DATE: July 23, 2018

TO: Steve Sanders

FROM: Sally M. Abrams, D.C.

SUBJECT: June 20th, BOCC Meeting Approved Agenda Item

Attached is an electronic copy of the executed agenda item listed below for your handling.

_D6_ Board granted approval and authorized execution of a Task Order with s for a Facilities Condition Assessment, Construction Documents, and Construction Services to document and repair damage caused by Hurricane Irma to the Marathon Tax Collector’s Office in the amount of $64,561.00 for Phase 1 & 2.

Please contact me at extension 3550 with any questions.

cc: CAY
Finance
File
TASK ORDER
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
BETWEEN MONROE COUNTY
AND
AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE, INC.
N/K/A WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.
FOR
FACILITIES CONDITION ASSESSMENT & REPAIRS-MONROE COUNTY TAX COLLECTOR'S OFFICE
POST HURRICANE IRMA

In accordance with the Consultant Agreement for Professional Architectural and Engineering Services ("Professional Services Agreement"), made and entered on March 18, 2015, and as amended on January 18, 2017, and April 19, 2018, between MONROE COUNTY, hereinafter referred to as the "County", and AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE, INC., N/K/A WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC., hereinafter referred to as "Consultant", wherein professional services are allowed if construction costs do not exceed $2,000,000.00, or for study activity if the fee for professional services for each individual study under the contract does not exceed $200,000.00.

All terms and conditions of the Professional Services Agreement apply to this Task Order, unless the Task Order modifies an Article of the Agreement of which will be specifically referenced in this Task Order and the modification shall be precisely described. These additions apply only to the project referenced in this Task Order.

This Task Order is effective on the 20 day of June, 2018.

A portion of the building located at 3101 Overseas Highway, Marathon, Florida 33050, which houses the Monroe County Tax Collector's office has suffered damage due to Hurricane Irma on September 10, 2017. County staff requests an assessment condition report to document the existing damage, and provide design through construction administration services for the necessary repairs and modifications. County also requests an Evaluation Report to determine if a flood-mitigation structure will benefit the Tax Collector building in the event of another hurricane.

In accordance with Article II, Scope of Basic Services, of the Professional Services Agreement, the Consultant shall provide the following:

**SCOPE OF WORK – PHASE I**

1. Site Visit - Consultant has conducted a preliminary site visit of the property. An additional site visit would be necessary to take necessary measurements and document the specific areas of concern. Observations will be made from grade. No material sampling is predicted to be taken at the time of site visit.
2. **Construction Documents** - Consultant will produce a set of construction documents and specifications for the repair of the affected area. Construction drawings will be prepared in AutoCAD format, delivered thru electronic format in PDF and will provide five (5) sets in 24"x36". Also, a preliminary cost estimate of the proposed repair will be included.

3. **Permitting support** - Consultant will prepare and submit the building permit application to the local municipality having jurisdiction on behalf of the client. The County will be responsible for providing all permit application fees. Response to agency reviews will be limited to clarification of the previously submitted material and excludes additional engineering or analysis. The fees include up to two (2) meetings with the building department. Permitting and review of additional agencies is not anticipated. If required, additional agency reviews will be covered under a separate proposal.

4. **Bidding Services** - Consultant will address request for additional information (RFI's) during the bid process, as well as review the construction bids for reasonableness and provide a recommendation to award based on the lowest bidder being qualified, responsive, and the price being competitive in the market. Consultant will attend one (1) pre-bid meeting.

5. **Construction Administration** - Consultant will provide written responses to Requests for Information (RFI's) submitted by the selected contractor and will also review submittals related to the disciplines included under this proposal. During the construction phase, Consultant will perform one (1) field visit. Consultant will submit a field visit report, including description of the field work observed at the time, identification of issues and/or concerns, and photo documentation of the work completed.

6. **Geotechnical Exploration** - Consultant proposes to perform one (1) Standard Penetration Test (SPT) borings located along the west perimeter of the existing building due to the access constraints along the area facing the channel. The SPT borings will be performed to maximum depths of 25 feet below the existing ground surface, with continuous sampling to 15 feet below existing grade and then 5-foot intervals from 15 feet to 25 feet below existing grade, in general accordance with ASTM D 1586; Consultant will use a 24" sampling device for each SPT sample. Based on site reconnaissance, the SPT boring locations are currently accessible to a truck-mounted drill rig equipment. Upon completion, the SPT test boreholes will be backfilled with a mixture of Portland cement and bentonite grout.

In accordance with Article IV of the Professional Services Agreement, the County shall provide existing record drawings of the building.
SCOPE OF SERVICES – PHASE II

1. Consultant will investigate the possibility of mitigating future, similar hurricane damage to the building with a flood-mitigation structure; and if warranted, design the structure. Some hurricane damage cannot be mitigated with structures.

