

City of Dunnellon
Agenda Summary Form

Meeting Date: May 9, 2022

1. Responsible Department: Roads & Streets
2. Presenter: Troy Slattery, Public Works Manager
3. Recommended Action: Authorize the Mayor to sign Kimley Horn IPO No. 102 Agreement #AGR2022-18 Stormwater Needs Analysis – Not to exceed \$8,000

Subject: Kimley-Horn IPO #102 for Stormwater Needs Analysis

Request for Approval Summary Explanation & Background:

The Florida Legislature recently enacted Section 403.9302 of the Florida Statutes which requires the City to develop a 20-year stormwater needs analysis that covers the City's stormwater management system. This analysis and the reports need to be submitted to the County by June 30, 2022. The City has requested that Kimley-Horn utilize the state provided stormwater needs analysis template and develop the required analysis and report to meet the state requirements. Staff will be working in conjunction with Kimley-Horn to ensure costs are kept at a minimum.

Procurement Method: Contracted City Engineer

Fiscal Information: FY21/22 Roads & Streets Operation Funds – May require a Budget Amendment Later in the FY

Department Head Approval: Troy Slattery

Attorney Review: N/A

INDIVIDUAL PROJECT ORDER NUMBER 16

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Engineer” or “Kimley-Horn”), and The City of Dunnellon (the “City”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

Identification of Project:

Project: Stormwater Needs Analysis

Client: City of Dunnellon

Project Understanding:

The Florida Legislature has recently enacted Section 403.9302 for the Florida Statutes which requires the City to develop and submit a 20-year needs analysis that covers the City’s stormwater management system. This analysis and the reports need to be submitted to the County by June 30, 2022. The City has requested that Kimley-Horn utilize the state provided stormwater needs analysis template and develop the required analysis and report to meet the state requirements. In support of this request, we have prepared the following scope of services.

SCOPE OF SERVICES**Task 1 – Data Collection, Data Evaluation, and 20-Year Needs Based Analysis**

- A. Kimley-Horn will prepare for and attend a project kick off meeting with City Staff. Project objectives, schedule, communication methods, and base information will be discussed.
- B. Kimley-Horn will review and download the available stormwater related data from the Southwest Florida Water Management District (SWFWMD) and the Florida Department of Environmental Protection (FDEP).
- C. Kimley-Horn will meet with the City and collaboratively review the needs analysis data requirements against the City’s available data, the available data downloaded from SWFWMD and FDEP, and the current operation and maintenance protocols the City implements. The result of this meeting will be to populate the state provided template and complete a draft analysis. The information that will be needed for the meeting will generally consist of the following:
 - 1) Planned project timelines and costs
 - 2) Identified areas of improvements
 - 3) Stormwater infrastructure information in GIS format
 - 4) Description of the stormwater management system
 - 5) Current Stormwater Program Activities
 - 6) Any prior stormwater master plans or asset management information
- D. Kimley-Horn will utilize the state provided template for local governments for performing a stormwater needs analysis pursuant to Section 403.9302, Florida Statutes.
- E. Kimley-Horn will complete the template with the assistance of City staff during the project meeting identified above
- F. Kimley-Horn will coordinate with the State of Florida office of Economic and Demographic Research which is responsible for collecting and evaluating the required needs-based analysis.
- G. Kimley-Horn will provide one draft digital copy of the completed report for review and comment.

H. Kimley-Horn will address relevant City comments and provide a final draft to the City for submission to the County prior to the June 30, 2022 deadline

ADDITIONAL SERVICES

Services requested that are not specifically included will be provided under a new and separate IPO agreement or can be performed on an hourly basis upon written authorization.

SCHEDULE

Kimley-Horn will begin services upon receipt of an executed IPO. This authorization can be in the form of an email from the City Engineer. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

FEE AND EXPENSE


Kimley-Horn will complete the above scope of services for an amount not to exceed \$8,000, inclusive of office overhead expenses. Invoicing will be based on the hourly rates included in Exhibit A. Services provided under this will be invoiced monthly. All invoices will include a description of services provided. Approval from the City shall be required for all invoiced travel expenses and meetings.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Alan Garri, P.E.

TITLE: _____

TITLE: Project Manager

DATE: _____

DATE: May 5, 2022

Exhibit A – Hourly Labor Rate Schedule

Classification	Rate
Analyst	\$130 - \$175
Professional	\$175 - \$230
Senior Professional I	\$220 - \$310
Senior Professional II	\$290 - \$340
Senior Technical Support	\$135 - \$200
Support Staff	\$95 - \$125
Technical Support	\$110 - \$135

Effective through June 30, 2022

Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract