

February 9, 2024

Mr. Robert Rivera
City of New Port Richey
6132 Pine Hill Road
Port Richey, FL 34668

RE: Task Order No. 24-001 - Engineering Services Proposal
Frances Avenue Park Improvements - Phase II Boardwalk
Preliminary Investigations, Design Development, Permitting, and Bid/Construction Phase Services

Mr. Rivera:

Thank you for the opportunity to submit this proposal for professional services associated with the Phase II improvements at Frances Avenue Park. This letter presents our proposed scope of services, time schedule, and fee. The park is located at 5580 Frances Park Avenue in New Port Richey, Section 09, Township 26 South, Range 16 East, Pasco County, Florida.

Project Description

The City of New Port Richey (OWNER) desires to construct a boardwalk on the east side of the park along the river's edge from the northside south near the existing kayak launch. Additional elements to this project include sidewalk connections, lighting, benches, trash receptacles, irrigation, and landscaping.

The below Task summary and Scope of Services are offered to meet the intent of the project:

Scope of Services

Task 1: Project Management and Meetings

Ayres Associates (CONSULTANT) will perform project management throughout the preliminary investigations, design development, permitting, and bid/construction phase effort. The professional services shall include the management of the CONSULTANT's project staff, attendance at meetings, preparation of miscellaneous project management correspondence and documents, and coordination of the activities of all project team members and stakeholders.

Project management, preliminary investigation, and progress reporting documents shall be provided electronically in PDF format.

Task 2: Boundary, Topographic, and Hydrographic Survey

A boundary survey of the entire park parcel & a topographic survey of the area outlined in red on Exhibit B and as located in Pasco County, FL, will be prepared and will fully comply with the requirements of Chapter SJ-17 of the Florida Administrative Code. Elevations will be obtained on an approximate 50' grid and at all grade breaks extending 50' past the eastern property line and to the centerline of Frances Avenue and Louisiana Avenue. All permanent above ground improvements and visible signs of utilities will be located. Inverts of accessible structures will be obtained. This task does not include any excavation to verify the existence or location of utilities. Any jurisdictional areas on the property will be located after they have been delineated. All trees will be located that are 4" in diameter or greater on the subject property outside of any jurisdictional areas. Elevations of the Pithlachascotee River will be obtained along the southern boundary line of the property.

OWNER shall provide current title commitments, so that any existing easements are shown on the final survey.

The survey drawing(s) will be provided electronically in PDF and DWG format.

All work will be performed in accordance with the standards of practice outlined in Chapter 5J-17 of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Task 3: Geotechnical Study

The purpose of a geotechnical study is to obtain information on the general subsurface soil conditions at the project site. The subsurface materials encountered will then be evaluated with respect to the available project characteristics. In this regard, engineering assessments for the following items will be formulated:

- Identification of the existing groundwater levels and estimated normal seasonal high groundwater fluctuations.
- General location and description of potentially deleterious materials encountered in the borings which may have an impact on the proposed construction.
- Design capacities for timber piles for the boardwalk.
- General geotechnical recommendations for the proposed construction.
- Recommended design soil parameters for the boardwalk.

The following services will be performed:

- Site reconnaissance and stake boring locations.
- Request utility location services from Sunshine811.
- Perform a total of 3 Standard Penetration Test (SPT) borings to a depth of 35 feet at the project site. Samples will be collected, and Standard Penetration Test resistances measured continuously for the top ten feet and at approximate intervals of five feet, thereafter.
- Perform driven pile analysis for timber piles (axial, uplift, lateral) based on loading information provided by the client.
- Visually classify and stratify soil samples in the laboratory and conduct a laboratory testing program as needed to verify soil classifications.
- Report the results of the field exploration and engineering analysis. The results of the subsurface exploration will be presented in a written report signed and sealed by a professional engineer specializing in geotechnical engineering.

The boring locations will be staked/marked, and a utility locates request will be submitted to Sunshine811.

Please note that samples will be retained for 90 days after the date of the report and then disposed, unless other arrangements have been made.

Task 4: Environmental Services

This task includes providing data required for state and federal environmental permitting, necessary to construct a boardwalk and park improvements along the Pithlachascotee River.

Environmental Assessment & Formal Wetland Delineation

- A site visit will be conducted to perform an updated environmental assessment of the parcel, including identification of sensitive environmental features such as protected species habitats, wetlands, and surface waters.



