

**TASK ORDER NO. 38**  
**SCOPE OF SERVICES AND FEE PROPOSAL**  
**SIMS PARK BOAT RAMP IMPROVEMENTS**  
**CITY OF NEW PORT RICHEY**

**I. PROJECT SCOPE**

**Description:**

The City of New Port Richey (CITY) is planning maintenance activities and improvements for the Sims Park Boat Ramp located on the Pithlachascotee River. Improvements that have been identified for the Sims Park Boat Ramp include new restroom facilities, seawall cap and sidewalk additions, extension of the concrete ramp, and dredging of the rocks near the ramp. It is understood that this project will entail the following components:

- The dredging and removal of submerged rocks near the boat ramp loading area.
- A 16-ft extension of the concrete boat ramp.
- The addition of decorative concrete seawall caps to match the style of the Sims Park seawall.
- The addition of approximately 340-ft of decorative sidewalk adjacent to the seawall to match the style of the Sims Park sidewalk.
- A 500 square foot restroom building with an aluminum trellis on one side of the building, including architectural detailing and layout to match the Frances Avenue Park restroom facilities.

The CITY has requested Stroud Engineering Consultants, Inc. (ENGINEER) to assist the CITY in preparing final design and construction documents; obtain the necessary permits; coordinate the bid process; and provide construction phase services.

Mr. Brent 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 ENGINEER services; and attendance at monthly project meetings (as requested) with the CITY. The progress of the project will be discussed with the CITY's designated project manager during regular project status meetings at the Recreation Center and/or the scheduled meetings, and as necessary throughout the remaining 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 DESIGN**

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 drawings and survey data of the previous Sims Park design project from the CITY.

Rendering: The ENGINEER will provide site plan renderings of the proposed site improvements, including seawall caps, sidewalks, and restroom facilities to the CITY for review and approval.

The ENGINEER will use the architectural concept for the completed restroom facilities at the Frances Avenue Park as the design basis for the new restroom facility for this project.

Surveying: The ENGINEER will coordinate with a licensed professional surveyor to provide topographic survey of the boat ramp park restroom and stormwater treatment areas and bathymetric survey of the proposed dredging area. The new survey will tie into the survey prepared for the previous Sims Park Improvements project. The survey will be prepared using Florida State Plane West, NAD 83 coordinate system.

Geotechnical: The ENGINEER will coordinate with the geotechnical engineering subconsultant to provide geotechnical engineering exploration and evaluation including standard penetration test borings and soil classification for structural foundation requirements. We anticipate 1 SPT boring will be required at the proposed restroom location and stormwater pond location. In addition, a DRI Test will be required at the proposed stormwater pond location. The results of the investigation will be included in an appendix of the contract documents.

## **2.0 FINAL DESIGN**

Once the preliminary design and planning activities are completed, the ENGINEER will prepare detailed construction documents for the conceptualized facilities and furnish appropriate numbers of sets to the CITY for review. The final documents will be suitable for establishing a construction contract for the project while being in sufficient detail to permit construction by the contractor. The ENGINEER will include the following elements of the restroom structure in the design work:

- Civil/Sitework - The plans and specifications for the restroom structure will include site layout, grading, and sidewalk restoration.
- Architectural/Mechanical/Structural/Electrical – The restroom structure will be designed to resemble the newly constructed restroom as part of the Frances Avenue Park Improvements project. The restroom will include CMU block wall construction, roofing system, stucco finish, toilet and sink fixtures, associated piping, valves and appurtenances, lighting, and electrical system. HVAC will not be included in this design.

The ENGINEER will provide the labor, materials, and equipment necessary to design the boat ramp extension, dredging plan, and seawall and sidewalk improvements. The plan designs will use the topographic, right-of-way, and utility survey of the Sims Park Improvements project as the basis for the design work. The plans will contain specifications for construction and/or reference the Florida Department of Transportation's "Standard Specifications for Road and Bridge Construction." Details of the concrete ramp and seawall work will be included.

The ENGINEER's final design scope will include the following:

- Prepare and submit copies of construction drawings at designated project completion milestones (60%, 90%, and Final) for review, comment, and approval by the CITY. The construction drawings will include construction notes, plan sheets at appropriate scale for legible interpretation, and standard details. Two (2) copies of construction drawings will be provided in 11"x17" size at each submittal stage.
- Attend design review meetings at the specified design intervals with the CITY. It is anticipated that there will be no more than four (4) design review meetings prior to project bidding.

- Prepare front-end bidding documents and technical specifications for the final design documents.
- Prepare a complete tabulation of material quantities and corresponding final estimate of probable construction cost, based upon experience with similar work in the area.

