

May 21, 2024

Mr. Greg Dobbins  
Deputy Director of Public Utilities  
City of Eustis, FL  
10 North Grove Street  
Eustis, FL 32726

**SUBJECT: Lakeshore Drive Water Main Design**

Dear Mr. Dobbins,

Wright-Pierce would like to thank the City of Eustis (CITY) for the opportunity to submit this proposal to provide professional engineering services for the design of new water mains along Lakeshore Drive. The project is divided into two parts or Phases but envisioned to be designed within one set of drawings and specifications. Phase 1 is the design of a new 12-inch diameter water main from the Lake Eustis Waterfront Grill to just west of the intersection of South Bay Street/US 19, a length of approximately 1,000 linear feet. Phase 1 will include a jack and bore segment of water main under the CSX railroad. Phase 2 is for the design of approximately 550-linear feet of new 12-inch water main to replace an existing 12-inch main. See Figure 1.

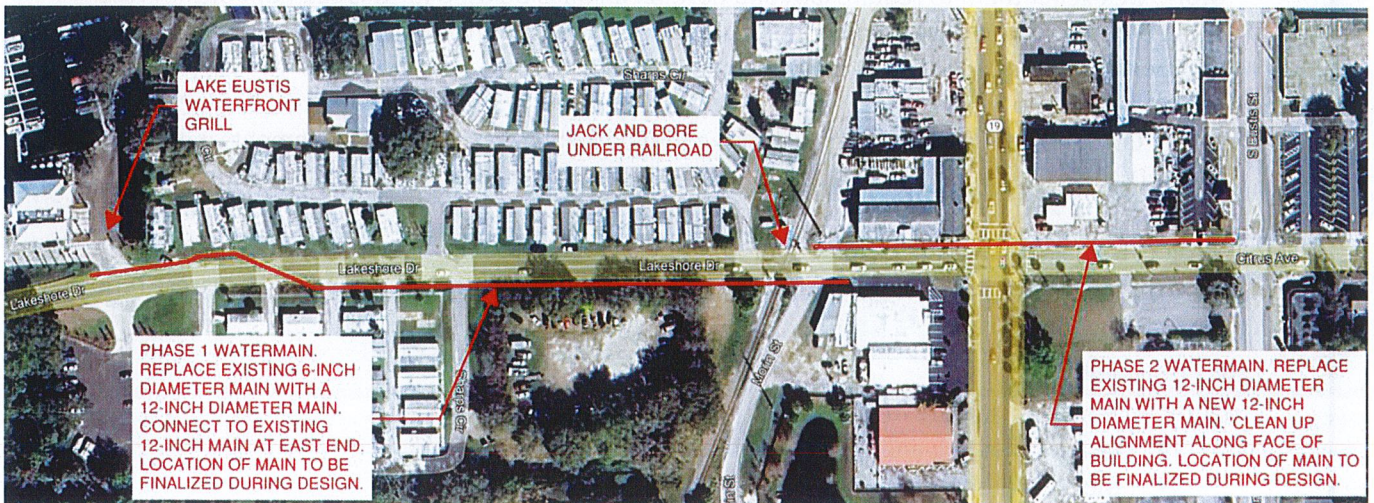


Figure 1

## Scope of Services

Task 1 - Project Initiations, Data Collection and Initial Investigations, and Project Management and Coordination

**Kickoff Meeting:** A kick-off meeting will be held to introduce the design team, meet key CITY staff, establish communication protocols, review the project goals, establish critical success factors, discuss

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information needs, define data sources, and obtain copies of relevant records. Wright-Pierce will develop the agenda and meeting minutes following the meeting.

**Site Visit and Confirm Survey Data:** Wright-Pierce will conduct a review of the site conditions and visually compare the CITY-provided survey mapping with the current field conditions.

**Data Request/Evaluation:** Wright-Pierce will request and review other CITY-provided data pertinent to the project such as utility maps and record drawings of the water mains, sanitary sewers, and stormwater drainage infrastructure.

**Geotechnical Investigation Services:** Wright-Pierce will contract with Universal Engineering to conduct geotechnical investigations to support the proposed design efforts. We expect to conduct four Standard Penetration Test (SPT) borings along the project corridor. Two of those borings will be concentrated at the proposed jack and bore under the CSX railroad and advanced to a depth of 25-feet. The remaining borings will be advanced to a depth of 10-feet. A completed soils report will include soil classification, sieve analysis, groundwater depth (if encountered), whether existing materials are suitable for backfill in utility excavations, and recommendations related to the jack and bore operations.

**CSX Coordination:** Wright-Pierce will arrange a meeting with CSX Railroad officials to discuss the proposed water main installation under their tracks. Based on our experience with CSX with similar work, we expect them to require jack and bore techniques be used for this segment of the water main construction. We will request their latest standards, specifications, and permit documents for this work.

**Other Coordination:** Wright-Pierce will also coordinate the proposed design elements with Florida Gas, FDOT (for the crossing of SR 19), Lake County, and Duke Energy (for their new pole locations).

**Project Management and Coordination:** Wright Pierce will manage the work efforts, conduct virtual monthly project status meetings with the CITY, and provide monthly invoicing and progress reporting.

