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 14. NO CONTINGENT FEES. The ENGINEER warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the ENGINEER to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the ENGINEER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 15. CONFLICT OF INTEREST.

(a) The ENGINEER agrees that it will not contract for or accept employment for the performance of any work or service with any individual, business, corporation or government unit that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the COUNTY.

(b) The ENGINEER agrees that it will neither take any action nor engage in any conduct that would cause any COUNTY employee to violate

the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

(c) In the event that ENGINEER causes or in any way promotes or encourages a COUNTY officer, employee, or agent to violate Chapter 112, Florida Statutes, the COUNTY shall have the right to terminate this Agreement.

SECTION 16. ASSIGNMENT. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the other party and in such cases only by a document of equal dignity herewith.

SECTION 17. SUBCONTRACTORS. In the event that the ENGINEER, during the course of the work under this Agreement, requires the services of any subcontractors or other professional associates in connection with services covered by this Agreement, the ENGINEER must first secure the prior express written approval of the COUNTY. If subcontractors or other professional associates are required in connection with the services covered by this Agreement, ENGINEER shall remain fully responsible for the services of subcontractors or other professional associates.

SECTION 18. INDEMNIFICATION OF COUNTY. The ENGINEER agrees to hold harmless, replace, and indemnify the COUNTY, its commissioners, officers, employees, and agents against any and all claim, losses, damages or lawsuits for damages, arising from, allegedly arising from, or related to the provision of services hereunder by the ENGINEER, whether caused by the ENGINEER or otherwise. This hold harmless, release and indemnification shall include any claim based on negligence, action or inaction of the parties.

SECTION 19. INSURANCE.

(a) GENERAL. The ENGINEER shall at the ENGINEER's own cost, procure the insurance required under this Section.

(1) The ENGINEER shall furnish the COUNTY with a Certificate of Insurance signed by an authorized representative of the insurer evidencing the insurance required by this Section (Professional Liability, Workers' Compensation/Employer's Liability, Commercial General Liability, and Business Auto). The COUNTY, its officials, officers, and employees shall be named additional insured under the Commercial General Liability policy. The Certificate of Insurance shall provide that the COUNTY shall be given not less than thirty (30) days written notice prior to the cancellation or restriction of coverage. Until such time as the insurance is no longer required to be maintained by the ENGINEER, the ENGINEER shall provide the COUNTY with a renewal or replacement Certificate of Insurance not less than thirty (30) days before expiration or replacement of the insurance for which a previous certificate has been provided.

(2) The Certificate shall contain a statement that it is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement. In lieu of the statement on the Certificate, the ENGINEER shall, at the option of the COUNTY submit a sworn, notarized statement from an authorized representative of the insurer that the Certificate is being provided in accordance with the Agreement and that the insurance is in full compliance with the requirements of the Agreement.

(3) In addition to providing the Certificate of Insurance, if required by the COUNTY, the ENGINEER shall, within thirty (30) days after receipt of the request, provide the COUNTY with a certified copy of each of the policies of insurance providing the coverage required by

this Section.

(4) Neither approval by the COUNTY nor failure to disapprove the insurance furnished by a ENGINEER shall relieve the ENGINEER of the ENGINEER's full responsibility for performance of any obligation including ENGINEER indemnification of COUNTY under this Agreement.

(b) INSURANCE COMPANY REQUIREMENTS. Insurance companies providing the insurance under this Agreement must meet the following requirements:

(1) Companies issuing policies other than Workers' Compensation, must be authorized to conduct business in the State of Florida and prove same by maintaining Certificates of Authority issued to the companies by the Department of Insurance of the State of Florida. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by Section 440.57, Florida Statutes.

(2) In addition, such companies other than those authorized by Section 440.57, Florida Statutes, shall have and maintain a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.

(3) If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: 1) lose its Certificate of Authority, 2) no longer comply with Section 440.57, Florida Statutes, or 3) fail to maintain the requisite Best's Rating and Financial Size Category, the ENGINEER shall, as soon as the ENGINEER has knowledge of any such circumstance, immediately notify the COUNTY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the ENGINEER has replaced the unacceptable insurer with an insurer acceptable to the COUNTY the ENGINEER shall be deemed to be in default of this

Agreement.

