

TASK ORDER NO. 42

SCOPE OF SERVICES AND FEE PROPOSAL

2020 SEAWALL REPAIR – JASMINE PARK

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) is planning maintenance activities and improvements for all City-owned seawalls located on the Pithlachascotee River. Stroud Engineering Consultants, Inc. (ENGINEER) completed a Condition Assessment Report of the seawalls in June 2017, which recommended identified structural and cosmetic deficiencies in the seawalls and provided recommendations to repair the deficiencies. The CITY has requested the ENGINEER to assist the CITY in implementing the repair recommendations by providing construction documents to implement the repair recommendations of the Condition Assessment Report. This task order is to provide the construction documents for the seawall repair/replacement at Jasmine Park.

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 Public Works Building 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 CONSTRUCTION DOCUMENTS

The ENGINEER will coordinate with a licensed professional surveyor to provide a topographic survey of the existing seawall location, from the water line to 25' land side of the seawall. The survey will be prepared using Florida State Plane West, NAD 83 coordinate system.

The ENGINEER will coordinate with the geotechnical engineering subconsultant to provide geotechnical engineering exploration and evaluation including standard penetration test borings, wet season water table determination, and soil classification, for structural foundation requirements. We anticipate 2 SPT borings will be required at the park site. The results of the investigation will be included in an appendix of the contract documents.

The ENGINEER will prepare detailed construction documents for the selected seawall repairs at the project location 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 project design will use the topographic survey 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 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. Four (4) 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.

2.0 PERMIT ASSISTANCE

Seawall demolishing and construction will require an Environmental Resource Permit under Florida Administrative Code 62-330.051. A SWFWMD ERP will be prepared for the seawall removal and replacement construction. The ERP application fee amount of \$250.00 is included in this task order.

3.0 BID PHASE SERVICES

- 3.1 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.
- 3.2 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.
- 3.3 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.

4.0 SERVICES DURING CONSTRUCTION

- 4.1 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.
- 4.2 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.

- 4.3 Shop Drawing Reviews:** In accordance with the Contract Documents, the selected contractor will be required to provide 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.
- 4.4 Construction Observation/Field Services:** It is anticipated that the construction duration will be three (3) months, with the majority of the required construction activities performed over a two (2) 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 one (1) 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.
- 4.5 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 drawings will also be included on the CITY's master drawing file. The record drawing submittal will include one complete set of paper drawings (11"x17"), one compact disc with the complete set of drawings in AutoCAD file format, one separate compact disc with the complete set of drawings in PDF file format, and one compact disc with both file formats.
- 4.6 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 for each phase, 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:

- Cost estimate(s) of project items
- Two (2) hardcopies and an electronic .pdf file of the 60%, 90% and Final design submittals
- Certificate of Substantial Completion
- Recommendation for Final Payment
- Record Drawings & CD's

III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- Wetland/surface water delineation by a wetland scientist is not included in this Task Order.
- Obtaining local building permits is not included in this Task Order.
- 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 – 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	\$ 7,900.00
2.	FINAL DESIGN	\$ 14,500.00
3.	PERMIT ASSISTANCE	\$ 3,200.00
4.	BID SERVICES	\$ 3,000.00
5.	SERVICES DURING CONSTRUCTION	\$ 7,200.00
	TOTAL AUTHORIZATION	\$ 35,800.00

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 estimated project schedule is outlined as follows:

<u>Task</u>	<u>Weeks to Complete After Notice to Proceed Issued</u>
60% Final Design Submittal	10
CITY Review	12
90% Final Design Submittal	16
CITY Review	18
Final Design Submittal	22
Permitting	24
Bidding and Construction Phase	48

TASK ORDER NO. 42

2020 Seawall Repair – Jasmine Park

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. 42, 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. 42, 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. 42, 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.

Brent A. Heath, President

Date

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

City Clerk

City Manager

Date