



September 26, 2022

Mr. Robert Rivera  
Public Works Director  
City of New Port Richey  
6132 Pine Hill Road  
Port Richey, Florida 34668

Sent via email: [riverar@cityofnewportrichey.org](mailto:riverar@cityofnewportrichey.org)

**RE: 2022/2023 STREET PROGRAM  
TASK ORDER NO. 41994.005**

Dear Mr. Rivera:

Pursuant to your request, attached is the proposed scope of services to provide the City of New Port Richey (CITY) with the professional engineering services for the 2022/2023 Street Program. This scope is based on the experience gained from the prior street assessment projects that Halff Associates, Inc. (ENGINEER) assisted the City with. More specifically, the methodology is based on milling all the streets in order to eliminate potential impacts to existing drainage patterns as well as minimizing manhole and valve cover adjustments. Attached please find Attachment "A" – Scope of Services and Attachment "B" – Compensation.

In accordance with our current Contract, dated January 21, 2020, and upon final Task Order authorization by the City Council, we are prepared to commence this work immediately. Thank you for the opportunity to be of service to the City of New Port Richey.

Sincerely,

Halff Associates, Inc.

A handwritten signature in blue ink, appearing to read "Allison C. Shaw".

Allison C. Shaw, PE

**Attachment A**  
**Scope of Services**  
**New Port Richey 2022/2023 Street Program**

- I. **Base Drawing Preparation** – The ENGINEER will utilize publicly available Geographic Information System (GIS) resources to develop an aerial based ‘base’ drawing file. Halff Associates, Inc. staff will conduct an on-site review by walking 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.
  
- II. **Limited Topographic Survey** - The ENGINEER will engage the services of 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.
  
- III. **Construction Plan Preparation** – The streets identified by the CITY 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 street to be resurfaced will include a location map/plan view, typical sections, and standard details. Includes meetings with CITY staff as requested.
  
- IV. **Bidding Assistance**
  - A. Prepare construction contract documents (plans and project manual). These documents will be submitted 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 sale of the bid documents to prospective bidders.

- 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.

#### **V. 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 have 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.
- 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.

**VI. Miscellaneous Services**

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

**VII. Additional Services**

- A. Additional Services – The performance of additional survey and engineering services not otherwise included in this Agreement will be provided as requested and authorized by the CITY.

- B. The Client will provide the following:

1. Review and permit processing fees.
2. Contract directly with a material testing firm for construction phase testing.

**Table 1**

Distance (Linear Ft.) (Approx.)	Street	Beginning		End	
		from		to	
2650	Nebraska Avenue	from	Madison St.	to	Congress St.
5050	Montana Avenue	from	Lafayette Street	to	Congress St.
2650	Delaware Avenue	from	Madison St.	to	Congress St.
1325	Louisiana Avenue	from	Grand Blvd.	to	Madison St.
1365	Lafayette Street	from	Illinois Ave.	to	Lincoln St.
300	Lincoln Street	from	Lafayette Street	to	Main St.
725	Franklin Street	from	Illinois Ave.	to	Montana Ave
1075	Adams Street	from	Illinois Ave.	to	Missouri Ave
1075	Jefferson Street	from	Illinois Ave.	to	Missouri Ave
2630	Van Buren Street	from	Illinois Ave.	to	Indiana Ave
<b>18845</b>	<b>TOTAL (Linear Ft.)</b>				

**Attachment B**  
**Compensation**  
**New Port Richey 2022/2023 Street Program**

**I. Time Charge Estimate**

The Client agrees to compensate the ENGINEER for the professional services called for under Attachment A to this Agreement according to the “Multiplier Method” described in paragraphs 9(a) through 9(e) of the current Agreement for Professional Engineering and Consulting Services dated January 21, 2020.

Item I	Base Drawing Preparation	\$12,800.00
Item II	Limited Topographic Survey	\$13,500.00
Item III	Construction Plan Preparation	\$95,400.00
Item IV	Bidding Assistance	\$10,150.00
Item V	Construction Contract Administrative Support Svc.	\$25,900.00
Item VI (A)	Meetings	\$4,550.00
Item VII	Additional Services	Excluded
	<b>Subtotal</b>	<b>\$162,300.00</b>

**II. Cost Plus Estimate**

The City agrees to compensate the ENGINEER for the services identified in Attachment A to this Agreement on an actual cost, plus ten percent (10%), for the following:

Item VI(B)	Reimbursable Expenses (printing, mileage, etc.)	\$4,000.00
	<b>Subtotal</b>	<b>\$4,000.00</b>
	<b>TOTAL*</b>	<b>\$166,300.00</b>

\*Total compensation shall not exceed the aggregate of the above estimates (**\$166,300.00**) without additional authorization.

**Accepted By:**

**City of New Port Richey**
**Half Associates, Inc.**

_____ Rob Marlowe Mayor	_____ Date
-------------------------------	---------------

_____ Allison C. Shaw, PE Senior Project Manager	_____ Date
--	---------------

_____ Judy Meyers City Clerk	_____ Date
------------------------------------	---------------

_____ Bruce T. Kaschyk, AICP Senior Vice President	_____ Date
--	---------------