(c) SPECIFICATIONS. Without limiting any of the other obligations or liability of the ENGINEER, the ENGINEER shall, at the ENGINEER's sole expense, procure, maintain and keep in force amounts and types of insurance conforming to the minimum requirements set forth in this subsection. Except as otherwise specified in the Agreement, the insurance shall become effective prior to the commencement of work by the ENGINEER and shall be maintained in force until the Agreement completion date. The amounts and types of insurance shall conform to the following minimum requirements.

(1) Workers' Compensation/Employer's Liability.

(A) The ENGINEER's insurance shall cover the ENGINEER for liability which would be covered by the latest edition of the standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. The ENGINEER will also be responsible for procuring proper proof of coverage from its subcontractors of every tier for liability which is a result of a Workers' Compensation injury to the subcontractor's employees. The minimum required limits to be provided by both the ENGINEER and its subcontractors is outlined in subsection (c) below. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act and any other applicable federal or state law.

(B) Subject to the restrictions of coverage found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, the United States Longshoremen's and Harbor Workers' Compensation Act, or any other coverage customarily insured

under Part One of the standard Workers' Compensation Policy.

(C) The minimum amount of coverage under Part Two of the standard Workers' Compensation Policy shall be:

\$500,000.00	(Each Accident)
\$500,000.00	(Disease-Policy Limit)
\$500,000.00	(Disease-Each Employee)

(2) Commercial General Liability.

(A) The ENGINEER's insurance shall cover the ENGINEER for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, without the attachment of restrictive endorsements other than the elimination of Coverage C, Medical Payment and the elimination of coverage for Fire Damage Legal Liability.

(B) The minimum limits to be maintained by the ENGINEER (inclusive of any amounts provided by an Umbrella or Excess policy) shall be as follows:

	<u>LIMITS</u>
General Aggregate	\$Three (3) Times the Each Occurrence Limit
Personal & Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00

(3) Professional Liability Insurance. The ENGINEER shall carry limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00).

(4) Business Auto Policy.

(A) The ENGINEER's insurance shall cover the ENGINEER for those sources of liability which would be covered by Part IV of the latest edition of the standard Business Auto Policy (ISO Form CA 00 01), as filed for use in the State of Florida by the Insurance Services

Office, without the attachment of restrictive endorsements. Coverage shall include owned, non-owned and hired autos.

(B) The minimum limits to be maintained by the ENGINEER (inclusive of any amounts provided by an Umbrella or Excess policy) shall be per accident combined single limit for bodily injury liability and property damage liability. If the coverage is subject to an aggregate, the ENGINEER shall maintain separate aggregate limits of coverage applicable to claims arising out of or in connection with the work under this Agreement. The separate aggregate limits to be maintained by the ENGINEER shall be a minimum of three (3) times the per accident limit required and shall apply separately to each policy year or part thereof.

(C) The minimum amount of coverage under the Business Auto Policy shall be:

	<u>LIMITS</u>
Each Occurrence Bodily Injury and Property Damage Liability Combined	\$500,000.00

(d) COVERAGE. The insurance provided by ENGINEER pursuant to this Agreement shall apply on a primary basis and any other insurance or self-insurance maintained by the COUNTY or the COUNTY's officials, officers, or employees shall be excess of and not contributing with the insurance provided by or on behalf of the ENGINEER.

(e) OCCURRENCE BASIS. The Workers' Compensation Policy and the Commercial General Liability required by this Agreement shall be provided on an occurrence rather than a claims-made basis. The Professional Liability insurance policy must either be on an occurrence basis, or, if a claims-made basis, the coverage must respond to all claims reported within three (3) years following the period for which coverage is required and which would have been covered had the coverage been on

an occurrence basis.

(f) OBLIGATIONS. Compliance with the foregoing insurance requirements shall not relieve the ENGINEER, its employees or agents of liability from any obligation under a Section or any other portions of this Agreement.

SECTION 20. ALTERNATIVE DISPUTE RESOLUTION (ADR).

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust COUNTY ADR procedures prior to filing suit or otherwise pursuing legal remedies. COUNTY ADR procedures for proper invoice and payment disputes are set forth in Section 55.1, "Prompt Payment Procedures," Seminole County Administrative Code. Contract claims include all controversies, except disputes addressed by the "Prompt Payment Procedures," arising under this Agreement with ADR procedures set forth in Section 220.102, "Contract Claims," Seminole County Code.

