



September 11, 2024

Rick Gierok, P.E.
Public Works Director
City of Eustis
10 N. Grove Street
Eustis, Florida 32727

RE: *RFQ 007-23 Coolidge Street Stormwater and Roadway Improvements Supplemental Agreement #1 – Bidding and Award, Grant Administration and Construction Phase Services*

Dear Mr. Gierok,

Kimley-Horn and Associates, Inc. (“Kimley-Horn”) is pleased to submit this additional services proposal to the City of Eustis (“City”) for providing engineering and grant administration services for the Coolidge Street Stormwater and Roadway Improvements. Our project understanding, scope of services, schedule, and fee are below.

Project Understanding

The City has requested a proposal for bidding and award, grant administration and construction phase services for the Coolidge Street Stormwater and Roadway Improvements from Bates Avenue to Getford Road. The stormwater and roadway improvement length along Coolidge Street is approximately 2,700 linear feet and the proposed typical section is a two-lane, undivided urban roadway with sidewalks. This project also includes side street stormwater and roadway improvements for a total project length of approximately 7,250 linear feet.

Scope of Services

The following is our understanding of the scope of work that has been requested by the City.

Task 1: Bidding and Award Services

During the contractor bidding and award phase of the project, Kimley-Horn will provide the following services to assist the City:

- A. Provide one (1) hard copy of the Contract Documents (engineering design drawings) and any addenda, which may be issued to bidders. Also, one (1) digital copy will be provided which will include the following electronic documents:
 - a. Drawings in PDF format
 - b. Drawings in CAD format
 - c. Signed & Sealed drawings in PDF format
 - d. Opinion of probable construction cost in PDF format
- B. Attend one (1) pre-bid conference.



- C. Provide written response to any questions from bidders, prepare and issue up to two (2) addenda as required to interpret, clarify or expand the Bidding Documents.
- D. Assist the City in evaluating bids and provide a recommendation for the award of the construction contract.

Task 2 – Grant Administration

During the construction phase of the project, Kimley-Horn will provide grant administration services to assist the City with grant funding compliance requirements. City will provide Kimley-Horn access to the Agency portal for reporting and reimbursement purposes. This task includes the following grant administration services:

- A. Construction Phase Services
 - Coordination with Grantor and City
 - Following policies/procedures/guidance (2 CFR 200)
 - Checking grant requirements are met (compliance)
 - Cost share verification
 - Reporting and reimbursement requests
 - Review to check that costs are eligible according to the awarded contract
 - Davis Bacon Act Requirements
 - Section 3 compliance (suggested job fair with selected contractor)
 - Build America Buy America compliance coordination
 - Close-out and reconciliation
 - Records management

Task 3 – Construction Phase Services

Kimley-Horn will provide the following construction phase services as requested by the City:

- Attendance at one (1) on site pre-construction meeting
- Attendance at six (6) on site bi-monthly progress meetings
- Review of shop drawings for asphalt and concrete mix designs and drainage structures
- Respond to up to eight (8) requests for additional information
- Review of one (1) set of certified as-built drawings provided by contractor
- Attendance at one (1) on site substantial completion meeting
- Attendance at one (1) on site final completion meeting
- Review of payment applications for general conformance to the plans.
- SJRWMD certification submittal

Construction Engineering Inspection (CEI) is not included in this Task.

Additional Services

The following services are not included in this scope but may be performed if authorized by the City. Fees for these additional services will be agreed upon prior to their performance.



- Construction Engineering Inspection

Information Provided By Client

The City will provide information from the contractor, upon which Kimley-Horn can rely.

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule. The construction phase services task is based on a 12 month construction schedule.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 – 3 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the City.

Task	Lump Sum Fee
Task 1: Bidding and Award Services	\$12,190.00
Task 2: Grant Administration	\$36,560.00
Task 3: Construction Phase Services	\$55,800.00
Total Lump Sum Fee	\$104,550.00

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Closure

We appreciate the opportunity to provide these services. Please contact me at (407) 427-1697 or Hao.Chau@kimley-horn.com if you have any questions.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

By: Hao Chau, P.E.
Vice President