

**TASK ORDER NO. 22-2  
SCOPE OF SERVICES AND FEE PROPOSAL  
MAIN STREET SIDEWALK (US19 TO OELSNER ST.)  
DESIGN & PERMITTING  
CITY OF NEW PORT RICHEY**

**I. PROJECT SCOPE**

**Description**

The City of New Port Richey (CITY) is proposing to construct a new sidewalk along the north side of Main Street from US19 west to Oelsner St. (approximately 1200 feet). There are numerous potential conflicts with drainage features, utilities, trees and topographic grade differences.

The CITY has requested Environmental Consulting & Technology, Inc. (ENGINEER) to assist the CITY with the proposed final design and permitting for the new sidewalk. ECT recently completed the preliminary design and field survey/utility identification of the proposed sidewalk route. 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:

**1.1 FINAL DESIGN**

Based on the preliminary sidewalk design activities previously completed, the ENGINEER will prepare detailed construction documents for the selected sidewalk alternative for CITY review. The final documents will be suitable for establishing a construction contract for the project and be in sufficient detail to permit construction by a Contractor.

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

- Provide miscellaneous structural engineering services for the design for the proposed retaining wall along the north right-of-way line adjacent to the Burger King from US Highway 19 west approximately 220 linear feet to an existing driveway. The wall will be approximately 3-5 feet in height.
- Prepare and submit copies of construction drawings at designated project completion milestones (60%, 90% and Final Design Plans) for review, comment, and approval by the CITY. The construction drawings will include but may not be limited to; a cover sheet, general notes, plan sheets, details, cross-sections, retaining wall design, and a pollution prevention plan. Construction drawings will be provided in 11" x 17" size at each submittal stage.
- Review potential drainage issues and identify drainage improvements within the project area.
- Coordinate with the CITY on utility locations and CITY utility relocation plans. Coordinate with other utilities for proposed utility relocations.
- Prepare engineers' cost estimate for the proposed construction.

- Prepare technical specifications for the final design. The CITY will provide the front-end bidding documents.
- Attend design review meetings with the CITY. It is anticipated that there will be no more than two (2) design review meetings.

## **2.1 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 sidewalk and stormwater modifications as included on the final design documents. Although the project is a sidewalk project, a SWFWMD Environmental Resource Permit (ERP) application permit may be required due to potential stormwater modifications required as part of this Task Order.

The ENGINEER will provide the following services in support of the applications:

- Virtual meeting with SWFWMD personnel for pre-application meeting.
- Preparation of an ERP application package with supporting calculations and documents for submittal to the SWFWMD.
- Respond to up to two (2) requests for additional information (RAI) from the SWFWMD, if required.
- Prepare FDOT permit and MOT approval for the connection point of the sidewalk to US Highway 19.

## **3.1 BID ASSISTANCE**

The ENGINEER will prepare bid documents for the project and assist the CITY in the bidding and contractor selection. This includes bid package development, bid advertisement document, list of bid document requests, bid tabulation summary and bid recommendation letter.

## **4.1 SERVICES DURING CONSTRUCTION**

- 4.1.1 Construction Observation/Field Services:** TheENGINEER will prepare the agenda and administer the Pre-Construction meeting. The ENGINEER will conduct up to two (2) site visits to observe the work in progress and consult with the CITY's inspector to monitor conformance with the contract documents. It is anticipated that on-site observation of the work will be conducted by the CITY's inspection staff. Task includes responding to requests for information (RFI) from the Contractor and submittal reviews.
- 4.1.2 Survey As-builts:** The ENGINEER will coordinate with the Contractor to confirm a licensed professional surveyor is retained by the Contractor and utilized to provide an

as-built survey of the completed improvements. This survey will be prepared using Florida State Plane West, NAD 83 coordinate system and NAVD 88 vertical control.

**4.1.3 Record Drawings:** Upon receipt of the as-built drawings and survey information, the ENGINEER will provide signed and sealed record drawings along with the project certification documents to the CITY.

**4.1.4 Project Closeout:** The ENGINEER will submit a Certificate of Completion to SWFWMD, if required, documenting the completion of the construction activities and verifying the construction of the improvements is in compliance with the permit conditions.

## **2 DELIVERABLES**

This Scope of Services is to include the following deliverables:

- 60%, 90% Design Drawings
- Final Design Drawings
- Permit Application and Correspondence
- **Bid Documents**
- Record Drawings
- Certificate of Completion.

## **3 ASSUMPTIONS**

This Scope of Services is based upon the following assumptions:

- It is assumed that any title search, or easement acquisition required as part of this Task Order will be completed by the CITY.
- This scope does not include any SUE utility elevation locates or survey.
- Geotechnical investigations will be provided by the City.
- This scope does not include detailed drainage studies, modeling or outfall improvements.
- **The CITY will provide all utility coordination and the design of all CITY utilities to be modified or relocated as part of this project (water, sanitary, reclaimed water).**
- **The private utilities are responsible for adjustments or relocations to accommodate the PROJECT.**
- **The contractor will provide detailed maintenance of traffic plans for the project to be approved by the CITY.**
- It is assumed the CITY will provide staff for on-site observation for the duration of the construction phase.
- The CITY is responsible for all permitting fees.

**IV. ENGINEER'S COMPENSATION**

For Task 1 through 4 described above, the CITY will compensate the ENGINEER on a lump-sum basis. Compensation to the ENGINEER for the services included in the above tasks shall not exceed the following:

1.	FINAL DESIGN	\$18,170.00
2.	PERMIT ASSISTANCE	\$5,715.00
3.	BID ASSISTANCE	\$2,050.00
4.	SERVICES DURING CONSTRUCTION	\$4,775.00
	WALL STRUCTURAL DESIGN	\$4,800.00
	PRINTING. MILEAGE	\$385.00
	<b>TOTAL LUMP SUM AUTHORIZATION</b>	<b>\$35,895.00</b>

**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.

**4 COMPLETION SCHEDULE**

The estimated completion schedule for the major tasks are shown below.

Task Description	Schedule from NTP
60% DESIGN	2 months
SUBMIT PERMIT	2.5 months
90% DESIGN	3.5 months
RECEIVE PERMIT	4.5 months
FINAL DESIGN	5 months
BID ASSISTANCE AND SERVICES DURING CONSTRUCTION	TBD

**TASK ORDER NO. 22-2**  
**WEST MAIN STREET SIDEWALK (US19 TO OELSNER ST.)**  
**DESIGN & PERMITTING**  
**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**

A. **SCOPE OF SERVICES** – The City of New Port Richey (CITY) hereby authorizes the firm of Environmental Consulting & Technology, Inc. (ENGINEER) to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 22-2, 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. 22-2, SCOPE OF SERVICES AND FEE PROPOSAL.

C. **KEY PERSONNEL** – The ENGINEER has appointed Project Manager Mr. Robert E. Johnson, P.E. as the single point of contact to coordinate with the CITY for this task order. Mr. Johnson has the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by the ENGINEER shall not be removed from the project without the prior written approval of the CITY.

D. **COMPENSATION** – Engineering Services fees for this authorization will be lump sum in accordance with the GENERAL UTILITY ENGINEER, WATER REOURCES AND ENVIRONMENTAL CONTINUING SERVICES AGREEMENT with the CITY, dated February 11, 2021.

E. **ACCEPTANCE** – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 22-2 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:



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ENVIRONMENTAL CONSULTING  
& TECHNOLOGY, INC.



Gary P. Uebelhoer, MBA, Sr. Vice President

07/18/2022

Date

CITY OF NEW PORT RICHEY, FLORIDA

Attest:

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City Manager

Date