### 3.0 PERMIT ASSISTANCE

The ENGINEER will prepare an Environmental Permit application package for the extension of the ramp, the removal of rock at the ramp entrance, and stormwater treatment system. The modifications will be permitted through the FDEP under Florida Administrative Code 62-330.417 *General Permit for Construction, Alteration, Operation, and Maintenance of Boat Ramp Facilities*. The FDEP permit fee of \$750 is included in our Task Order Fee.

### 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.
- 4.2 **Document Sale:** Upon advertisement of the Contract and initiation of the bidding process, the ENGINEER will provide a compact disc to the CITY which contains the Contract Documents and Construction Plans in PDF and AutoCAD format. The ENGINEER will subsequently be responsible for sale of the bid documents to the interested bidders/parties upon request.
- 4.3 **Pre-Bid Meeting:** Upon scheduling of the Pre-Bid Meeting by the CITY, the ENGINEER will coordinate with the 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 CITY in preparing the required advertisement for bids, attend the bid opening, review bids, prepare a bid tabulation and make recommendations regarding the 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 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.
- 5.3 **Shop Drawing Reviews:** In accordance with the Contract Documents, the selected contractor will be required to provide utilities-related equipment/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 and contractor for subsequent processing.

- 5.4 Construction Observation/Field Services:** It is anticipated that the construction of the boat ramp improvements is to be started in February 2020 and that the construction duration will be six (6) months, with the majority of the required construction activities performed over a four (4) month time frame. 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 has been estimated by the ENGINEER throughout the primary four (4) month period of the construction phase. It is anticipated that on-site observation of the work in progress will be conducted with assistance from the CITY's inspections staff at intervals necessitated by the contractor's schedule, capabilities and effectiveness, and as required to provide final regulatory certification. The ENGINEER will assist the CITY with operational questions associated with acceptance of the completed project.

It is anticipated that the ENGINEER will observe the following activities in the field, at a minimum:

- hydrostatic pressure/leakage testing
- routine materials installation
- connections to existing utilities
- applicable testing procedures.

- 5.5 Record Drawings:** Upon receipt of the as-built drawings and survey information from the contractor, we will provide signed and sealed record drawings along with the project certification documents to the CITY. The record drawing submittal will include two complete sets of paper drawings (11"x17"), and one compact disc with the complete set of drawings in AutoCAD file format and PDF file format.

- 5.6 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.

## **6.0 ALLOWANCE FOR AUTHORIZED ADDITIONAL WORK**

In the event that other additional work is required or requested by the CITY, which may arise from unforeseen field conditions, change in the project limits, increased design, and/or permitting services, this task is intended to provide an allowance for such work. Such additional work shall be authorized in writing by CITY.

## **II. DELIVERABLES**

This Scope of Services is to include the following deliverables:

- Conceptual Site Plan Renderings
- Updated Design Drawings and Technical Specifications, as necessary, at project completion milestones
- Final Design Drawings
- Front-end Documents
- ENGINEER's Opinion of the Probable Construction Cost
- Certificate of Substantial Completion
- Recommendation for Final Payment
- Record Drawings & CD's

### III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- **Survey:** This Task Order is based upon the use of the existing survey data provided for the previously designed Sims Park Improvements project, as supplied by the CITY, for the purpose of preparing detailed design construction drawings. The ENGINEER will perform additional limited survey activities, as necessary to properly illustrate the proposed improvements for construction purposes.
- **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 staff for on-site observation for the duration of the construction phase.

### IV. ENGINEER'S COMPENSATION

For Tasks 1 – 6 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	\$ 14,500.00
2.	FINAL DESIGN	\$ 32,900.00
3.	PERMIT ASSISTANCE	\$ 4,700.00
4.	BID SERVICES	\$ 3,100.00
5.	SERVICES DURING CONSTRUCTION	\$ 20,800.00
6.	ALLOWANCE FOR AUTHORIZED ADDITIONAL WORK	\$ 5,000.00
	TOTAL LUMP SUM AUTHORIZATION	\$ 81,000.00

## **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.

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## **VI. PROJECT SCHEDULE**

The ENGINEER will begin the activities described herein within one week of receiving written notice to proceed. The estimated project schedule is outlined as follows:

<u>Task</u>	<u>Weeks to Complete After Notice to Proceed Issued</u>
Preliminary Design/Renderings	8
CITY Review	10
60% Final Design Submittal	18
CITY Review	20
90% Final Design Submittal	24
CITY Review	26
Final Design Submittal	30
Permitting	34
Bidding and Construction Phase	64

TASK ORDER NO. 38

Sims Park Boat Ramp Improvements

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. 38, 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. 38, 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 lump sum in accordance with the PROFESSIONAL ENGINEERING AND WATER-RESOURCE AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated December 17, 2013.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 38, 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