



September 15, 2022

riverar@cityofnewportrichey.org

Mr. Robert Rivera
Public Works Director
City of New Port Richey
6132 Pine Hill Road
Port Richey, Florida 34668

**RE: GRAND BLVD. MULTI-USE PATH
TASK ORDER NO. 41994.006**

Dear Mr. Rivera:

The City of New Port Richey requested from Halff Associates to provide a scope for engineering services for the Grand Blvd. Multi-use Path Project. The attached scope of work shall begin by performing a review of the survey. This scope also provides the development of construction contract documents, permitting, agency review, project administration, bidding, and construction administration services for the Grand Blvd. Street Multi-use Path Project. The project as envisioned by the City includes a 10-ft multi-use path along Grand Blvd. from Marine Parkway to Gulf Drive. Attached please find Attachment "A" – Scope of Services and Attachment "B" – Compensation.

In accordance with our current Contract, dated January 21, 2020, and upon final Task Order authorization by the City Council, we are prepared to commence this work immediately. Thank you for the opportunity to be of service to the City of New Port Richey.

Sincerely,

Halff Associates, Inc.

A handwritten signature in blue ink, appearing to read "Allison C. Shaw".

Allison C. Shaw, P.E.

Attachment A
Scope of Services
New Port Richey Grand Blvd. Multi-use Path

ABBREVIATED PROJECT DESCRIPTION

Halff Associates, Inc. (CONSULTANT), shall provide the City of New Port Richey (CITY) with the required proposed engineering services that include design and permitting necessary to construct the proposed 10-ft multi-use path along Grand Blvd. from Marine Parkway to Gulf Drive. As the City Staff has indicated the path is to be constructed of concrete. Design shall include Permitting, Utility coordination, Construction plans, Landscape Architecture, Opinion of Probable Construction Cost, Bidding services, and Limited Construction Administration.

The CITY will provide all available documentation for the roadway corridor that could assist with plans development (development permits, right of way documents, utility agreements, maintenance records, etc.). Final plans will be delivered by the CONSULTANT in both PDF and AutoCad formats.

The following services are anticipated for the completion of this project:

I. PRELIMINARY PLAN SUBMITTAL (30%)

- A. Halff will conduct a field visit to observe and note existing conditions within the project area.
- B. Utilizing readily available survey information provided by the CLIENT and the notes from the field visit, Halff will prepare a base plan from which Halff will prepare a preliminary plan. The Preliminary Plan Documents will be in conformance with the City's guidelines and product types, and local agency Land Development Code requirements.
- C. Based on City's review and comments, Halff will make revisions and refine per comments received from the City.
- D. Regular coordination will occur between Civil Engineer and City for the project. Halff will attend a maximum of two meetings by phone/conference call or field review with the City to present the 30% Preliminary Plans.

II. CONSTRUCTION PLANS PREPARATION

Upon approval of the 30% Preliminary Plans by the CLIENT, The CONSULTANT shall prepare sufficient construction plans to construct the multi-use path for approximately 0.407 miles (2150 ft). Construction plans shall be produced on 11"x17" sheets at a scale not greater than 1"=100'. Plans shall be provided to the City of New Port Richey at the 60%, 90%, and 100% design phases for review and comment. The plans will be designed using the 2022-2023 FDOT Standard Plans, FDOT Design Manual Vol.'s I-III, Florida Greenbook, AASHTO's Guideline for Geometry of Very Low-Volume Local

Roads, and the FDOT Standard Specifications for Road and Bridge Construction. Plans shall include, but not be limited to, the following components:

- Key Sheet
- Typical Sections and Details
- General Notes
- Demolition Plan
- Plan Sheets
- Path Cross Sections (every 50')
- Utility Adjustment Sheets
- Erosion Control Sheets
- Traffic Control Sheets
- Signing and Pavement Marking Plans
- Landscape and Irrigation Plans

Deliverables: 1 hardcopy set of Signed and Sealed Construction Plans
1 hardcopy set of Bid Specifications
1 digital files:

- PDF of Final Plans
- Final Opinion of Probable Cost
- Bid Documents
- AutoCadd drawings

A. Permitting and Agency Review

This proposal is based on the understanding that the multi-use path will qualify for a Southwest Florida Water Management District (SWFWMD) exemption. Permitting services shall include coordinating, preparing, submitting, and obtaining the exemption for this project. Any additional permitting requirements with SWFWMD are not included in this scope.