- The jurisdictional wetland boundary will be delineated in accordance with the Florida Department of Environmental Protection (FDEP) wetland criteria as set forth by Chapter 62- 340, F.A.C., and based on field indicators including hydrophytic vegetation, hydric soils, and hydrologic indicators.

Pre-application Meetings & Agency Coordination

- Preparation of a 'Pre-Application Meeting' letter request for the FDEP and USACE to determine specific permits required for installation of a Boardwalk on the tidally influenced Pithlachascotee River. Attending pre-application conference calls with state and federal agencies to identify any potential issues and/or limitations for the proposed improvements.

FDEP State 404 Individual Application

Preparation of a Statewide Environmental Resource Permit (SWERP) application to be submitted to FDEP, including project drawings.

- Preparation and submittal of the State 404 application, which will include Part I; an environmental narrative with descriptions of on-site habitats, wetlands, surface waters, as well as threatened and endangered species information.
- Preparation of Figures (Location, Land Use, Wetlands, Soils, USGS Topographic and Wildlife) associated with the environmental considerations.
- Preparation of application forms including Sections A (Individual SWERP), C (Works in Wetlands), Section D (Boardwalk), and Section I (State 404 Program).
- Coordination with FDEP regarding the boardwalk and Sovereign Submerged Lands (SSL), and preparation of Section F (if required) Authorization to Use State-Owned Submerged Lands.
- Data for Section K of Form 62-330.402(1), which will require prepared drawings of the approved wetland boundaries and the proposed wetland impacts will be provided. The "Information Required for a WOTUS Determination in State-Assumed Waters", including listed maps and attachments, will also be compiled and submitted as applicable:
 - A. Summary of Findings
 - B. Section 404 Jurisdiction Determination Tables
 - C. Adjacent Waters and Excluded Features Summary Tables
 - D. Supporting Data Resources Compilation including but not limited to a wetland survey, historical aerial photos, site photos, NRCS soils map, USFWS NWI map, USGS topographic, and NHD maps.
- Preparation of descriptions to address the Conditions of Issuance and Public Interest Review and data to address responses from Florida Fish and Wildlife Conservation Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service.
- A Public Notice is required for a 404 Individual, and will include: applicant information, adjacent property owners, necessary drawings, project description and potential mitigation. Preparation and submission pre-addressed labels for each adjoining property owner within 500-feet of the project area, which will be used by the FDEP to send the public notice. This will include providing a #10 size envelope stamped with one, US Postal Service first-class forever stamp along with the public notice documentation. [Pursuant to 62-331.060(1)(c), F.A.C.].

FDEP RAI and Project Coordination

- Preparation and submission of reasonable requests for additional information (RAI) from the FDEP review comments, including coordination with FDEP staff and



the project engineer regarding project details related to the issuance of the State 404 Certification.

- A site-visit with the FDEP will be conducted to verify the wetland boundary and collect hydrology, vegetation, and soils data required for Wetland Data form completion.

U.S. Army Corps of Engineers (USACE)

USACE jurisdiction will include activities conducted within the Pithlachascotee River. The USACE authorizes a State General Programmatic Permit (SPGP-VI) in agreements with the FDEP according to Chapter 62-330, F.A.C for “minor works” located within waters of the U.S., including navigable waters (i.e., Cotee River). The USACE will require the appropriate SSL documentation to be submitted with the permit application prior to permit issuance.

- Preparation and submission of documentation required for the SPGP VI application, which will include coordination with FDEP. The appropriate “Project Design Criteria Checklist for the USACE Jacksonville District’s Programmatic Biological Opinion Summary Checklist”, specifically for the boardwalk, will be completed and submitted electronically.
- Due to the proposed location of the boardwalk, a preliminary Submerged Aquatic Vegetation/Emergent Marsh Habitat River survey will be conducted. If SAV is present a detailed SAV survey can only be performed between June 1 and September 30 of each year.
- Prior to and following completion of construction, notifications forms will need to be prepared and submitted to the USACE including the ‘Commencement Notification’ within 10 days prior to initiating the work authorized and a ‘Self-Certification Statement of Compliance’ acknowledging completion of construction within 60 days.

**NOTE: If a Formal Detailed SAV survey and reporting is required, a separate proposal will be required and submitted at a later date.*

USACE RAI and Project Coordination

- Preparation and submission of reasonable requests for additional information (RAI) from the USACE review comments, including coordination with USACE and FDEP staff and the project engineer regarding project details related to the issuance of the SPGP VI permit.