2. Consultant will conduct a site visit to take necessary measurements and images, and document the specific areas of concern. Observations will be made from grade. No material sampling is predicted to be taken at the time of the site visit.

3. Consultant will collect information to determine whether a flood-hazard mitigation structure will likely mitigate similar, future damage to the building, due to hurricanes. Consultant will collect and synthesize relevant data from Monroe County, the City of Marathon, the U.S. Geological Survey, the U.S. Army Corps of Engineers, the Federal Emergency Management Agency, the National Oceanic and Atmospheric Administration, the South Florida Water Management District, and the State of Florida. Consultant will use the synthesis to determine whether a structure can mitigate similar damage, and if so, what type of structure. Consultant will describe its synthesis in a letter report. If Consultant determines that a flood-mitigation structure cannot mitigate similar damage, consultant will explain this determination in the letter report. If Consultant determines that a flood-mitigation structure can mitigate similar damage, they will describe the structure – conceptually – in the Phase II letter report, and estimate the construction cost.

4. If Consultant determines in Phase II that a flood-mitigation of the existing structure is necessary and possible, a new proposal for the proposed remediation and design will be given. Proposal will include remediation, design, structural plans, assistance with permit applications, assistance in selection of a construction contractor, oversee construction, and will create as-built construction documents that describe the constructed structure.

5. The anticipated time frame for project execution for Phase II is four (4) weeks from a written Notice-to-Proceed, with key scheduling assumptions as follows:
   - Site visit within two (2) weeks of Notice to Proceed.
   - Phase II letter report: Six (6) weeks after Notice to Proceed.

COMPENSATION

In accordance with Article VII of the Professional Services Agreement, the County shall pay Consultant in current U.S. funds for the performance of the Task Order on a percentage complete basis billed once monthly as follows:
• Phase I Facility Repair not to exceed Forty Thousand One Hundred Fifty-Seven Dollars and 00/100 ($40,157.00).
• Phase I Geotechnical Exploration not to exceed Seven Thousand Five Hundred Fifty-Four and 00/100 Dollars ($7,554.00).
• Phase II Evaluation Report for flood-mitigation not to exceed Sixteen Thousand Eight Hundred Fifty Dollars and 00/100 ($16,850.00).

The total cost for Phase I and Phase II combined is Sixty Four Thousand Five Hundred Sixty-One Dollars and 00/100 ($64,561.00).

In accordance with Article 7.3.1 of the Professional Services Agreement, reimbursable expenses are not allowed as part of this Task Order.

ADDITIONAL SERVICES

In accordance with the Professional Services Agreement, Articles 3.1 and 7.4.1, any additional services shall be negotiated and agreed to in writing prior to commencement.

SCHEDULE

Consultant will begin work on this project two (2) weeks after receiving written contract authorization and background data required for Consultant to perform the work. Consultant has prepared a Preliminary Schedule outlining the major tasks of the proposed work.

The anticipated time frame for proposed facility repair project execution Phase I is eight (8) weeks from written Notice-to-Proceed with key scheduling assumptions as follows:

• Site visit within two (2) weeks of Notice to Proceed.
• Construction Drawings for Phase I-four (4) weeks
• Permitting support-four (4) weeks
• Bidding services-four (4) weeks
• Construction Administration-four (4) weeks
• Geotechnical Exploration-eight (8) weeks.

The anticipated time frame for proposed Evaluation Report for flood-mitigation Phase II is four (4) weeks from written Notice-to-Proceed with key scheduling assumptions as follows:

• Site visit within two (2) weeks of Notice to Proceed.
• Phase II letter report: 6 weeks after Notice to Proceed.

All other terms and conditions of the Task Order shall be in accordance with the Professional Services Agreement dated March 18, 2015, and as amended on January 18, 2017, and April 19, 2018.
IN WITNESS WHEREOF, each party has caused this Task Order to be executed by its duly authorized representative on the day and year first above written.

(SEAL)
Attest: KEVIN MADOK, Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By: Mayor/Chairman

CONSULTANT:
AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE, INC., N/K/A WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.

By: Ricardo Fraxedas

Witnesses to Consultant:

AUGUSTO PORTERVIC 7/16/18
Print Name Date

Title: Associate Structural

MAGGIE PHOENIX-KANASKIS
Notary Public - State of Florida
My Comm. Expires Mar 20, 2019
Commission # FF 179176
Bonded through National Notary Assn.

