

TASK ORDER NO. 37

SCOPE OF SERVICES AND FEE PROPOSAL

JAMES E. GREY PRESERVE IMPROVEMENTS – PHASE 1

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) is planning and pursuing a major expansion of recreational trails and park improvements at the James E. Grey Preserve. A prior design for the Phase 1 improvements was completed in 2018, however the design did not connect the new park area to the existing trail system within the Grey Preserve. In addition, the CITY wants to include new restroom facilities as part of the Phase 1 project. It is understood that this project will entail the following components:

- Approximately 740-ft of elevated wood pile supported wood boardwalk, connecting the proposed trail system with the existing James E. Grey Preserve trail system.
- An elevated 40-ft span pedestrian bridge over the tributary creek to the Pithlachascotee River.
- A 544 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.
- Water and sewer utility services from the new restroom facility to the CITY's existing potable water system and sewer collection system along Congress Street.

The CITY has requested Stroud Engineering Consultants, Inc. (ENGINEER) to assist the CITY in preparing construction documents for the James E. Grey Preserve Improvements project. It is the ENGINEER's understanding that the CITY is pursuing grant funding for a portion of the project's construction costs from the Florida Department of Environmental Protection (FDEP) Recreation Development Assistance Program. Due to the uncertainty of the grant program application and funding requirements at this time, engineering services associated with the grant program funding application are not included in this project scope.

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 subconsultant services; necessary scheduling of design and construction activities; 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 each regular monthly project status meeting at the Public Works Building and/or the scheduled on-site construction 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 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 AutoCAD drawings and survey data of the previous James E. Grey Preserve design project from the CITY. The data will consist of all relevant plans, reports, studies, permits, records, maps, and other relevant data concerning the CITY's current improvements plan for the James E. Grey Preserve. The ENGINEER will acquire the available water and sewer system maps from the CITY for use in determining available connection locations.

Rendering: The ENGINEER will provide site plan renderings of the proposed site improvements, including trails, boardwalks, bridge, 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 facilities for this project.

Surveying: The ENGINEER will coordinate with a licensed professional surveyor to provide topographic and tree survey of the additional park area where the proposed boardwalk and bridge extensions are planned. The new survey will tie into the survey prepared for the previous project and the original boardwalk system constructed in 2005. 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 each bridge abutment location, and at the proposed restroom location. The results of the investigation will be included in an appendix of the contract documents.

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

- Assemble available drawings, survey, permit applications, site investigations, etc.
- Coordinate and obtain a limited survey of the project area.
- Coordinate and obtain a geotechnical investigation of the bridge abutment and restroom building locations.

2.0 FINAL DESIGN

Once the preliminary design and planning activities are completed, the ENGINEER will prepare detailed construction documents for the conceptualized boardwalks, bridge, and restroom facility 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's final design scope will include the following:

- Prepare and submit copies of construction drawings for the boardwalk, bridge, and restroom structure 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 civil details. Two (2) copies of construction drawings will be provided in 11"x17" size at each submittal stage. The construction drawings will include civil and utility details.
- 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, including the incorporation of the previous design drawings. The bidding documents will also include special federal project provisions from the grant funding program, as anticipated for the grant requirements.
- 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 and submit the permit applications, including associated sketches, drawings, and related incidental information required for submittal, necessary to perform the proposed boardwalk and bridge installation activities as included on the final design documents. It is anticipated that the following permit applications will be required as part of this Task Order:

- Environmental Resource Permit (ERP) – An ERP was obtained for the existing Phase 1 improvements project from the Southwest Florida Water Management District (SWFWMD). It is anticipated that a SWFWMD ERP or permit modification will be required as part of the wetland impacts due to the construction of the additional boardwalk improvements and creek crossing, and the additional impervious impacts from the proposed restroom facility and sidewalks.
- The ENGINEER will coordinate with FDEP and the Army Corps of Engineers (ACOE) for wetland and submerged lands impacts and use approval.
- The ENGINEER will coordinate with FDEP to prepare the documents for a sovereign submerged lands lease from the State. The ENGINEER will coordinate with a licensed professional surveyor to prepare a legal description and sketch of the submerged lands lease location and area.

The ENGINEER will provide routine follow up services in support of the permit applications by attending meetings, making field visits, responding to questions, etc. At the conclusion of the project construction phase, the ENGINEER will complete and submit the SWFWMD Construction Certification form.

4.0 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, the need for coordination or design services related to the Florida Recreation Development Assistance Program, 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:

- 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

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 James E. Grey Preserve Improvements project, as supplied by the CITY, for the purpose of preparing detailed design construction drawings. The ENGINEER will perform additional limited survey activities where survey information is missing for the proposed boardwalk and bridge, as necessary to properly illustrate the proposed improvements for construction purposes.
- **Geotechnical:** This Task Order is based upon the use of the existing geotechnical data obtained for the previously designed James E. Grey Preserve Improvements project, as supplied by the CITY, for the purpose of preparing detailed design construction drawings.
- **Property/Easement Acquisitions:** It is assumed that no easement acquisition activities, other than those for the sovereign lands easement, are required as part of this Task Order.
- **Coordination with Florida Trails Program:** It is assumed that no coordination or funding application services will be provided for the FDEP Florida Recreation Development Assistance Program (FRDAP) as part of this Task Order. If the CITY needs the ENGINEER's assistance with FRDAP, it may be possible to use allowance funds from Task 4 for this purpose.
- **Bidding and Construction Phase Services:** The ENGINEER's services for the Bidding Phase and Construction Phase will be provided in a subsequent Task Order as directed by the CITY.

IV. ENGINEER'S COMPENSATION

For Tasks 1 – 4 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	\$ 23,850.00
2.	FINAL DESIGN	\$ 69,200.00
3.	PERMIT ASSISTANCE	\$ 10,500.00
4.	ALLOWANCE FOR AUTHORIZED ADDITIONAL WORK	\$ 5,000.00
	TOTAL LUMP SUM AUTHORIZATION	\$ 108,550.00

V. ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

During the course of the work, the ENGINEER shall notify the CITY in writing of any unanticipated costs or out of scope work and shall provide a new estimate for that work to the CITY for approval.

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. It is anticipated that the allowance in Task 6 will provide the funding for additional authorized design services.

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>
Preliminary Engineering/Renderings	12
CITY Review	14
60% Final Design Submittal	22
CITY Review	24
90% Final Design Submittal	28
CITY Review	30
100% Final Design Submittal	34
Permitting	38

TASK ORDER NO. 37

James E. Grey Preserve Improvements – Phase 1

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. 37, 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. 37, 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 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. 37, 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

Attest:

CITY OF NEW PORT RICHEY, FLORIDA

City Clerk

Mayor

Date