

City of Palm Coast, Florida Agenda Item

Agenda Date: October 6, 2026

Agenda Item:
G.4

Department UTILITY Division PROJECT ENGINEERING AND CONSTRUCTION	Amount \$206,220.00 Org/Account # 54029082-063030-82026
Subject: RESOLUTION 2026-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR THE CONVERSION OF LIFT STATION AU-5 AND AO-3 FROM EDUCTOR TO SUBMERSIBLE LIFT STATION	
Presenter: Brian Roche, Director of Utility	
Attachments: 1. Resolution 2. Proposal	
Background: Council Priority: D. Sustainable Environment and Infrastructure The City of Palm Coast Utility Department is initiating a project to convert two existing wastewater eductor lift stations, AU-5 on Courtney Place and AO-3 on Cooper Lane, to modern submersible pump stations. Both facilities have reached the end of their useful service life, resulting in increased maintenance requirements, reduced operational efficiency, and higher operating costs. Continued investment in the aging eductor systems is no longer considered cost-effective. Converting these facilities to submersible pump stations will improve system reliability, reduce maintenance and energy costs, simplify operations for Utility staff, and enhance the long-term performance of the City's wastewater collection system. The project supports the City's commitment to maintaining critical infrastructure and providing reliable utility services. Staff negotiated a unit price, not-to-exceed Work Order with McKim & Creed, Inc. in the amount of \$206,220 to provide professional engineering services, including project management, surveying, engineering design, preparation of construction documents, permitting through the Florida Department of Environmental Protection (FDEP), bidding assistance, construction administration, record drawings, and project certification. Final design documents are anticipated within approximately six months following issuance of the Notice to Proceed, with bidding and construction support to follow.	

Funding for this work is included in the Utility Department's adopted Capital Improvement Program. Staff recommends approval of the Work Order with McKim & Creed, Inc. in the amount of \$206,220 to provide professional engineering services necessary to design, permit, bid, and provide construction administration for the conversion of Lift Stations AU-5 and AO-3 from eductor to submersible pump stations.

Funds for this project are budgeted in the Utility's 5-year Capital Improvement Plan.

Source of Funds Worksheet

Original Budget: \$775,000.00

Total Expended/Encumbered to Date:0.00

Pending Work Orders.Contracts: \$0.00

Current (WO/Contract): \$206,220.00

Balance: \$568,780.00

Recommended Action:

ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR THE CONVERSION OF LIFT STATION AU-5 AND AO-3 FROM EDUCTOR TO SUBMERSIBLE LIFT STATION

RESOLUTION 2026-____
CONVERSION OF LIFT STATIONS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF A WORK ORDER WITH MCKIM & CREED, INC., IN THE AMOUNT NOT TO EXCEED \$206,220 FOR THE CONVERSION OF LIFT STATIONS AU-5 AND AO-3; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE WORK ORDER; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Palm Coast desires to approve a work order for the conversion of lift stations AU-5 and AO-3; and

WHEREAS, McKim & Creed, Inc., desire to develop design plans, permitting, and constructions services for conversion of the facilities from eductor to submersible type lift stations for the City of Palm Coast.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:

SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS. The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

SECTION 2. APPROVAL OF THE WORK ORDER. The City Council of the City of Palm Coast hereby approves the terms and conditions of the work order with McKim & Creed, Inc., and incorporated herein by reference herein by reference as Exhibit “A.”

SECTION 3. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute any necessary documents.

SECTION 4. FUTURE AMENDMENTS. The City Manager, or designee is hereby authorized to approve any future amendment to Contract Agreements for changes totaling less than \$100,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute amendments

to the Contract Agreements on behalf of the City for any other changes that may be necessary.

SECTION 5. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 6. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 6th day of October 2026.

ATTEST:

CITY OF PALM COAST

KALEY COOK, CITY CLERK

MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" Work Order-McKim & Creed, Inc.



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Engineering Scope of Services for City of Palm Coast
Conversion of Lift Station AU-5 & AO-3 From Eductor to Submersible Lift Station

September 28, 2026

I. INTRODUCTION

The City of Palm Coast Utility Department (CITY) plans to make improvements to Eductor Station AU-5 located on Courtney Place, west of its intersection with Colbert Lane and AO-3, located on Cooper Lane. The CITY has decided to convert the eductor stations to a single pump submersible-type grinder pump station. With this approach, the pump will be placed in the manhole in the street, while the control panel will be installed in the vicinity of the buried blower vault. The discharge line is to be placed in the same manhole as the pump, with the discharge being placed in the higher invert elevation of the outgoing gravity sewer main.

II. OBJECTIVE

The objective of this proposal is for McKim & Creed, Inc. (CONSULTANT) to develop design plans, permitting, bidding and construction services for conversion of the facilities from eductor to a submersible-type lift station.