B. Utility Coordination

The CONSULTANT shall be responsible for all utility coordination associated with this project. Existing utilities will be flagged/marked through Sunshine One-call and located during surveying. The CONSULTANT will contact each utility owner to discuss the project and provide preliminary plans to confirm the location of the existing facilities. The CONSULTANT will coordinate with utilities that are affected by the proposed construction and resolve conflicts through design modifications or relocation of the facilities. A Utility Conflict Matrix will be submitted to all Utility Agency Owners (UAO) along with a Utility Work Schedule outlining the proposed utility work and the construction duration estimate for any relocation activities.

C. Signing and Pavement Markings

Signing and pavement marking plans shall be prepared by the CONSULTANT, if required, and will include all necessary striping and signage for the proposed multi-use path. The design shall conform to the Manual of Uniform Traffic Control

Devices (MUTCD) and 2022-2023 FDOT Standard Plans. Signing and pavement marking plans shall be included in the Roadway Plans component.

D. Drainage Services

Limited drainage analysis will be prepared by the CONSULTANT. Drainage includes minor ditch regrading in areas where the front slopes are modified and/or drainage inlets installed to facilitate the multi-use path construction. Services for this task may include the production of drainage basin maps, ditch conveyance calculations, and drainage documentation. Drainage improvements are not included in this scope of work.

E. Opinion of Probable Construction Costs

A preliminary Opinion of Probable Cost (OPCC) will be submitted by the CONSULTANT at the 90% completion stage based on available FDOT historical cost data. At the final plans phase, a final opinion of cost will be provided by the CONSULTANT along with a bid tabulation sheet showing pay items and quantities. The project will be let to contract as a LUMP SUM (LS) bid and a Computation Booklet will not be required. The CONSULTANT will provide a LS OPCC for construction per the direction of the CITY. Please note that due to supply chain issues and supplies, the OPCC is subject to final pricing by the contractor(s).

III. Landscape Architecture and Irrigation

The CONSULTANT shall prepare construction plans with sufficient details for installation and construction of landscape material and irrigation system to provide adequate coverage to proposed landscape material. All proposed improvements shall be designed and installed within existing City right-of-ways. It is understood that the irrigation system is to be supplied by either potable water or a subsurface irrigation well (permitted by others) and that no reclaimed water is available. If a surface drawn pumping system is desired, the design for such system shall be considered an additional service not included in this contract. Construction plans shall be produced on 11"x17" sheets at a scale not greater than 1"=100'. Plans shall be provided to the City of New Port Richey at the 90% and 100% design phases for review and comment. The plans will be designed using the 2022-2023 FDOT Standard Plans, FDOT Design Manual Vol.'s I-III, Florida Greenbook, AASHTO's Guideline for Geometry of Very Low-Volume Local Roads, and the FDOT Standard Specifications for Road and Bridge Construction.

Landscape and irrigation plans shall be a component set of the plans outlined in Task II. Landscape locations and species shall be limited to the species outlined in the Grand Boulevard Presentation prepared by the City and dated May 2, 2002. Trash receptacle and bench locations will be noted in the plans for consideration by the City, final locations and means for installation shall be

the responsibility of the City's representative. The CONSULTANT is prepared to engage the public as necessary to garner feedback from city residents but shall be considered an additional service not included in this contract.

Deliverables: 1 hardcopy set of Signed and Sealed Construction Plans
1 hardcopy set of Bid Specifications
1 digital files:
- PDF of Final Plans
- Final Opinion of Probable Cost
- Cadd drawings in AutoCAD

IV. Bidding Assistance

- A. Prepare construction contract documents (plans and project manual). These documents will be submitted to CITY with the final design drawings.
- B. Upon advertisement of the Contract and initiation of the bidding process (by CITY) the ENGINEER will be responsible for sale of the bid documents to prospective bidders.
- C. If the CITY elects to schedule and hold a pre-bid meeting, the ENGINEER will provide attendees with an overview of the project scope as well as answer pertinent technical questions raised by prospective bidders. Additionally, ENGINEER will issue any necessary addendums that result from the pre-bid meeting.
- D. ENGINEER will be the primary point of contact for prospective bidders throughout the bidding process (bid announcement to bid submission). At the CITY's request, the ENGINEER will attend the bid opening, review submitted bids, prepare a bid tabulation, and make a recommendation regarding award of the construction contract.