MONROE COUNTY ATTORNEY'S OFFICE
APPROVED AS TO FORM

PATRICIA EABLES
ASSISTANT COUNTY ATTORNEY
DATE: 7-18-18

FILED FOR RECORD
2018 JUL 23 PM 4:41
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Southwest, Inc.
Houston TX Office
1521 San Felipe
Suite 1500
Houston TX 77056 USA

INSURED
Wood Group USA, Inc.
Fka Amec Foster Wheeler
17325 Park ROW
Houston TX 77084 USA

INSURER(S) AFFORDING COVERAGE

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Architectural/Engineering Services for County is included as an additional insured in accordance with the policy provisions of the General Liability and Automobile Liability policies as required by written contract. SEE ATTACHED ADDENDUM FOR ADDITIONAL NAMED INSURED AMEC COMPANIES.

CERTIFICATE HOLDER

Monroe County
1100 Sington St., Room 216
Key west FL 33040 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Southwest, Inc.

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**ADDITIONAL REMARKS SCHEDULE**

**AGENCY**
Aon Risk Services Southwest, Inc.

**NAMED INSURED**
Wood Group USA, Inc.

**POLICY NUMBER**
See Certificate Number: 570072104192

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**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM, FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**INSURER(S) AFFORDING COVERAGE**

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**ADDITIONAL POLICIES**

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

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ADDITIONAL REMARKS SCHEDULE

AGENCY CUSTOMER ID: 5017787
LOCAL #:

ACORD

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insured & FKA

Named Insureds:
Amec Foster Wheeler
Amec Foster Wheeler E&P, Inc.
AGRA Pipeline Professionals, Inc.
AMEC AES
AMEC Civil, LLC
AMEC Construction Management, Inc.
AMEC E&P, Inc.
Amec Foster Wheeler AES Inc. (formerly AMEC AES, Inc.)
AMEC E&P, INC.
AMEC Earth and Environmental, Inc.
AMEC Engineering and Consulting of Michigan, Inc.
AMEC Environment & Infrastructure, Inc.
Amec Foster Wheeler USA Corporation
Amec Foster Wheeler Programs Inc.
Amec Foster Wheeler Constructors, Inc.
Amec Foster Wheeler E&P Services, Inc. (formerly AMEC E&P Services, Inc.)
Amec Foster Wheeler E&P, Inc.
Amec Foster Wheeler Industrial Power Company, Inc.
AMEC Massachusetts, Inc.
Amec Foster Wheeler Martinez Inc.
Amec Foster Wheeler North America Corp
Amec Foster Wheeler Ventures, Inc. (formerly National Ventures, Inc.)
AMEC NUC USA, INC.
AMEC Nuclear USA Inc.
AMEC Offshore, Inc.
Amec Foster Wheeler Oil and Gas, Inc. (formerly AMEC Oil & Gas, Inc.)
AMEC Paragon Inc.
AMEC PLC
AMEC Technologies, Inc.
Amec Foster Wheeler USA Corporation
AMEC USA Holding, Inc.
Foster Wheeler Intercontinental Corporation
OEST Associates, Inc.
Amec Foster Wheeler Kamtech, Inc. (formerly AMEC Kamtech, Inc.)
MACTEC Engineering and Consulting, P.C.
North American Shared Services (NASS)
QED International LLC
Rider Hunt International USA, Inc.
Terra Nova Technologies, Inc. (TNT)
Oil & Gas US, Central & South America

Wood Group USA, Inc.
Wood Group Alaska, Inc.
Wood Group PSN, Inc.
Altabue, Inc.
Cape Software, Inc.
BMA Solutions, Inc.
Global Performance, LLC
John Wood Group PLC
R&G (Repair & Overhauls) USA, Inc.
SburstEnergy, Inc.
Ingenious, Inc.
Mustang Process and Industrial
Mustang International, LP
Mitchell's Oil Field Services, Inc.
C.E.C. Controls Company, Inc.
Wood Environment & Infrastructure Solutions Inc.
Wood E&P, Inc.
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**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25  FORM TITLE: Certificate of Liability Insurance

Additional Named Insured & FKA

Formerly Known As:
AMEC Foster Wheeler Environment & Infrastructure, Inc. (formerly AMEC Environment & Infrastructure, Inc.)
Wood Group Mustang, Inc.
Wood Group Kenny, Inc.
Wood Group Management Services, Inc.
ODL, Inc.
Wood Group Production and Consulting Services, Inc.
Wood Group PSN Commissioning Services, Inc.
Wood Group PSN Lease Maintenance & Construction, LLC
DSI Deepwater Specialists, Inc.
Caliber Services, LP
Infinity Construction Services, LP
Infinity Maintenance Services, LP
United Electrical & Instrumentation, Ltd.
Brazos M&E, Ltd.
Elkhorn Holdings, Inc.
Elkhorn Construction, Inc.
Elkhorn Pipeline Services
HOAD
ProSafe
Dynamic Services