TASK ORDER NO. 4

SCOPE OF SERVICES AND FEE PROPOSAL

GRAND BOULEVARD BRIDGE OVER THE PITHLASCOTEE RIVER REPLACEMENT – UTILITIES MODIFICATIONS

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) owns and maintains an existing 12-inch diameter wastewater force main and 16-inch diameter potable water main that are installed along the sides of the Pasco County-owned bridge where Grand Boulevard crosses over the Pithlachascotee River. Due to observed structural deficiencies with the existing concrete bridge (Bridge No. 140050), Pasco County has implemented a project to replace the existing four-lane divided bridge. As part of the new bridge design, the CITY has also requested that the new bridge be raised by approximately 5 feet to accommodate larger boat traffic. An Interlocal Agreement between Pasco County and the CITY has been approved to address the funding arrangement associated with the increased bridge elevation design and permitting activities. This bridge replacement project will impact the CITY's existing utility piping and require significant coordination with the bridge design consultant (Consor Engineers, LLC) to ensure that the piping is reattached to the new bridge.

Stroud Engineering Consultants, Inc. (ENGINEER) will provide the design, permitting, bid phase services, and construction phase services for the design of the permanent piping configurations on the new bridge structure. The design services will also account for any temporary bypass piping arrangements that will need to be implemented to maintain service to the CITY's customers. Mr. Kurt 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 routine project meetings (as requested) with the CITY. The progress of the project will be discussed with the CITY's designated project manager as necessary throughout the 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 PRELIMINARY ENGINEERING

Prior to final design, the ENGINEER will gather background information needed to complete the final design and support permit applications. The ENGINEER will acquire available utility system data from the CITY. The data will consist of all relevant plans, reports, studies, records, maps, and other relevant data concerning the CITY's current water and wastewater transmission systems. These data and documents will be evaluated with a specific emphasis on determining the optimum alignment for any piping installations and locations for piping interconnections to the existing system, along with other hydraulically significant features that might impact the design.

The ENGINEER's preliminary engineering scope will include the following:

- Coordinate with the County Engineering's staff and roadway design staff to acquire the most updated design documents for the bridge replacement project illustrating all proposed roadway improvements/modifications along the Grand Boulevard corridor, including preliminary conflict matrices, recent survey data, verified vertical and horizontal (VVH) elevation and location data, and available record drawings of all existing utilities within the project corridor.

- Perform a detailed review of these documents to determine potential conflicts between the roadway/structural/stormwater features and the CITY's existing utilities, not just on the aerial bridge crossing but also along the approaches. This review will provide preliminary design guidance regarding pipe materials, piping configuration, interconnection points, and other significant features potentially affected by the proposed roadway improvements.

- Coordinate with the CITY's Public Works staff to obtain their input as it is related to future operational limitations, needs, maintenance considerations, etc.

- Perform initial site visits to determine potential options for the temporary piping arrangement(s) that will be required during the construction phase to maintain adequate service within the local water transmission systems. Initial discussions have referenced the potential to place water main piping on top of the existing concrete structure along the east side of the bridge, currently utilized by Frontier Communications. This option will need to be evaluated for feasibility as part of the preliminary engineering phase.

- Prepare a tabulation of material quantities in CITY-approved format and corresponding preliminary estimate of probable construction cost, for use in discussing the funding needs during construction.

- Review the VVH data for the bridge approach areas and determine the additional utility locates required to ascertain whether a utility conflict actually exists in the designated location(s). If necessary, the ENGINEER will coordinate with Consor and their subsurface utility engineering (SUE) subconsultant to obtain additional utility locates in select locations for the purpose of confirming horizontal and vertical locations of buried utilities, which have a direct impact on the existing piping conflicts and/or proposed piping improvements. The SUE data will be utilized to provide representative location information for the final design drawings. If Consor is not able to provide the requested locating services, the ENGINEER will coordinate with a SUE subconsultant to obtain the additional utility locates. If SUE locating services are required, it is anticipated that the ENGINEER will provide the locating services via Task 6.0.

