

TASK ORDER NO. 16

SCOPE OF SERVICES AND FEE PROPOSAL

2022 NORTH RIVER ROAD NEIGHBORHOOD IMPROVEMENTS

CITY OF NEW PORT RICHEY

I. PROJECT SCOPE

Description:

The City of New Port Richey (CITY) is providing improvements in the North River Neighborhood along River Road between Bridge Road to Veterans Drive. The improvements include a road realignment, new asphalt, new sidewalk, crosswalks, lighting, and landscape strips in the right-of-way. The roadway improvement will be based on the CITY-approved conceptual drawings produced by the previous consultant. In addition, a new reclaimed water main (approximately 1600 feet) and services will be extended through this area of the neighborhood with stubout for future expansion; and water services will be installed to update the water system in this area.

The CITY has requested Stroud Engineering Consultants, Inc. (ENGINEER) assist the CITY with design services for the improvements along River Road. To accomplish the needed road and infrastructure improvements, the ENGINEER will provide authorized professional services to the CITY for the design, permitting assistance, bidding services, and 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 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

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

- Obtain the previous roadway design documents, project area survey files and data, reclaimed water system as-built drawings, water system as-built drawings, and other background information needed to complete the final design.
- Conduct a field review of the project area to obtain necessary system information, perform visual documentation survey of the utilities components, and verify identification of surface features obtained by the surveyor.
- Coordinate with the existing utility providers within the project limits to obtain available horizontal and vertical location information on their existing facilities.

- Coordinate with the geotechnical engineering subconsultant to provide geotechnical engineering exploration and evaluation identifying the subsurface geology in the vicinity of the proposed force mains, for the purpose of determining subsurface conditions (i.e. depth to rock, water, etc.), potential impact on construction methods, unsuitable materials, etc. 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's final design scope will include the following:

- Prepare and submit copies of construction drawings at designated project completion milestones (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 and utility 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.
- 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 provide engineering services to prepare construction plans and obtain an Environmental Resource Permit (ERP) exemption based on F.A.C. 62-330.051(4)(c) from the Southwest Florida Water Management District (SWFWMD) for the milling and resurfacing/reconstruction of the roadway, addition of sidewalks and landscaped strips, irrigation, and replacement of stormwater structures.

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 Delivery:** 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 format. The ENGINEER will assist the CITY in the distribution 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 road, sidewalk, landscaping, lighting, and piping improvements is to be started in February 2023 and that the construction duration will be nine (9) months. 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 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 **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.

TASK 6 PROJECT 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 additional testing data, 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:

- Basis of Design Memorandum
- Updated Design Drawings, as necessary, at project completion milestones
- Final Design Drawings
- ENGINEER’s Opinion of the Probable Construction Cost
- Certificate of Substantial Completion
- Recommendation for Final Payment

III. ASSUMPTIONS

This Scope of Services is based upon the following assumptions:

- **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	\$ 7,610.00
2.	FINAL DESIGN	\$ 101,970.00
3.	PERMIT ASSISTANCE	\$ 1,530.00
4.	BID SERVICES	\$ 6,090.00
5.	SERVICES DURING CONSTRUCTION	\$ 45,380.00
6.	PROJECT ALLOWANCE FOR AUTHORIZED ADDITIONAL SERVICES	\$ 5,000.00
	TOTAL LUMP SUM AUTHORIZATION	\$ 167,580.00

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 engineering services.

VI. PROJECT SCHEDULE

The ENGINEER will begin the activities described herein immediately upon 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	2
90% Design	8
CITY Review	10
Final Design	12
Permitting	10
Bid Phase	16
Construction Phase	52

TASK ORDER NO. 16

2022 NORTH RIVER ROAD NEIGHBORHOOD 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. 16, 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. 16, 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 AGREEMENT FOR GENERAL UTILITY ENGINEER, WATER-RESOURCE AND ENVIRONMENTAL CONTINUING SERVICES (GUE&WR&EC) with the City of New Port Richey, dated February 11, 2020.

E. ACCEPTANCE – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 16 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

Mayor

Date