

**TASK ORDER NO. 2023-003**

**ASTOR DRIVE AND PALMETTO ROAD DRAINAGE IMPROVEMENTS  
DESIGN AND PERMITTING  
ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

A. SCOPE OF SERVICES – The City of New Port Richey (CITY) hereby authorizes the firm of Environmental Consulting & Technology, Inc. (ENGINEER) to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 2023-003, 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. 2023-003, SCOPE OF SERVICES AND FEE PROPOSAL.

C. KEY PERSONNEL – The ENGINEER has appointed Project Manager Mr. Robert E. Johnson, P.E. as the single point of contact to coordinate with the CITY for this task order. Mr. Johnson has the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by the ENGINEER shall not be removed from the project without the prior written approval of the CITY.

D. COMPENSATION – Engineering Services fees for this authorization will be lump sum in accordance with the GENERAL UTILITY ENGINEER, WATER REOURCES AND ENVIRONMENTAL CONTINUING SERVICES AGREEMENT (Contract 23-021) with the CITY, dated October 5, 2023.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 2023-003 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:

Dorothea T. Miner

ENVIRONMENTAL CONSULTING  
& TECHNOLOGY, INC.

Gary P. Uebelhoefer  
Gary P. Uebelhoefer, MBA, Sr. Vice President

11/20/2023  
Date

Attest:

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CITY OF NEW PORT RICHEY, FLORIDA

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**TASK ORDER 2023-003**  
**SCOPE OF SERVICES AND FEE PROPOSAL**  
**ASTOR DRIVE AND PALMETTO ROAD DRAINAGE IMPROVEMENTS**  
**DESIGN AND PERMITTING**  
**CITY OF NEW PORT RICHEY**  
**NOVEMBER 17, 2023**

**I. PROJECT SCOPE**

**Description**

The City of New Port Richey (City) has identified flooding problems in the area of the Berkeley Road, Carleton Road, and Dartmouth Roads intersections with Astor Drive. The City has identified potential drainage improvements including the construction of inlets at the three intersections with Astor Drive and approximately 950 linear feet (LF) of drainage outfall pipe that would run south along Astor Drive to Palmetto Road. The pipe would then turn east for approximately 630 LF and tie into an existing inlet and 36-inch pipe system at Palmetto Road and Stork Street. The existing 36-inch pipe then flows east approximately 910 feet to outfall into the Pithlachascotee River. A water quality baffle box may be included at the pipe tie-in location. The City has requested Environmental Consulting & Technology, Inc. (Engineer) to assist the City by providing engineering and permitting services for the Astor Drive and Palmetto Road drainage improvements. The following specific tasks and services are anticipated for this project, and are included in this Scope of Services:

**1. PROJECT INITIATION**

**Task 1A. Project Kick Off Meeting**

The Engineer will attend a remote kick-off meeting on Microsoft Teams with the City to review the project objective, scope, methodology, data availability, and other issues. Project meeting minutes will be prepared by the Engineer and submitted to the City within a week of the meeting.

**Task 1B. Data Collection**

The Engineer will gather background information needed to complete the project. The Engineer will acquire available data from the City and other data sources, including plans, permits, reports, studies, maps, GIS data and other relevant information. In addition, the Engineer will conduct a field review of the project limits with the City.

**Task 1C. Survey Coordination**

The Engineer will coordinate with the survey subconsultant (Northwest Surveying, Inc. - NSI), a licensed professional surveyor, to provide a detailed topographic survey of the project area. The survey will include:

1. Topographic survey, including:
  - a. Visible features (pavement, curbs, sidewalks, walls, fences, power poles, fire hydrants, trees, etc.)
  - b. Locations and elevations of existing drainage facilities.

- c. Location of visible evidence of subsurface utilities (marker posts, pull boxes, valve boxes, manholes, etc.)
  - d. Major landscaping and trees greater than 8-inch DBH
  - e. Preparation of a digital terrain model (DTM) with grade elevations provided at least every 50 feet
2. Establish Project Control utilizing VRS GPS and leveling techniques:
- a. Horizontal coordinates will be referenced to Florida West Zone, North American Datum of 1983, adjustment of 2011. Vertical control will be based on North American Vertical Datum of 1988.

All work shall be performed in accordance with the minimum requirements of Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

**Task 1D. Utility Identification**

The Engineer will coordinate with subsurface utility engineering (SUE) firm Element Engineering, Inc. (Element). Element will conduct evaluations of existing subsurface utility locations within the project limits. ECT will identify existing utilities within the project limits from field reviews, survey and existing maps, and a listing of utility/agency owners (UAOs) and UAO contacts will be prepared. Element will then perform utility locating using verification of vertical and horizontal (VVH) methods at locations requested by the ECT engineer, to verify the location, type, and size of underground utilities. Up to eighteen (18) VVH SUE locates will be completed for this project.

**2. PRELIMINARY DESIGN**

**Task 2A. Pre-Application Meeting**

The Engineer will meet remotely on Microsoft Teams with the Southwest Florida Water Management District (SWFWMD) to determine permitting requirements for the project.

**Task 2B. Preliminary Design**

The Engineer will review existing drainage issues, driveways, right-of-way (ROW) issues, utilities, etc. within the project limits and develop preferred drainage improvement designs and drainage outfall location.

**Task 2C. Preliminary Cost Estimate**

The Engineer will provide preliminary estimated costs for the preferred drainage improvements and drainage outfall location for review by the City.

**Task 2D. Preliminary Design Plans and Report**

The Engineer will prepare preliminary design plans and a technical report to document the preliminary drainage improvements and drainage outfall design. The Engineer will meet with the City to review the final proposed drainage improvements and drainage outfall location and technical report.