It is assumed that all roadway design documents and survey data will be provided by the County's Engineering staff and/or Consor, with the plans to be provided in hard copy and electronic format (.dwg and .pdf file type). These design documents, along with the provided survey control and baseline information, will be relied upon by the ENGINEER in preparing the subsequent utility-related plans.

2.0 FINAL DESIGN

Upon completion of the preliminary design activities, including responding to comments from the CITY's Project Manager, the County's Engineering staff and Consor's design staff, the ENGINEER will review the subsequent submittals of roadway and bridge design drawings and coordinate with the design staff regarding any additional utility conflicts or required changes to the design drawings. The ENGINEER's final design scope will include the following:

- Evaluate the updated design drawings and provide markups, as necessary, to ensure that the anticipated utility conflicts are accurately illustrated on Consor's final design drawings.

- Coordinate with the other private utility owners and right-of-way users to verify that the existing CITY-owned utilities locations, along with the proposed adjustments, are not in conflict with their proposed relocation efforts.

- Coordinate with the CITY's Public Works staff to discuss the proposed utility adjustments and associated service disruptions. The purpose will be to evaluate the constructability concerns, ability to maintain important service to customers, timing of service shutdowns, quantity of water to be disposed/handled, need for additional line stops, impact to utilities design documents, etc.

- Attend design review meetings at the specified design intervals with the CITY, County, and Consor's design staff. It is anticipated that there will be no more than five (5) design review meetings prior to project bidding.

- It is the understanding of the ENGINEER that the installation of the roadway/bridge improvements and relocation of the CITY's utilities will be procured within the same construction contract. The ENGINEER will assist the CITY and County with the preparation of the necessary contract documents (CITY utilities-related), including final utilities design plans, applicable utilities details, technical special provisions, and preliminary cost estimate.

- Prepare a complete tabulation of material quantities in approved format and corresponding final estimate of probable construction cost prior to the procurement phase.

- Prepare technical special provisions (specifications) for the CITY's utilities design component for inclusion into the final roadway/bridge design documents.

The ENGINEER will submit copies of project design documents, including the estimate of construction cost, at designated project completion milestones for review, comment, and approval by the CITY and County's roadway design staff. The project design documents will be developed in accordance with the CITY's Standards for Utilities Construction. It is assumed that all final utilities design plans, specifications and supporting documents will be incorporated into the County's final design drawings package and construction contract as a supplemental set. All hard copy drawings will be provided in 11"x17" size, with plan sheets at a scale of 1"=40', consistent with the design drawings format as provided by Consor's roadway design staff.

It is assumed herein that the County or Consor will coordinate delivery to the ENGINEER of both digital (AutoCAD readable) and hard copy drawings of the roadway design drawings at each project design completion milestone. Survey and VVH utility location information will also be furnished when available.

3.0 PERMIT ASSISTANCE

The ENGINEER will prepare and submit the permit applications and notifications of exemption, including associated sketches, drawings, and related incidental information required for submittal, necessary to perform the proposed piping installation activities as included on the final design documents. It is anticipated that the following permit applications and/or notifications will be required as part of this Project:

- FDEP Notification Letters for water main and/or wastewater transmission main adjustments that are otherwise exempt from permitting requirements.

- County Right-of-Way Use Permit

These permits are based upon the proposed design of the piping, of the same diameter as existing, within the existing right-of-way and/or easements along Grand Boulevard. The ENGINEER will provide routine follow up services in support of the permit application by attending meetings, making field visits, responding to questions, etc. It is assumed that no wetland impacts are required as part of these utility installation or adjustment activities. If wetland impact or environmental resource permitting activities associated with the roadway improvements are required, those permits will be obtained by Consor's design staff.

