

## TASK ORDER NO. 1

### SCOPE OF SERVICES AND FEE PROPOSAL

#### FLEET MAINTENANCE AND WAREHOUSE FACILITY - FINAL DESIGN AND CONSTRUCTION PHASE SERVICES

##### CITY OF NEW PORT RICHEY

### I. PROJECT SCOPE

#### Description:

The City of New Port Richey (CITY) has hired Hennessy Construction Services to oversee the construction of the new Fleet Maintenance and Warehouse Facility improvements at their existing City-owned maintenance facility. The construction cost to build the originally designed facility is beyond the CITY's available budget and the CITY had the design architect provide revised Schematic Design level drawings that reduced the building size, materials, detailing, and site stormwater layout to reduce the project cost. The CITY has requested Stroud Engineering Consultants, Inc. (ENGINEER) assist the CITY with the preparation of final design documents based on the accepted Schematic Design drawings.

To accomplish the final design for the Fleet Maintenance facility, the ENGINEER will provide authorized professional services to the CITY for the design, permitting assistance, and construction phase services. The ENGINEER has coordinated with the subconsultants that provided architectural, structural, mechanical, electrical, landscape, and fire suppression design services. The subconsultant services to complete the final design work and construction phase services are included in this Task Order. The subconsultants included in this Task Order are the following:

- Christie & Christie, Inc. – Architect of Record
- Structures One – Structural Engineer
- W-T Engineering Group – Mechanical, Electrical, Plumbing, and Fire Protection

Mr. Brent Heath, P.E. will serve as the ENGINEER's project manager on this task order for the duration of the scope of services. The ENGINEER will provide project management as part of this task order, which shall include: continuous management and coordination of the overall project; preparation of miscellaneous correspondence; coordination of subconsultant services; necessary scheduling of design and construction activities; and attendance at monthly project meetings (as requested) with the CITY. The progress of the project will be discussed with the CITY's designated project manager during each regular monthly project status meeting at the Public Works Building and/or the scheduled on-site construction meetings, and as necessary throughout the remaining life of the project. A written summary of the project status and completed tasks will be provided with each invoice submitted by the ENGINEER.

Based on the above background discussion, the following specific tasks and services are anticipated for this project, and are included in this Scope of Services:

#### 1.0 FINAL DESIGN

The ENGINEER will prepare detailed construction documents based on the revised Schematic Design drawings that were produced for CITY review and acceptance. The ENGINEER will prepare final design drawings to include detailed floor, ceiling and roof plans, typical wall sections and details, elevations, and site plans. The drawings will be furnished as electronic .pdf files to the CITY for review. The final documents will be suitable for establishing a construction

contract for the project while being in sufficient detail to permit construction by the contractor. The ENGINEER's final design scope will include the following:

- Prepare and submit construction drawings at designated project completion milestones (95% and final) for review, comment, and approval by the CITY.
- Prepare technical specifications for the final design documents.
- Attend design review meetings at the specified design intervals with the CITY.

## 2.0 PERMIT ASSISTANCE

The ENGINEER will provide engineering services to prepare construction plans for submission to the CITY's building department. We will monitor this review process and respond to questions by the building department.

## 3.0 SERVICES DURING CONSTRUCTION

**3.1 Work Recommendations:** The ENGINEER will communicate with the CITY and contractor throughout the construction phase and respond to any construction or design issues that are conveyed by either party. The ENGINEER will interpret the plans and specifications for the contractor and assist with resolution of construction difficulties encountered. If warranted, the ENGINEER will modify the design drawings to illustrate the required additional changes so that the project can be successfully completed.

**3.2 Shop Drawing Reviews:** In accordance with the Contract Documents, the contractor will be required to provide utilities-related equipment/material submittals to the ENGINEER and obtain approvals prior to installing the materials. The ENGINEER will review these submittals per the contract and return them to the CITY and contractor for subsequent processing.

**3.3 Construction Observation/Field Services:** It is anticipated that the construction is to be started in February 2024 and that the construction duration will be twelve (12) months. The ENGINEER will conduct periodic site visits to observe the work in progress, especially during periods of major construction, and consult with the CITY's inspector to monitor conformance with the contract documents. An average field observation time of 4 hours per week has been estimated by the ENGINEER throughout the construction phase. It is anticipated that on-site observation of the work in progress will be conducted with assistance from the CITY's inspections staff at intervals necessitated by the contractor's schedule, capabilities and effectiveness, and as required to provide final regulatory certification. The ENGINEER will assist the CITY with operational questions associated with acceptance of the completed project.