### 3. FINAL DESIGN

#### **Task 3A. 60% Construction Plans and Cost Estimates**

Based on the preliminary drainage outfall design activities previously completed, the Engineer will prepare detailed 60% design phase construction documents for City review. The construction drawings will include but may not be limited to; a cover sheet, general notes, plan sheets, details, cross-sections, and a stormwater pollution prevention plan (SWPPP). Construction drawings will be provided in 11" x 17" size at each submittal stage. The Engineer will prepare 60% quantities and a cost estimate for the proposed drainage improvement construction.

#### **Task 3B. Utility Coordination**

The Engineer will submit the 60% plans to the UAOs identified in Task 1E for each utility to confirm the utility type, location, and size. The Engineer will coordinate with the City for City-owned utility locations and utility relocation plans. The Engineer will coordinate with other UAOs for proposed utility relocations, if required.

#### **Task 3C. Permitting Assistance**

The Engineer will prepare and submit permit applications to the appropriate regulatory agencies. The permit applications will include reports, Plans, associated sketches and drawings, and related incidental information required for approval to construct the proposed drainage improvements as included in the design documents. The Engineer will provide the following services in support of the applications:

- Preparation of an Environmental Resource Permit (ERP) application package with supporting calculations and documents for submittal to the SWFWMD.
- Responses for up to two (2) Requests for Additional Information (RAIs) pertaining to the ERP application from the SWFWMD, if required.

#### **Task 3D. 90% Plans and Cost Estimates**

Based on the comments received on the 60% design plans, the Engineer will prepare detailed 90% design phase construction documents for City review. The documents prepared by the Engineer will include 90% quantities and a cost estimate for the proposed drainage improvements and drainage outfall construction.

#### **Task 3E. Final Plans and Cost Estimates**

Based on the comments received on 90% design plans, the Engineer will prepare Final construction documents for City review, including final quantities and a cost estimate for the proposed drainage improvement and drainage outfall construction. The Engineer will also prepare technical specifications for the final design. The City will provide the front-end bidding documents.

#### 4. CONSTRUCTION PHASE SERVICES

##### **Task 4A. Bid Assistance**

The Engineer will prepare bid documents for the project and assist the City in the bidding analysis and contractor selection. This includes bid package development, bid advertisement document, list of bid document requests, bid tabulation summaries and bid recommendation letter.

##### **Task 4B. Services During Construction**

**4.B.1 Construction Observation/Field Services:** The ENGINEER will prepare the agenda and administer the Pre-Construction meeting. The ENGINEER will conduct up to three (3) site visits to observe the work in progress and consult with the CITY's inspector to monitor conformance with the contract documents. It is anticipated that on-site observation of the work will be conducted by the CITY's inspection staff. Task includes responding to requests for information (RFI) from the Contractor and submittal reviews.

**4.B.2 Survey As-builts:** The ENGINEER will coordinate with the Contractor to confirm a licensed professional surveyor is retained by the Contractor and utilized to provide an as-built survey of the completed improvements. This survey will be prepared using Florida State Plane West, NAD 83 coordinate system and NAVD 88 vertical control.

**4.B.3 Record Drawings:** Upon receipt of the as-built drawings and survey information, the ENGINEER will provide signed and sealed record drawings along with the project certification documents to the CITY.

**4.B.4 Project Closeout:** The ENGINEER will submit a Certificate of Completion to SWFWMD, if required, documenting the completion of the construction activities and verifying the construction of the improvements is in compliance with the ERP permit conditions.

##### **Task 5 Project Management**

This task includes time for project management, project coordination, project meetings, and quality assurance/quality control (QA/QC) for the proposed tasks. The Engineer will prepare project progress reports accompanying each month's invoice.

#### DELIVERABLES

This Scope of Services is to include the following deliverables:

- Topographic Survey
- Preliminary Design Plans and Report
- 60%, 90%, Final Design Drawings and Cost Estimates
- Permit Application and Correspondence

- Bid Documents
- Record Drawings
- SWFWMD Certificate of Completion

**ASSUMPTIONS**

This Scope of Services is based upon the following assumptions:

- It is assumed that the existing 36-inch culvert to be tied into along Palmetto Road has adequate capacity to accept the runoff from the project area.
- It is assumed that any title search, easement sketches/descriptions or easement acquisition required will be completed by the City.
- Geotechnical investigations, if required, will be provided by the City.
- The City will provide the design of all City utilities to be modified or relocated as part of this project (water, sanitary, reclaimed water).
- The private UAOs are responsible for adjustments or relocations to accommodate the project.
- The contractor will provide detailed maintenance of traffic (MOT) plans for the project to be approved by the City.
- The City is responsible for all permitting fees.
- The proposed culverts for this project will tie into an existing 36-inch culvert prior to the outfall at the Pithlachascotee River. Therefore, no wetland impacts are anticipated, and no Florida Department of Environmental Protection (FDEP) 404 Permit application will be prepared.

**ENGINEER'S COMPENSATION**

1.	Project Initiation	\$9,035.00
2.	Preliminary Design	\$18,445.00
3.	Final Design	\$49,315.00
4.	Construction Phase Services	\$10,615.00
5.	Project Management	\$12,175.00
	Survey Subconsultant (Northwest Surveying, Inc.)	\$11,840.00
	SUE Subconsultant (Element Engineering)	\$23,675.00
	Expenses	\$800.00
	<b>Total Lump Sum Authorization</b>	<b>\$135,900.00</b>

**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.

**COMPLETION SCHEDULE**

The estimated completion schedule for the major tasks is shown below. A detailed schedule will be developed following receipt of the notice to proceed (NTP).

Task Description	Schedule from NTP
Project Initiation	3 months
Preliminary Design	6 months
Final Design & Permitting	12 months
Construction Phase Services	TBD
Project Management	12 months