

**TASK ORDER NO. 23-001**  
**2023 | 2024 STREET PROGRAM**

This Task Order is entered into pursuant to the terms of the General Utility Engineering, Water Resources & Environmental Continuing Services (GUE & WR & EC) Agreement dated October 5, 2023, by and between the City of New Port Richey (“the City”), and Florida Design Consultants, Inc. (“FDC”), a corporation authorized to do business in the State of Florida.

WITNESSETH:

WHEREAS, the City and FDC desire to enter into Task Order No. **23-001**;

NOW, THEREFORE, it is agreed that FDC shall provide the services enumerated in this Task Order related to consulting services for the City of New Port Richey, as described below.

**A. PROJECT DESCRIPTION**

The proposed project consists of providing professional engineering services for the 2023|2024 Street Program. The scope is based on the experience gained from prior street assessment projects that the Engineer of Record has had the opportunity to assist the City with. More specifically, the methodology is based on milling all streets within this year’s program to minimize impacts to historic drainage patterns as well as reducing manhole and valve cover adjustments.

**B. SCOPE OF SERVICES**

Provide design and construction phase services for the milling, repaving, and striping of the roadway segments listed in Table 1 below.

**Table 1**

<b>Distance (ft) (Approx.)</b>	<b>Street</b>	<b>Beginning</b>		<b>End</b>	
5,339'	Grand Blvd.	from	Sims Lane	to	Broadway Ave.
2,250'	Marine Parkway	from	US 19	to	Grand Blvd.
2,700'	Florida	from	Madison	to	Congress
2,700'	Pennsylvania	from	Madison	to	Congress
1,800'	Central	from	Madison	to	Harrison
1,100'	Harrison	from	Old Main	to	Indiana
1,100'	Polk	from	Old Main	to	Indiana
16,989'	TOTAL				

The specific services that the Engineer will provide for the stated project will include the following:

1. **BASE DRAWING PREPARATION:** The ENGINEER will utilize publicly available Geographic Information System (GIS) resources to develop an aerial based 'base' drawing file. FDC staff will then walk the right-of-way corridors with the base drawings, making notations of damaged pavement areas, measuring key elements (i.e. lengths of areas requiring patching, etc.), and supplementing the plans with pertinent field observations.
2. **LIMITED TOPOGRAPHIC SURVEY:** The ENGINEER will utilize a Professional Surveyor and Mapper, licensed in the State of Florida, to collect **limited** topographic data within the project corridor. The standard topographic information collected will include the centerline of roadway and edge of pavement measured at approximate 100 intervals as well as manhole covers, and gate valve lids situated within the mainline. Additionally, more detailed topographic survey will be collected at up to three (3) specific areas with symptoms of poor drainage that could be remedied with the construction of a modest amount of valley gutter (survey limits of each area confined to a 200' long segment of roadway). The locations of the detailed topographic survey to be identified by the ENGINEER and/or CITY while surveyor is mobilized for this task. This scope does **not** include preparation of a full design survey that establishes right-of-way limits, identifies all occupation within the right-of-way, or collects full topographic data of all features within the project corridor.
3. **CONSTRUCTION PLAN PREPARATION:** The streets to be resurfaced (Table 1) may include two (2) types of construction:
  - A. Mill the existing pavement surface and replace with new asphaltic concrete surface course on the existing base course.
  - B. Mill the existing pavement surface and remove/replace deteriorated patched areas (replace damaged base and asphalt up to the milled surface) before overlaying entire street section with asphaltic concrete surface course.

Construction plans for the street to be resurfaced will include a location map/plan view, typical sections, and standard details. Includes up to two (2) field meetings with CITY staff if requested.

4. **BIDDING ASSISTANCE:**
  - A. FDC will prepare construction plans with embedded specifications. The City is responsible for providing draft copy of the contract and associated project manual sections (Agreement, workplace etiquette, project photography requirements, etc.). FDC will assemble the contract documents (City provided sections + quantities, measurement & payment, etc.) and submit to CITY with the final design drawings.
  - B. Upon advertisement of the Contract and initiation of the bidding process (by CITY) the ENGINEER will be responsible for distribution / sale of the bid documents to prospective bidders and maintaining a bidder's list.
  - C. If the CITY elects to schedule and hold a pre-bid meeting, the ENGINEER will provide attendees with an overview of the project scope as well as answer pertinent technical questions raised by prospective bidders. Additionally, ENGINEER will issue any necessary addendums that result from the pre-bid meeting.
  - D. ENGINEER will be the primary point of contact for prospective bidders throughout the bidding process (bid announcement to bid submission). At the CITY's request, the ENGINEER will attend the bid opening, review submitted bids, prepare a bid tabulation, and make a recommendation regarding award of the construction contract.