The CONSULTANT shall coordinate all work activities through the following CITY staff:

Danny Ashburn – Utility Systems Manager (WW Projects)
Brandon Mahadeo – Assistant Utility Manager Wastewater Pumping

Key CONSULTANT personnel assigned to this project will include:

Charles Hill, PE	Project Manager
Scott Spooner	Technical Advisor
Laurel Smith, PE	Electrical Engineer
Omar Khan, PE	Quality Assurance

III. SCOPE OF WORK

The CONSULTANT shall develop design plans and provide permitting, bidding and construction services during construction for the conversion of Lift Station AU-5 and Lift Station AO-3 from Eductor to submersible-type grinder Lift Stations. A detailed listing of the Scope of Services is presented below.

Task 1: Project Kickoff and Data Collection

- CONSULTANT shall develop project documents that will include project setup, project schedule, hard and electronic filing systems, and conduct an internal kickoff meeting with the design team. Management of the project will also be included in this task.
- CONSULTANT shall conduct a Project Kickoff Meeting with the CITY staff to discuss the

overall project scope, approach, and schedule. CONSULTANT shall prepare the meeting agenda and a detailed schedule for the kickoff meeting. Key team members will be identified and procedures for communication and data collection will be established. Meeting minutes will be prepared by CONSULTANT and distributed to meeting attendees.

- CONSULTANT shall work with the CITY to coordinate gathering any existing drawings or other data that is pertinent to the design of the Project.

Task 2: Design Services

- CONSULTANT shall prepare a specific boundary, topographic and tree survey of Lift Station AU-5 and Lift Station AO-3.
- CONSULTANT shall prepare topographic survey of the streets for each station such that the scope of the MOT may be shown.
- CONSULTANT shall prepare site plan drawings showing the demolition of the educator lift stations and conversion to submersible-type grinder lift stations.
- CONSULTANT shall prepare Maintenance of Traffic (MOT) drawings for use during the construction phase of the project.
- CONSULTANT shall show the lining of the manholes, located in the street, with one of the City's approved special coating manufacturers.
- CONSULTANT shall include the removal of the top cone section of the manholes and replacement with a 4-foot riser section and an H-2O rated access hatch.
- CONSULTANT shall prepare/include City Detail Drawings.
- CONSULTANT shall prepare civil and mechanical drawings for the two lift stations.
- CONSULTANT shall prepare electrical and I&C drawings for the submersible-type lift stations.
- CONSULTANT shall prepare the Project Manual to incorporate the latest front-end documents and technical sections.
- CONSULTANT shall prepare 60%, 90% and 100% design drawings and will review the 60% and 90% Drawings with CITY staff. Comments and input from staff will be incorporated into the Contract Documents.
- CONSULTANT shall prepare an Engineer's Opinion of Probable Construction Cost for the project. This information shall be presented to CITY staff for review at the 60%, 90%, and 100% design review stages.
- CONSULTANT shall perform a QA/QC review of the Project by an individual not

associated with the project. Comments will be incorporated into the project Drawings and Manual prior to submission to the CITY.

- CONSULTANT shall provide electronic files of the Drawings and Project Manual to the CITY that is suitable for placement on the CITY'S website for bidders and suppliers.

Task 3: Prepare Permit Applications

- CONSULTANT shall prepare and submit a construction permit application to the Florida Department of Environmental Protection (FDEP). Response to one (1) Request for Additional Information (RAI) will be included in the proposal.
- All permit fees will be paid by the CITY.
- Task Nos. 1, 2 and 3 must be completed and submitted to the Utility Systems Manager (WW Projects) within 150 days of the issuance of Notice to Proceed or Purchase Order.

Task 4: Negotiation and Bidding Services

- CONSULTANT shall prepare and distribute the contract documents for the two (2) pump station upgrades and assist the CITY'S staff in bidding the construction of the Project.
- CONSULTANT shall schedule a pre-bid meeting to discuss the Project with prospective Contractors and answer questions they may have about the Project. CONSULTANT shall prepare and distribute any necessary clarifications or addenda during the bidding phase to all prospective bidders.
- CONSULTANT shall attend the bid opening, review and evaluate the bids for this Project, prepare a Bid Tabulation, and provide a Letter of Recommendation of Award.

Task 5: Post Design Construction Services

- CONSULTANT shall advise and consult with the CITY on post design and construction activities. CONSULTANT will act as the CITY's representative as provided in the General Conditions of the Contract Documents concerning construction administrative matters as hereinafter described.
- For the purposes of this Scope of Services, it is assumed construction phase services will occur over a period of 180 (one hundred eighty) days, or 150 (one hundred fifty) days from the date of the Notice to Proceed to Substantial Completion and 30 days from Substantial Completion to Final Completion, in accordance with the proposed construction contract between the CITY and the Contractor.
- CONSULTANT shall attend and represent the CITY at preconstruction, progress, and Project closeout meetings with the Contractor, surveyors, layout personnel and construction quality control testing personnel. CONSULTANT will also review and monitor Contractor's construction schedule and advise the CITY of any anticipated Project delays and/or early completion indicated through such review and through construction progress observation.