**3.4 Project Closeout:** In order to properly close out the project, it is anticipated that the ENGINEER will be required to submit a Certificate of Substantial Completion. This Certificate will fix the date when the entire work is considered substantially complete and ready for its intended use. It will identify significant items that need to be addressed or corrected before final payment can be recommended. Upon resolution and completion of the items mentioned in the Certificate and submittal of all contractual documents by the contractor, the ENGINEER will prepare and submit final Change Order to adjust the Contract amounts to the completed quantities and submit a Recommendation of Final Payment to the CITY.

**II. DELIVERABLES**

This Scope of Services is to include the following deliverables:

- Electronic .pdf files of the final design drawings.
- Electronic AutoCAD files of the final design drawings.
- Electronic .pdf files of the final specifications.
- Certificate of Substantial Completion.
- Recommendation for Final Payment and Final Change Order.

**III. ASSUMPTIONS**

This Task Order is based upon the following assumptions:

1. The Final Design work will use the CITY approved Schematic Design drawings issued by Williams Architects (Dated 8/23/23) as the basis of design.
2. Survey work is not included in this Task Order.
3. Assistance with the Geotechnical Investigation and injection grouting work are not included in this Task Order.
4. The CITY will provide all design drawings in CAD (original design and new schematic design) for the ENGINEER’S use, in order to begin the final design work.
5. Project completion survey and As-Builts/Record Drawings will be provided by Hennessy Construction Services.

**IV. ENGINEER’S COMPENSATION**

For Tasks 1 - 3 described above, the CITY will compensate the ENGINEER on a fixed-fee basis. Compensation to the ENGINEER for the services included in the above tasks shall not exceed the following:

1.	FINAL DESIGN	\$ 87,100.00
2.	PERMITTING ASSISTANCE	\$ 4,800.00
3.	SERVICES DURING CONSTRUCTION	\$ 63,300.00
	TOTAL AUTHORIZATION	\$155,200.00

**V. ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE**

If required by the ENGINEER and authorized by the CITY, additional services related to this Task Order shall be provided by the ENGINEER for additional professional fees negotiated with and agreed to by the CITY.

## VI. PROJECT SCHEDULE

The ENGINEER will begin the activities described herein within two weeks of receiving written notice to proceed. The estimated project schedule is outlined as follows:

<u>Task</u>	<u>Weeks to Complete After Notice to Proceed Issued</u>
95% Design	12
CITY Review	14
Final Design	18
Permitting	24
Construction Phase	76


TASK ORDER NO. 1

FLEET MAINTENANCE AND WAREHOUSE FACILITY - FINAL DESIGN  
AND CONSTRUCTION PHASE SERVICES

Stroud Engineering Consultants, Inc.

- A. SCOPE OF SERVICES - The City of New Port Richey hereby authorizes the firm of Stroud Engineering Consultants, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 1, SCOPE OF SERVICES AND FEE PROPOSAL.
- B. TIME OF COMPLETION - Work under this Authorization will begin upon Notice to Proceed from the City and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 1, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. KEY PERSONNEL – Stroud Engineering Consultants, Inc. shall appoint a single representative with whom the City of New Port Richey shall coordinate. This representative shall have the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by Stroud Engineering Consultants, Inc. shall not be removed from the project without the prior written approval of the City of New Port Richey. For this authorization key personnel are as follows: Brent Heath, P.E.
- D. COMPENSATION - Professional fees for this authorization will be fixed fee in accordance with the AGREEMENT FOR GENERAL UTILITY ENGINEER, WATER-RESOURCE AND ENVIRONMENTAL CONTINUING SERVICES (GUE&WR&EC) with the City of New Port Richey, dated October 5, 2023.
- E. ACCEPTANCE - By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 1 and authorize the Consultant to proceed at the direction of the City's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

Witness:

  
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STROUD ENGINEERING CONSULTANTS, INC.

  
\_\_\_\_\_  
Brent A. Heath, President

Oct. 30, 2023  
\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

CITY OF NEW PORT RICHEY, FLORIDA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date