5. **CONSTRUCTION CONTRACT ADMINISTRATIVE SUPPORT SERVICES:**

- A. Attend a Pre-Construction Conference at the CITY's office following the award and execution of the construction contract.
- B. 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.
- C. The ENGINEER will review equipment / material related submittals for general conformance with the Contract Documents and overall design intent. Submittals will be returned to the CITY for subsequent processing.
- D. It is anticipated that the Contractor's construction contract will have a six (6) month duration. During this time 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 above referenced construction duration. It is anticipated that on-site observation of the work in progress will be conducted with assistance from the CITY's inspection staff at intervals necessitated by the contractor's schedule, capabilities, effectiveness, and as required to provide final certification.
- E. Upon receipt of as-built drawings and survey data from the contractor, ENGINEER will prepare signed and sealed Record Drawings along with any required project certification documents to the CITY. The Record Drawing submittal will include two (2) complete sets of paper drawings prepared at the same scale as the Contract Documents, a PDF, and a \*DWG file of the same. (If the City desires an As-Built survey prepared by a licensed Survey and Mapper, a separate proposal will be prepared to conduct the required field work and drawing preparation).
- F. Upon request of the CITY, the ENGINEER will prepare a Certificate of Substantial Completion. This certificate will establish the date when the entire work defined within the Contract Documents is considered substantially complete and ready for use. It will identify significant items that need to be addressed and corrected before final payment can be recommended.
- G. Upon resolution and completion of these punch list items, the ENGINEER will review the final Change Order (prepared by the Contractor) that adjusts the contract amounts to match the completed quantities.

6. **MISCELLANEOUS SERVICES:**

- A. Meeting and Project Coordination – Attend meetings with the City Attorney, City Manager, City Council, and others as requested by the CITY.

**7. ADDITIONAL SERVICES:**

- A. Additional Services – The performance of additional survey and engineering services not otherwise included in this Agreement will be provided as an additional service upon receipt of authorized by the CITY.
- B. The Client will provide the following:
  - a. Review and permit processing fees.
  - b. Contract directly with a materials testing firm for roadway pavement cores required during Design as well as construction phase testing.

**C. PROJECT SCHEDULE**

FDC understands the importance of delivering on time and are dedicated to ensuring that the project will be ready to award the construction contract by October 1, 2024. Our team will employ effective project management strategies and leverage state-of-the-art tools to monitor progress, manage resources, and mitigate potential delays. We believe that our proactive approach to scheduling will contribute significantly to the successful and timely completion of the project. The proposed project schedule includes the following milestones:

- March 29, 2024 – FDC Submit 60% Plans to City
- April 19, 2024 – City 60% Plan Review Comments Due
- May 24, 2024 – FDC Submit 90% Plans and Bid Documents to City
- June 14, 2024 – City 90% Plan Review Comments Due
- July 19, 2024 – FDC submit Final Plans & Bid Documents to City
- August 02, 2024 – Request for Proposal
- September 13, 2024 - Bids Due
- September 16, 2024 - Open Bids

**D. COMPENSATION**

Compensation for professional services shall be on the basis of Lump Sum as follows:

1. Base Drawing Preparation .....	\$ 11,400.00
2. Limited Topographic Survey.....	\$ 14,500.00
3. Construction Plan Preparation.....	\$ 84,400.00
4. Bidding Assistance .....	\$ 9,000.00
5. Construction Contract Administrative Support Services .....	\$ 22,950.00
6. Miscellaneous Services (Meetings).....	\$ 4,000.00
7. Additional Services.....	\$ Excluded
Subtotal.....	\$ 146,250.00

8. Reimbursable Expenses ..... \$ 4,000.00

**9. TOTAL NOT-TO-EXCEED AMOUNT FOR TASK ORDER NO. 23-001 ..... \$150,250.00**

1. Tasks 1-6 shall be paid as a Lump Sum and billing shall be based upon the percent complete by task and billed monthly.
2. Task 8 (printing, mileage, etc.) will be invoiced at actual cost plus ten percent (10%).

**E. ACCEPTANCE**

By signature, the parties each accept the provisions of this Task Order and authorize the Engineer to proceed at the direction of the County's Representative in accordance with the Scope of Services.

FLORIDA DESIGN CONSULTANTS, INC.

CITY OF NEW PORT RICHEY

By: \_\_\_\_\_  
David B. Fleeman, P.E., LEED AP  
Vice President of Engineering

By: \_\_\_\_\_  
City Council Member

Witnesses:  
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ATTEST  
By: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023