4.0 BID PHASE SERVICES

4.1 **Contract:** It is anticipated that Contract Documents will be prepared as part of this Task Order. These Documents will be submitted to the CITY with the final design drawings, in PDF and AutoCAD format.

4.2 **Document Sale:** It is anticipated that the proposed piping relocation activities will be a supplemental set of contract documents to be solicited as part of the same roadway contract. The solicitation will be handled by the County.

4.3 **Pre-Bid Meeting:** Upon scheduling of the Pre-Bid Meeting by the County, the ENGINEER will coordinate with the County and CITY to develop the proper meeting agenda. The ENGINEER will be directly involved in the meeting communications and adequately describe the project specifics to the attending bidders/parties. The ENGINEER will answer all pertinent questions and issue any necessary addendums that result from the Pre-Bid Meeting.

4.4 **Bid, Award, Bond and Insurance Assistance:** The ENGINEER will communicate with the interested bidders/parties during the time period between contract advertisement and bid submission. The ENGINEER will assist the County in preparing the required advertisement for bids, attend the bid opening, review bids, etc. in order for the subsequent award of the construction contract.

5.0 SERVICES DURING CONSTRUCTION

5.1 **Pre-Construction Meeting:** Upon award of the construction contract, the ENGINEER will assist the CITY during the construction phase by attending the pre-construction conference.

5.2 **Work Recommendations:** The ENGINEER will communicate with the CITY, the County's CEI staff and the 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.

5.3 **Shop Drawing Reviews:** In accordance with the Contract Documents, the selected contractor will be required to provide utilities-related 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, CEI consultant and contractor for subsequent processing.

5.4 **Construction Observation/Field Services:** It is anticipated that the construction of the proposed piping modifications is to be started in late 2025 and that the construction duration will be eight (8) months, with the majority of the required utility installation activities performed over a four (4) month time frame. It is anticipated that routine on-site observation of the work in progress will be conducted by the CITY's inspections staff as necessitated by the contractor's schedule, capabilities and effectiveness, and as required to monitor conformance to the contract documents. The ENGINEER will conduct periodic site visits as needed throughout the construction phase to observe the work in progress, to consult with the CITY's inspection staff, and to answer utility-related questions as provided by the contractor(s). Any requested field observation time by the ENGINEER will be compensated through a task order revision as approved by the City. The ENGINEER will assist the CITY with standard operational questions associated with acceptance of the completed project.

5.5 **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, associated with the CITY's utilities, 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:

- Updated Design Drawings, as necessary, at project completion milestones
- Final Design Drawings
- ENGINEER's Opinion of the Probable Construction Cost
- Certificate of Substantial Completion
- Recommendation for Final Payment

III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- **Property/Easement Acquisitions:** It is assumed that no easement acquisition activities are required as part of this Task Order.

- **Construction Phase Services:** It is assumed the CITY will provide inspections staff for routine on-site observation for the duration of the construction phase.

IV. ENGINEER'S COMPENSATION

For Tasks 1 – 5 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.	PRELIMINARY DESIGN	$ 20,200.00
2.	FINAL DESIGN	$ 39,350.00
3.	PERMIT ASSISTANCE	$ 3,950.00
4.	BID SERVICES	$ 3,800.00
5.	SERVICES DURING CONSTRUCTION	$ 24,350.00
	TOTAL AUTHORIZATION	$ 91,650.00

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 timing of design submittals will be dependent on the project schedule as implemented by the County and Consor. Preliminary discussions indicate that the design phase will take place over 12 months, to be followed by construction over an 8-month period following notice to proceed.

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GRAND BOULEVARD BRIDGE OVER THE PITHLASCOTEE RIVER REPLACEMENT – UTILITIES MODIFICATIONS

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.4, 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. 4, 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. 4 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:

STROUD ENGINEERING CONSULTANTS, INC.

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_____
Brent A. Heath, President

_____
Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

_____
City Clerk

_____
Mayor

_____
Date