- CONSULTANT shall check and review shop drawings, catalog data, diagrams, illustrations, schedules, samples, test and inspection results and other data the Contractor is required to submit, but only to conformance with the overall design concept of the Project and compliance with the Plans, Specifications, and other Contract Documents.
- CONSULTANT shall provide three (3) signed and sealed sets of plans and one (1) electronic copy to the Contractor for submittal to the CITY's Building Department. CONSULTANT will not be required to submit utilization plans direct to the City Engineering Department.
- CONSULTANT may, as the CITY's representative, require special inspection or testing of the work (whether or not fabricated, installed or completed). CONSULTANT shall act as interpreter of the terms and conditions of the Contract Documents and judge of the performance hereunder by the CITY and the Contractor and make decisions on all claims of the CITY and the Contractor relating to the execution and progress of the Work and all other matters and questions related thereto; however, CONSULTANT shall not be liable for the results of any such interpretations or decisions rendered by CONSULTANT in good faith.
- Based on CONSULTANT's on-site observations as an experienced and qualified design professional and review of the Contractor's applications for payment, supporting data, and information received from the CITY, CONSULTANT shall determine the amounts owing to the Contractor and recommend approval in writing of payments to the Contractor in such amounts. Such recommendations shall constitute representations to the CITY, that are expressions of CONSULTANT's opinion, based on such observations and review, that the Work has substantially progressed to the point indicated and that, to the best of CONSULTANT's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning Project) upon Substantial Completion and to the results of any subsequent tests called for in the Contract Documents.
- CONSULTANT shall make periodic visits to the Work site to observe the progress and report to the CITY as to the amount of Work completed, the overall quality of executed Work, and observed impediments to the successful contract completion. CONSULTANT shall not be required to make exhaustive or continuous on-site observations as to the quality or quantity of completed Work; CONSULTANT shall not be responsible for the construction means, methods, techniques, sequences, or procedures or the safety precautions incidental thereto. CONSULTANT's efforts will be directed toward providing assurance to the CITY that the completed project will substantially conform to the contract, plans, and specifications, but CONSULTANT shall not be responsible for the Contractor's failure to perform the construction work in accordance with said documents. Based on on-site observation as an experienced and qualified design professional, CONSULTANT will keep the CITY informed as to the progress of the Work, will endeavor to guard the CITY against defects and discrepancies and shall coordinate with the CITY and the Contractor as to disapproving or rejecting Work which fails to meet the project plans, specifications or other Contract Documents.

- CONSULTANT shall not provide a record of the Contractor's activities throughout the construction, nor notations on the nature and cost of any extra work or changes ordered during construction. CONSULTANT is not responsible for the performance of the construction contract by the Contractor. In order to maintain a complete record of activities and changes, CONSULTANT shall rely on the CITY to provide information based on inspections conducted by the CITY.
- CONSULTANT shall, in conjunction with other CITY representatives, conduct punch list and final observations of the in-place work to determine if the Work is completed substantially in accordance with the plans, specifications and other Contract Documents. These observations shall form the basis for CONSULTANT's review and recommendation for payment on the Contractor's final pay request.
- CONSULTANT shall review Contractor provided record drawings/surveys and other as-built data for installed facilities and bring any apparent discrepancies between the as-built conditions and the design conditions to the attention of the CITY. CONSULTANT shall coordinate with the Contractor regarding provision of the construction record drawings prior to final on-site inspections and punch list preparation. CONSULTANT shall furnish to the CITY three (3) sets of finalized As-Built Drawings and one electronic copy (AutoCAD format) of the As-Built Drawings showing those changes made during the construction based on the data noted above. CONSULTANT will prepare statements of completion (qualified if necessary) certifying completion of the Work, and submit statements in accordance with the Contract Documents, regulatory agencies, and CITY requirements.
- CONSULTANT shall provide certification of the project to FDEP.
- CONSULTANT shall not be responsible for the acts or omissions of the Contractor or any of the Contractor's Sub-Contractors, Agents, Employees, or other persons performing any of the Work under the construction contract, or of others.
- CONSULTANT, through its survey subconsultant, shall establish construction control points on the drawings for the Contractor's use during construction. CONSULTANT is not responsible for laying out the Contractor's work.
- This proposal includes subconsultant services for surveying. CONSULTANT shall coordinate with all the subconsultants during construction.
- No other subconsultant services are included.

IV. FEES AND BILLING

The proposed not-to-exceed fee has been calculated utilizing rates as approved in the base contract between CONSULTANT and the City of Palm Coast. Expenses for sub-consultants, reproduction printing, and all other related charges have been estimated and are included in the actual cost, not-to-exceed fee. CONSULTANT shall invoice the CITY based on actual time and expenses and the total amount invoiced to the CITY shall not exceed \$ 206,220.00 in accordance with the agreed upon fee schedule.