(b) ENGINEER agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration in the COUNTY ADR procedures set forth in subsection (a) above of which the ENGINEER had knowledge and failed to present during the COUNTY ADR procedures.

(c) In the event that COUNTY ADR procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

SECTION 21. REPRESENTATIVES OF THE COUNTY AND THE ENGINEER.

(a) It is recognized that questions in the day-to-day conduct of performance pursuant to this Agreement will arise. The COUNTY, upon request by the ENGINEER, shall designate in writing and shall advise the ENGINEER in writing of one (1) or more of its employees to whom all communications pertaining to the day-to-day conduct of this Agreement shall be addressed. The designated representative shall have the authority to transmit instructions, receive information and interpret and define the COUNTY's policy and decisions pertinent to the work covered by this Agreement.

(b) The ENGINEER shall, at all times during the normal work week, designate or appoint one or more representatives of the ENGINEER who are authorized to act in behalf of and bind the ENGINEER regarding all matters involving the conduct of the performance pursuant to this Agreement and shall keep the COUNTY continually and effectively advised of such designation.

SECTION 22. ALL PRIOR AGREEMENTS SUPERSEDED. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained or referred to in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

SECTION 23. MODIFICATIONS, AMENDMENTS OR ALTERATIONS. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

SECTION 24. INDEPENDENT CONTRACTOR. It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting the ENGINEER (including its officers, employees, and agents) the agent, representative, or employee of the COUNTY for any purpose, or in any manner, whatsoever. The ENGINEER is to be and shall remain forever an independent contractor with respect to all services performed under this Agreement.

SECTION 25. EMPLOYEE STATUS. Persons employed by the ENGINEER in the performance of services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the COUNTY's officers and employees either by operation of law or by the COUNTY.

SECTION 26. SERVICES NOT PROVIDED FOR. No claim for services furnished by the ENGINEER not specifically provided for herein shall be honored by the COUNTY.

SECTION 27. PUBLIC RECORDS LAW. ENGINEER acknowledges COUNTY's obligations under Article I, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. ENGINEER acknowledges that COUNTY is required to comply with Article I, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.

SECTION 28. COMPLIANCE WITH LAWS AND REGULATIONS. In providing all services pursuant to this Agreement, the ENGINEER shall abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provisions of, such services, including those now in effect and

hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this Agreement, and shall entitle the COUNTY to terminate this Agreement immediately upon delivery of written notice of termination to the ENGINEER.

SECTION 29. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, with return receipt requested, addressed to the party for whom it is intended at the place last specified and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

FOR COUNTY:

Seminole County Environmental Services
500 West Lake Mary Boulevard
Sanford, Florida 32773

FOR ENGINEER:

Baskerville-Donovan, Inc.
8255 North Wickham Road
Melbourne, Florida 32840

SECTION 30. RIGHTS AT LAW RETAINED. The rights and remedies of the COUNTY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date below written for execution by the COUNTY.

ATTEST:

BASKERVILLE-DONOVAN, INC.

Secretary

By: _____
President

(CORPORATE SEAL)

Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

For use and reliance
of Seminole County only.
Approved as to form and
legal sufficiency.

As authorized for execution by
the Board of County Commissioners
at their _____, 20____
regular meeting.

County Attorney
AC/lpk
4/1/03
ps-5136

- 3 Attachments:
- Exhibit "A"- Scope of Services
- Exhibit "B"- Sample Work Order
- Exhibit "C"- Rate Schedule

**Scope of Engineering Services
Sludge Handling Facilities for Wastewater**

General

The Engineer shall provide services for the design, permitting, bidding, construction engineering and inspection (CEI) for the sludge handling facility at the Northwest Area Regional Wastewater Treatment Facility and design services only for the Greenwood Lakes Wastewater Treatment Facility sludge handling facility.

