

~~October 25, 2018~~
Revised December 7, 2018
Revised December 21, 2018

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

riverar@cityofnewportrichey.org

**RE: CITY OF NEW PORT RICHEY
GLORIA SWANSON PARKING LOT – CONSTRUCTION PLANS
GGI PROJECT NO. 5565-041**

Dear Mr. Rivera:

The following proposal for preparation of Construction Drawings for the Gloria Swanson parking lot has been amended pursuant to your request.

As discussed during the September 18th Work Session with City Council, improvements to the Gloria Swanson parking lot (bounded by Circle Blvd., Bank Street, the alley immediately north of Main Street, and the Smart Start New Port Richey Business Incubator) would benefit Sims Park visitors as well as the Hacienda Hotel which is scheduled to re-open in approximately a year. Utilizing the refined concept plan that will be selected by City Council in the upcoming work session, Genesis will prepare construction documents and apply for regulatory permits required to construct the proposed improvements.

This scope is based on the understanding that underground water, sewer, and dry utilities will remain in their current location and stormwater collection infrastructure will be modified as required to maintain connectivity and effectively drain the proposed construction. Based on the quantity of existing vehicle use area, Genesis will seek a permit exemption from the Southwest Florida Water Management District – i.e. no new stormwater management systems are proposed as part of this project. Because the project includes urban redevelopment, Environmental Science, Environmental Engineering, wetland permitting, zoning, land use modifications, etc. are not anticipated or included in the scope.

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

At your service,

GENESIS

David Fleeman

David Fleeman, P.E.
Senior Project Manager

**ATTACHMENT A
SCOPE OF SERVICES**

A. TOPOGRAPHIC SURVEY

Genesis will engage a sub-consultant to prepare required surveys. The survey effort will include:

1. Perform a Topographic Survey for the purpose of determining the configuration (relief) of the surface of the earth. The topographic data will be collected on a 50 foot grid.
2. A minimum of two (2) Benchmarks will be established, at the site, for use during development. The datum for the Topographic Survey will be based on the North American Vertical Datum (NAVD 88).
3. The coordinate data will be in collected in the State Plane Coordinate System (NAD83 / Florida West).
4. Perform a Tree Survey that documents the horizontal location of existing trees 5" and larger located within the project limits.
5. Utilizing right-of-way maps, historic surveys, and documents provided by the client, establish the western right-of-way limits of Bank Street (adjacent to Hacienda Hotel) and the configuration of the alley located immediately north of the Main Street commercial buildings.
6. This work effort will be provided in an AutoCAD base map for future design. No separate survey will be issued.

B. GEOTECHNICAL ENGINEERING INVESTIGATION

This scope will be performed by the City and provided to the Design Team.

C. SITE DEVELOPMENT CONSTRUCTION PLANS

1. Prepare the plans for land development sufficient for approval as Site Development Construction Plans by the City of New Port Richey. Plans will address paving, parking grading, and surface drainage.
2. Submit the Construction plans and exhibits to City of New Port Richey for review at the 30%, 90%, Final complete milestones.
3. Consult with and assist permit reviewers and staff during the review process.

D. SITE LIGHTING PLANS

GENESIS will engage Harold Hart & Associates, Inc. perform electrical engineering design services for the proposed project. The scope will include:

1. Duke Energy will perform a photometric study of the project limits to ensure that minimum light levels are achieved in the proposed design. The results of this study will be provided to the Design Team as the basis of preparing construction drawings.
2. Prepare construction drawings depicting the proposed / relocated light fixtures and associated circuiting. (This scope is based on the City providing record drawing information of the existing circuitry that will be impacted by proposed construction).

E. CODE COMPLIANT LANDSCAPE AND IRRIGATION PLANS

1. GENESIS will prepare tree preservation and removal plans and minimum code landscape plan in conformance with City of New Port Richey regulations, and your comments. The theme and plant palette will be consistent with that developed during the 2016 Downtown Landscape Improvements project. It is our understanding that these plans will be included in the overall construction plan set as described in this proposal.
2. GENESIS will prepare plans with an automatic time-activated irrigation system for the common areas with distribution piping, lateral piping, control valves, and sprinklers for 100% coverage of proposed landscape improvement areas. This scope is based on the understanding that the irrigation system is to be supplied by either reclaimed water or an irrigation well (permitted by others).
3. Our proposal does not include design for an underground or surface drawn pumping system or for piping connections to an effluent reuse water system beyond the project boundaries.
4. Submit the Construction plans and exhibits to City of New Port Richey for review at the 30%, 90%, Final complete milestones.

F. HARDSCAPE DESIGN

1. GENESIS will prepare construction plans, notes, and details for proposed hardscape. It is understood that the limits of the hardscape are confined to the interface between the proposed parking area and existing Sims Park. Design of signage, way finding, fountains, walls or other architectural elements are not included in this scope.

G. SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT (SWFWMD) ENVIRONMENTAL RESOURCE PERMIT (ERP) EXEMPTION

1. Prepare transmittal correspondence and exhibits as required by the SWFWMD requesting an exemption based on credit for existing impervious surface area.
2. Should SWFWMD determine that this project requires preparation of an ERP, GENESIS will prepare an Additional Services Addendum for your approval.

H. BIDDING ASSISTANCE

1. Prepare specification book based on a Lump Sum contract (i.e. Measurement & Payment and Bid Tabulation sheets are not required).
2. Attend Pre-Bid meeting (if required).
3. Distribute bid documents to perspective bidders. Consult with bidders during the bid process. Answer questions and provide clarification as needed.

I. CONSTRUCTION OBSERVATION/ADMINISTRATION

1. Attend a pre-construction meeting with the Owner, contractor, and utility representatives and others as needed.
2. Provide observation as needed for certification upon completion of the project. Observation services required to ensure conformance to the approved plans and specifications include the following:
 - i) Visual observation on a random basis for installation of storm sewer pipe and structures
 - ii) Curb stabilization
 - iii) Roadway subgrade and base observation
 - iv) Monitor materials testing reports
 - v) Preliminary final observation with City of New Port Richey and the contractor to determine punch list items
 - vi) Review of shop drawings
 - vii) Review of contractor pay requests
 - viii) Review and response to contractor RFI's
3. Prepare and submit record drawings and certify final construction to City of New Port Richey for acceptance of the constructed improvements based upon as-built survey data provided by the contractor and a licensed surveyor.
4. Submit record drawings and certification forms to the Water Management District to receive a Statement of Completion and Transfer to Operation Phase from the District.
5. Scope includes no more than one (1) pre-construction meeting, three (3) field visits, and one (1) pre-final observation. Additional site visits can be provided as an additional service to this task order.

Notes:

- A. *Repeat observations due to faulty construction methods or defective materials or equipment are not included.*
- B. *GENESIS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work. GENESIS shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). GENESIS' efforts will be directed toward providing limited assurance for the CLIENT that the completed project will conform to the contract documents, but shall not be responsible for failure of Contractor(s) to perform the construction work in accordance with the contract documents. During such visits, and on the basis of the on-site observations, GENESIS shall keep the CLIENT informed of the progress of the work, shall endeavor to guard against defects and deficiencies in the work of the Contractor(s), and may disapprove or reject work as failing to conform to the contract documents. This contract includes only infrequent site inspections that will provide for very limited observations. At the CLIENT'S request, GENESIS can provide more frequent construction observation and documentation on an hourly rate basis.*

J. CLIENT STATUS AND PUBLIC AGENCY MEETINGS

- 1. Attend CLIENT status/strategy meetings on an as-needed basis as determined by the CLIENT.

ATTACHMENT B
COMPENSATION
GLORIA SWANSON PARKING LOT – CONSTRUCTION DRAWINGS

1. Lump Sum Fee

The Client agrees to compensate the CONSULTANT for the professional services called for under Attachment A to this Agreement in a lump sum fee. The CITY will be invoiced monthly on a percent complete basis.

FEE SCHEDULE

SCOPE OF SERVICES	FEE
A. Topographic Survey	\$3,500.00
B. Geotechnical Engineering Investigation	Not Incl.
C. Site Development Construction Plans	\$16, 500.00
D. Site Lighting Plans	\$2,800.00
E. Code Compliant Landscape and Irrigation Plans	\$6,500.00
F. Hardscape Design	\$2,500.00
G. Southwest Florida Water Management District (SWFWMD) Environmental Resource Exemption	\$3,500.00
H. Bidding Assistance	\$3,000.00
TOTAL (Not Including Reimbursables and Hourly Tasks)	\$38,300.00

2. Cost Plus Estimate

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

I. Construction Observation/Administration (hourly)	\$5,000.00
J. Client Status and Public Agency Meetings (hourly)	\$1,500.00
Reimbursable Expenses (printing, mileage, etc.)	\$300.00
Subtotal	\$6,800.00
TOTAL SUGGESTED BUDGET*	\$45,100.00

*Total compensation shall not exceed the aggregate of the above estimates (\$45,100.00) without additional authorization.

ACCEPTED BY

CITY OF NEW PORT RICHEY

GENESIS

Rob Marlowe
Mayor

Date

David B. Fleeman, P.E.
Associate Vice President
Senior Project Manager

Date

Judy Myers
City Clerk

Date

Bruce T. Kaschyk, AICP
Senior Vice President
Tampa Division Manager

Date