Task 5: Design Development and Permitting

The CONSULTANT will prepare construction drawings for the boardwalk and associated site improvements and will submit at the 50-percent and 100-percent design stages. The boardwalk will be designed in accordance with the Florida Building Code and the Americans with Disabilities Act.

The final construction drawings will be signed and sealed by a professional engineer licensed in the State of Florida and provided electronically in PDF format. An estimate of probable construction cost will be prepared and submitted at each design stage.

The CONSULTANT will prepare a general permit letter and supporting documents to the Southwest Florida Water Management District (SWFWMD) and US Army Corp of Engineers (USACE). Requests for Information (RAIs) will be responded to as necessary.



The CONSULTANT will provide responses to permitting Requests for Information (RFI). The final permit application and associated exhibits will be provided electronically in PDF format.

Task 6: Specifications

The CONSULTANT shall provide technical specifications as necessary for all structural design elements. These may be provided as separate WORD documents or included in the plan sheets, as appropriate.

Task 7: Bid Phase Support and Limited Construction Services

The CONSULTANT will prepare a solicitation package (Invitation to Bid) to request construction bids for the proposed boardwalk. The solicitation will comprise of the following items:

- Cover Page
- Table of Contents
- Bid Requirements
- Instructions to Bidders
- Bid Form
- Bid/Performance Bonds
- Construction Contract
- Terms and Conditions of the Construction Contract
- Construction Drawings

The CONSULTANT will attend a pre-bid meeting and address contractor RFIs during the bid phase. The construction bids received will be evaluated for conformance with the contract documents and a recommendation of award will be offered.

Limited construction oversight and observation will be provided during the course of the construction activities. The following services shall be provided:

- Perform a final field review/walkthrough
- Shop Drawing/Submittal Review

Contractor pay applications will be reviewed and the presented pay quantities shall be confirmed. Requests for information during the course of construction shall be responded to and documented.

Additional Services

The CONSULTANT may request additional services to be provided upon mutually agreeable terms.

General Understandings and Excluded Services

The Professional Services that Ayres will provide under this Proposal/Agreement include, and are limited to, those described in the Scope of Services. All other services, including those listed below, are specifically excluded.

- Payment of Permit Fees
- Planning Services
- Storm system Design
- Subsurface Utility Engineering (SUE)
- Preparation of Grant Applications
- Public Meetings and/or Presentations
- Full time construction observation



Time Schedule

Ayres Associates will commence its work upon receipt of a Notice to Proceed and execute its work diligently through completion.

Fee

Ayres Associates will perform the Scope of Services above for the following lump sum fee:

Task	Description	Fee
1	Project Management and Meetings	\$7,490.00
2	Boundary, Topographic, and Hydrographic Survey	\$9,500.00
3	Geotechnical Study	\$9,000.00
4	Environmental Services	\$11,675.00
5	Design Development and Permitting	\$40,890.00
6	Specifications	\$2,450.00
7	Bid Phase Support and Limited Construction Services	\$11,990.00
	TOTAL	\$92,995.00

If the above scope and fee are acceptable, please feel free to issue a Work Order under our Annual Services agreement.

Proposed by Consultant:
Ayres Associates Inc.

Hisham Sunna, PhD, PE
Manager



TASK ORDER NO. 24-001
2024 FRANCES AVENUE PARK IMPROVEMENTS
PHASE II BOARDWALK
AYRES ASSOCIATES INC

A. SCOPE OF SERVICES - The City of New Port Richey (CITY) hereby authorizes the firm of Ayres Associates Inc (ENGINEER) to perform the specific services summarized in the attached statement entitled TASK ORDER NO. 24-001, ENGINEERING SERVICES 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. 24-001, ENGINEERING SERVICES PROPOSAL.

C. KEY PERSONNEL - The ENGINEER has appointed Project Manager Mr. Matthew R. Ivie, P.E., as the single point of contact to coordinate with the CITY for this task order. Mr. Ivie 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 ENGINEERING, WATER-RESOURCE & ENVIRONMENTAL CONTINUING SERVICES (GUE&WR&EC) AGREEMENT with the CITY, dated October 5, 2023.

E. ACCEPTANCE - By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 24-001 and authorize the CONSULTANT to proceed at the direction of the CITY's representative, in accordance with the ENGINEERING SERVICES PROPOSAL.

Witness:

AYRES ASSOCIATES INC

Subrata Bandy, PE, Vice President

Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

Mayor

Date