Task 1 Design and Permitting Phase

- 1.1 These services shall include but not be limited to the following elements:
 - 1.1.A. Evaluate and design for a sludge handling facility at both locations using centrifuge technology.
 - 1.1.B. Evaluate the existing power system and design for new power and instrumentation.
 - 1.1.C. Evaluate and design for required stormwater and site modifications.
- 1.2 The Engineer will prepare a detailed Preliminary Design Report.
- 1.3 The Engineer will prepare detailed construction drawings and technical specifications for competitive bidding and construction in accordance to requirements of the Seminole County Land Development code, Seminole County Environmental Services, Seminole County Purchasing, Seminole County Building Departments standards and FDEP.
- 1.4 The Engineer shall provide as necessary, surveys and geotechnical services for right-of-way, property boundaries and topography for required design.
- 1.5 The Engineer will provide a preliminary opinion of probable construction cost with the submittal of the final preliminary design report, and then a final construction cost estimate with the approved 100% drawings and technical specifications.
- 1.6 The Engineer will provide the following documents to Seminole County during the design phase.
 - 1.6.A. Draft Preliminary Design Report
 - 1.6.B. Final Preliminary Design Report
 - 1.6.C. Three (3) sets of plans 24 x 36 @ 60% for review.
 - 1.6.D. Three (3) sets of plans/specifications @ 90% for review.
 - 1.6.E. Three (3) sets of plans/specifications @ 100% for review.
- 1.7 Review meetings to be held during design at 60%, 90% and 100%.
- 1.8 The engineer will prepare and submit all documents, plan drawings, specifications and permit applications required to obtain approval from

FDEP, EPA, Seminole County Development Review and Seminole County Building Department for the Northwest Area Regional Facility only. Permit application fees will be paid for by the engineer and reimbursed by the County as part of the proposal.

- 1.9 Upon approved 100% design, Engineer shall submit to Seminole County Environmental Services:
- 1.9.A. One (1) set of Mylar reproducible plans
 - 1.9.B. One (1) unbound set of specifications
 - 1.9.C. One (1) electronic copy of plans (Acad ver. 2000)
 - 1.9.D. One (1) electronic copy of specifications (MS Word 2000)

Task 2 Bidding Services

Bidding services will be for the Northwest Area Regional Wastewater Treatment Facility only.

- 2.1 Pre-advertise Meeting
 - 2.1.A. Attend pre-advertised meeting with Purchasing Division to set up the project for bid and to set the schedule.
- 2.2 Pre-bid Conference
 - 2.2.A. The County will issue bidding documents to prospective bidders. The Engineer will attend a pre-bid conference at a location selected by the County. The Engineer will answer questions as appropriate and take meeting minutes.
- 2.3 Addenda
 - 2.3.A. Purchasing will receive the questions during the bid. The Engineer will prepare responses to those questions in consultation with the County's Project Manager and forward them to Purchasing. Purchasing will issue all addenda.
- 2.4 Bid Opening and Evaluation
 - 2.4.A. The County will tabulate the bids for the project, and the Engineer will review the bid packages from each bidder and contact references for the apparent low bidder. The Engineer will summarize the findings of the bid evaluation and make recommendation of award/reject in writing to the County's Project Manager.
- 2.5 Attend Pre-award Meeting
 - 2.5.A. Take meeting minutes and submit minutes to all attendees.

Task 3 Construction Engineering and Inspection Phase (CEI)

The Engineer shall provide the following services for the Northwest Area Regional Wastewater Treatment Facility during construction:

- 3.1 Prepare a scope of services for geotechnical work needed for the project. The County will contract directly with the geotechnical firm.

- 3.2 Attend pre-construction conference, take meeting minutes and submit minutes to all attendees.
- 3.3 Review and approve in consultation with the County Project Manager all shop drawings.
- 3.4 Conduct site visits to observe the construction to ensure the project is being completed in general conformance with the approved plans and specifications. Site visits will be based on 20 hours per week until completion of construction.
- 3.5 Conduct bi-weekly progress meetings with the contractor and owner.
- 3.6 Review and approve contractor pay requests before submittal to the County's Project Manager.
- 3.7 Review change order requests, make a recommendation to the County's Project Manager for acceptance.
- 3.8 Attend substantial and final completion inspections.
- 3.9 Prepare "as-built" drawings for each project. Provide one set of "as-built" reproducible and AutoCAD files to the County.
- 3.10 Prepare FDEP Certificate of Completion of Construction and submit to FDEP for approval.
- 3.11 Prepare close out documents. The CONTRACTOR shall submit with his request for final payment sworn statements on the Owner's form from himself and each subcontractor, Material or Labor who has filed a "Notice to Owner" that all bills for labor, materials, and subcontractor's work on the project have been paid for in full.

