

**Work Authorization No. 2026-01**  
**To**  
**Engineering – Professional Services Agreement Between**  
**City of Chipley (Owner)**  
**And**  
**David H. Melvin, Inc. (Engineer)**

Effective Date: \_\_\_\_\_

Project: City of Chipley Gilbert Acres Drainage Improvements

FDEP Agreement No.: 26PLN63

DHM Project No.: CHI26GA

**A. SUMMARY OF SERVICES TO BE RENDERED**

This work authorization is issued under master agreement between the parties dated March 8, 2022, and shall be subject to all the terms and conditions of said master agreement. This work authorization addresses the necessary services for engineering services for FDEP Agreement #26PLN63 between Florida Department of Environmental Protection and the City of Chipley.

Tasks associated with this project are providing the engineering and design of the Gilbert Acres Project and determine required permits for construction of the Project. Design activities may include civil engineering analyses, preparation of plans and specifications, physical and environmental surveys, cultural resource surveys, design-level geotechnical services, environmental analyses, orthophotography, plan formulations, identification of necessary easements, and other studies that would be required to obtain environmental permits, and other project-related authorizations.

Deliverables shall consist of:

- 1.1 Project Stakeholder Meeting, including coordination with City staff, regulatory agencies (as applicable), and key stakeholders to confirm project objectives, constraints, data needs, and design criteria, with meeting summary documentation provided.
- 1.2 A copy of all data collected and surveys conducted, such as field review, survey, utility locate/SUE, geotechnical investigation, hydrologic and hydraulic data, environmental review, GIS and mapping, and supporting technical field measurements, to support the engineering and design of the Project.
- 1.3 A Preliminary Engineering Report, prepared under the responsible charged of a Florida-registered Professional Engineer, identifying existing hazards and deficiencies

within the Project area and providing proposed conceptual mitigation solutions to be approved by the City Council.

- 1.4 30% Plans, including preliminary layout, typical sections, drainage concepts, and supporting engineering analyses sufficient for review of the proposed design approach.
- 1.5 90% Plans, including items such as substantially complete construction drawings, updated engineering calculations, and an opinion of probable construction cost for final review.
- 1.6 Final Plans, signed and sealed by a Florida-registered Professional Engineer or other applicable Florida Licensed Professional in responsible charge of the design, suitable for bidding and construction.
- 1.7 A memorandum identifying all local, state and federal permits and regulatory approvals anticipated to be required for construction of the Project.

B. PROJECT BACKGROUND: The project proposes to include the engineering, design and permitting of drainage improvements within the existing drainage in the area south of UIS 90, north of South Boulevard, east of Sinclair Street, and west of Peach Street. The project will address the impacts of flooding along roadways and critical transportation routes, such as State Road 77.

C. COMPENSATION: The Owner shall pay Engineer a lump sum of \$336,000.00 for these services.

D. PROJECT SCHEDULE: The project schedule shall be in accordance with the FDEP agreement.

IN WITNESS WHEREOF, the parties have executed this Work Authorization with an effective date as indicated hereinabove.

DAVID H. MELVIN, INC.

CITY OF CHIPLEY

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_