#### Task 1 Deliverables

Wright-Pierce will provide the following:

- Kick-off meeting and meeting minutes
- Monthly progress meetings and meeting minutes
- CSX meeting minutes
- A technical memorandum summarizing the other utility coordination discussions
- Geotechnical Report in PDF format

#### Task 2 – Design Services

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For time and cost efficiencies, Wright-Pierce will consolidate the design efforts to 60%, 90% and Final design milestones. Submittals will be made electronically, and virtual design review meetings will follow each milestone. We anticipate the follow documents will be prepared:

Document Name/Type	No. of Sheets	Included in 60% Design Milestone	Included in 90% Design Milestone	Final Design
Design/Construction Level Drawings				
Title Sheet	1	X	X	X
General Notes	1	X	X	X
Abbreviations and Legends	1	X	X	X
Overall Site Plan and Key Map	1	X	X	X
Water Main Plan and Profiles (3 sheets for Phase 1 and 1 for Phase 2)	4	X	X	X
Jack and Bore Notes and Details	2		X	X
Sediment and Erosion Control Plans	3		X	X
Construction Details	2		X	X
Opinion of Costs	N/A	X	X	X
Contract Documents and Technical Specifications	N/A		X	X
CSX Railroad Permit	N/A		X	
FDOT Utility Permit (Phase 2 Work)	N/A		x	
Lake County Right of Way Utilization Permit (Phase 1 Work)	N/A		x	
FDEP Water Main Permit	N/A			X

The water main construction will require an FDEP permit. Wright-Pierce will prepare and submit form 62-555.900 *Notice of Intent to Use the General Permit for Construction of Water Main Extension for PWS*. This scope includes a response to one RAI.

Since no new impervious areas will be created and no wetlands are suspected within the project work area, it is expected that the project will be exempt from environmental resource permitting (ERP). Therefore, an ERP is not included in the Scope of Services.

The CITY has specified the proposed water main sizes. Therefore, no hydraulic modeling will be performed to verify these sizes.

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The Specifications will include:

- EJCDC Division 0 contract documents, supplemented with City Division 0 specifications
- Technical Specifications
- References to FDOT construction specification where appropriate

### Task 3: Bidding Services

Wright-Pierce will assist the CITY in bidding the stated improvements. It is the CITY's intent to only bid the Phase 1 work at this time, However, we recommend that the bid documents be set up so that bids are obtained for Phase 1, and a combination of Phase 1 and Phase 2 as this provides the CITY more flexibility with no addition effort by Wright-Pierce.

Wright-Pierce will provide the following bidding services:

- Provide the advertisement to the CITY to publish to local newspaper and DemandStar.
- Publish the electronic bid documents on Wright-Pierce's Online Plan Room.
- Conduct a pre-bid meeting at City Hall and invite Bidders to review the project.
- If necessary, prepare addendums during the bidding process.
- Conduct a bid opening meeting, provide a bid tabulation to the CITY, review the bids, and provide a recommendation of award based on the CITY's criteria for selection.
- Coordinate with CITY and the successful Contractor during execution of the bid documents (contract documents).

### Compensation

We will complete the above Scope of Services for the lump sum amount of \$72,400.00. This can be further broken down as follows:

Task 1 – Project Initiations, Data Collection and Initial Investigations,  
and Project Management and Coordination \_\_\_\_\_ \$16,300.00  
(Includes \$5,300 for geotechnical services)

Task 2 – Design Services \_\_\_\_\_ \$47,500.00

Task 3 – Bidding Services \_\_\_\_\_ \$8,600.00

This total includes our labor, overhead, and reimbursable expenses. Fees will be billed monthly based on our estimate of completion of the project.

### Schedule

We will start our services immediately after execution of this engineering services Task Order and complete the stated Scope of Services within 6 months thereafter.

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## Clarifications

- Environmental services such as ecological field assessments for threatened and endangered species and wetlands are assumed to not be required and such services are not included in this Scope of Services.
- The proposed water mains will be designed within the rights-of-way depicted in the project survey and services related to acquisition of new rights-of-way and/or easements are excluded from this Scope of Services.
- The CITY shall pay for all permits and associated review fees related to the project.
- Material testing during construction will be provided and paid for by the Contractor (included in bid).

We appreciate the opportunity to present this proposal to you and for the opportunity to serve the City of Eustis. Should you have any questions or require additional information, please do not hesitate to contact me at (407) 906-1776 or at the e-mail addresses listed below.

Sincerely,

### WRIGHT-PIERCE, INC.



Walter A. Nickel, PE  
Senior Project Manager  
[walter.nickel@wright-pierce.com](mailto:walter.nickel@wright-pierce.com)



Bartt C. Booz, PE  
Senior Project Manager  
[bartt.booz@wright-pierce.com](mailto:bartt.booz@wright-pierce.com)

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Task Order Acceptance Signatures

**CITY OF EUSTIS, FLORIDA**

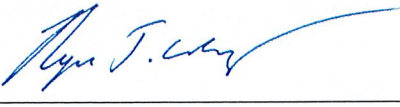
Signature: \_\_\_\_\_

Printed Name: Tom Carrino \_\_\_\_\_

Title: City Manager \_\_\_\_\_

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

**WRIGHT-PIERCE, INC.**

Signature:  \_\_\_\_\_

Printed Name: Ryan Wingard, PE \_\_\_\_\_

Title: Vice President \_\_\_\_\_

Date: May 20, 2024 \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: Rick Gierok, PE \_\_\_\_\_

Title: Director for Public Services \_\_\_\_\_

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