As part of this project, the consultant will be required to e-mail written progress reports every week on Fridays during the design phase. Reports will be required before progress payments will be processed. The consultant will be required to have the project 100% designed within 120 working days from the Notice to Proceed (NTP). A proposed project schedule is required and must be submitted with the engineer's scope of services and man-hour/fee proposal.

EXHIBIT "B"

WORK ORDER
FOR
ENGINEERING SERVICES AGREEMENT (PS-5136-03/BJC)
NORTHWEST REGIONAL WASTEWATER TREATMENT FACILITY SLUDGE HANDLING

WORK ORDER NO.: SAMPLE
PURCHASE ORDER NO.: _____ (For billing purposes only, to be assigned by COUNTY after execution.)
PROJECT:
COUNTY: SEMINOLE COUNTY, a political subdivision of the State of Florida.
ENGINEER: BASKERVILLE-DONOVAN, INC.
ENGINEER'S ADDRESS: 8255 North Wickham Road
Melbourne, Florida 32840

Execution of the Work Order by COUNTY shall serve as authorization for the ENGINEER to provide for the above project, professional services as set out in the Scope of Services attached as Exhibit "A," to that certain Agreement of _____ between the COUNTY and the ENGINEER and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS:

- [] DRAWINGS/PLANS/SPECIFICATIONS
- [] SCOPE OF SERVICES
- [] SPECIAL CONDITIONS
- [] _____

The ENGINEER shall provide said services pursuant to this Work Order, its attachments and the above-referenced Agreement which is incorporated herein by reference as if it had been set out in its entirety. Whenever the Work Order conflicts with said Agreement, the Agreement shall prevail.

TERM: This Work Order shall terminate upon completion of the Scope of Services or _____ from the date of execution,

whichever comes first.

METHOD OF COMPENSATION:

(a) This Work Order is issued on a:

- FIXED FEE BASIS
- TIME BASIS METHOD WITH A NOT-TO-EXCEED AMOUNT
- TIME BASIS METHOD WITH A LIMITATION OF FUNDS AMOUNT

(b) If the compensation is based on a "Fixed Fee Basis," then the ENGINEER shall perform all work required by this Work Order for the sum of _____ DOLLARS (\$_____). In no event shall the ENGINEER be paid more than the Fixed Fee Amount.

(c) If the compensation is based on a "Time Basis Method" with a Not-to-Exceed Amount, then the ENGINEER shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$_____). The ENGINEER's compensation shall be based on the actual work required by this Work Order.

(d) If the compensation is based on a "Time Basis Method" with a Limitation of Funds Amount, then the ENGINEER is not authorized to exceed the Limitation of Funds amount of _____ DOLLARS (\$_____) without prior written approval of the COUNTY. Such approval, if given by the COUNTY, shall indicate a new Limitation of Funds amount. The ENGINEER shall advise the COUNTY whenever the ENGINEER has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the Limitation of Funds amount. The COUNTY shall compensate the ENGINEER for the actual work performed under this Work Order.

Payment to the ENGINEER shall be made by the COUNTY in strict accordance with the payment terms of the above-referenced Agreement.

It is expressly understood by the ENGINEER that this Work Order, until executed by the COUNTY, does not authorize the performance of any services by the ENGINEER and that the COUNTY, prior to its execution of

the Work Order, reserves the right to authorize a party other than the ENGINEER to perform the services called for under this Work Order if it is determined that to do so is in the best interest of the COUNTY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this ____ day of _____, 20____, for the purposes stated herein.

ATTEST:

BASKERVILLE-DONOVAN, INC.

, Secretary

By: _____
, President

(CORPORATE SEAL)

Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
DARYL G. MCLAIN, Chairman

Date: _____

For use and reliance
of Seminole County only.
Approved as to form and
legal sufficiency.

As authorized for execution by
the Board of County Commissioners
at their _____, 20____
regular meeting.

County Attorney

EXHIBIT C
RATE SCHEDULE