V. Construction Contract Administrative Support Services

- A. Attend a Pre-Construction Conference at the CITY's office following the award and execution of the construction contract.
- B. 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.

- C. The ENGINEER will review equipment / material related submittals for general conformance with the Contract Documents and overall design intent. Submittals will be returned to the CITY for subsequent processing.
- D. It is anticipated that the Contractor's construction contract will have a six (6) month duration. During this time 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 have been estimated by the ENGINEER throughout the above referenced construction duration. It is anticipated that on-site observation of the work in progress will be conducted with assistance from the CITY's inspection staff at intervals necessitated by the contractor's schedule, capabilities, effectiveness, and as required to provide final certification.
- E. Upon receipt of as-built drawings and survey data from the contractor, ENGINEER will prepare signed and sealed Record Drawings along with any required project certification documents to the CITY. The Record Drawing submittal will include two (2) complete sets of paper drawings prepared at the same scale as the Contract Documents, a PDF, and a *DWG file of the same.
- F. Upon request of the CITY, the ENGINEER will prepare a Certificate of Substantial Completion. This certificate will establish the date when the entire work defined within the Contract Documents is considered substantially complete and ready for use. It will identify significant items that need to be addressed and corrected before final payment can be recommended.
- G. Upon resolution and completion of these punch list items, the ENGINEER will review the final Change Order (prepared by the Contractor) that adjusts the contract amounts to match the completed quantities.

VI. Additional Services

- A. Additional Services – The performance of additional survey and engineering services not otherwise included in this Agreement will be provided as requested and authorized by the CITY.
- B. If desired, the CONSULTANT will solicit the services of additional subconsultants, such as electrical and lighting design, as may be required for this project and/or directed by the City. Subconsultant professional service fees are not included in this contract and shall be the responsibility of the City.
- C. The Client will provide the following:
 - 1. Review and permit processing fees.
 - 2. Contract directly with a material testing firm for construction phase testing.

**Attachment B
Compensation
New Port Richey Grand Blvd. Multi-use Path Project**

I. Time Charge Estimate

The Client agrees to compensate the ENGINEER for the professional services called for under Attachment A to this Agreement according to the "Multiplier Method" described in paragraphs 9(a) through 9(e) of the current Agreement for Professional Engineering and Consulting Services dated January 21, 2020.

| | | |
|----------|--|---------------------|
| Item I | Preliminary Plan Submittal (30%) | \$28,000.00 |
| Item II | Construction Plan Preparation A. Permitting and Agency Review B. Utility Coordination C. Signing and Pavement Markings D. Drainage Design E. OPCC | \$59,690.00 |
| Item III | Landscape and Irrigation | \$30,000.00 |
| Item IX | Bidding Assistance | \$8,800.00 |
| Item X | Construction Contract Administration Support Svcs. | \$28,880.00 |
| | | |
| | | |
| | Subtotal | \$155,370.00 |

II. Cost Plus Estimate

The City agrees to compensate the ENGINEER for the services identified in Attachment A to this Agreement on an actual cost, plus ten percent (10%), for the following:

| | | |
|------------|---|---------------------|
| Item VI(B) | Reimbursable Expenses (printing, mileage, etc.) | \$4,000.00 |
| | Subtotal | \$4,000.00 |
| | TOTAL* | \$159,370.00 |

*Total compensation shall not exceed the aggregate of the above estimates (**\$159,370.00**) without additional authorization.



City of New Port Richey **Accepted By:** **Halff Associates, Inc.**

| | | | |
|------------------------------------|---------------|--|---------------|
| _____ Rob Marlowe Mayor | _____ Date | _____ Allison C. Shaw, P.E. Senior Project Manager | _____ Date |
| _____ Judy Meyers City Clerk | _____ Date | _____ Bruce T. Kaschyk, AICP Senior Vice President | _____ Date |