



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 3, 2024

RE: Resolution Number 24-84: Coolidge Street Supplemental Agreement #1 – Bidding and Award, Grant Administration, and Construction Phase Services

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## **Introduction:**

Resolution Number 24-84 awards RFQ Number 007-23 to Kimley-Horn and Associates, Inc. for Engineering Design Services for the Coolidge Street Stormwater and Roadway Improvements Project, Supplemental Agreement #1 – Bidding and Award, Grant Administration and Construction Phase Services, and authorizes the City Manager to execute all agreements and contracts with the award.

## **Background:**

Resolution Number 23-88 had awarded Kimley-Horn and Associates the Engineering Design Services portion of the Coolidge Street Stormwater and Roadway Improvements Project, which is completed. We are now at the procurement phase of this project.

Kimley-Horn has submitted a new proposal for Bidding Services, Grant Administration and Construction Phase Services for a 'Not-To-Exceed' contract of \$104,550.

The Scope of Services for this associated work includes tasks as identified below:

### Construction Administration Phase Services

- a. Task 1: Bidding and Award Services:
  - i. Provide one (1) hard copy and (1) digital copy of the Contract Documents (engineering design drawings) and any addenda, which may be issued to bidders.
  - ii. Attend one pre-bid conference.
  - iii. Provide written response to any questions from bidders.
  - iv. Assist the City in evaluating bids and provide a recommendation for the award of the construction contract
- b. 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; to include Requests for Information (RFI), reporting and reimbursement requests, close-out and reconciliation, and records management.
- c. Task 3 – Construction Phase Services
  - i. Attendance at one (1) on-site preconstruction meeting
  - ii. Attendance at six (6) on-site bi-monthly progress meetings
  - iii. Review of shop drawings for asphalt and concrete mix designs and drainage structures

- iv. · Respond to up to eight (8) requests for additional information
- v. · Review of one (1) set of certified as-built drawings provided by contractor
- vi. · SJRWMD certification submittal
- vii. · Attendance at one (1) on site substantial completion meeting
- viii · Attendance at one (1) on site final completion meeting

Kimley Horn is the Engineer of Record for this utility expansion project and is uniquely familiar with the required actions to complete this project. They will commence their 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.

Kimley Horn proposes to perform the construction administration phase services for this project on a time and materials basis, not to exceed the sum of \$104,550.00.

**Recommended Action:**

Staff recommends approval of Resolution Number 24-84.

**Budget/Staff Impact:**

The City's approved 2024-2025 CIP Budget includes funds for the purchase of Bidding and Award, Grant Administration, and Construction Phase Services for the Coolidge Street Utility Improvements Project.

**Prepared By:**

Sally Mayer, Administrative Assistant - Public Utilities

**Reviewed By:**

Rick Gierok, P.E., Director of Public Works and Utilities

**Attachments:**

Resolution Number 24-84

Kimley Horn Scope of Services