

**RESOLUTION 2025-18**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF  
FLAGLER BEACH, FLORIDA, TO AWARD PROJECT #591, WATER  
SUPPLY AND TREATMENT FACILITIES PLAN, TO MEADE & HUNT IN  
AN AMOUNT NOT TO EXCEED \$59,348; PROVIDING FOR CONFLICT  
AND AN EFFECTIVE DATE.**

WHEREAS, the City operates and maintains a municipal water system (the "System"), providing safe potable water to residents, businesses, and other agencies; and

WHEREAS, in order to expand the capacity of the System, the City must prepare a plan to accommodate recent growth and prepare for future growth; and,

WHEREAS, City staff solicited a proposal (Exhibit A) from Meade & Hunt, a consulting engineering firm included on the City's approved and qualified consultant register;

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, AS FOLLOWS:

SECTION 1. The City of Flagler Beach City Commission approves the proposal submitted by Meade & Hunt in an amount not to exceed \$59,348 for services related to developing a Water Supply and Treatment Facilities Plan.

SECTION 2. The City Commission authorizes City Staff to issue a Notice to Proceed.

SECTION 3. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 4. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF FEBRUARY, 2025.

CITY OF FLAGLER BEACH, FLORIDA  
CITY COMMISSION

ATTEST:

\_\_\_\_\_  
Patti King, Mayor

\_\_\_\_\_  
Penny Overstreet, City Clerk

Attachment:  
Exhibit A



January 30, 2025

Bill Freeman  
City Engineer  
City of Flagler Beach  
105 S 2nd St  
Flagler Beach, FL 32136

Email: [bfreeman@cityofflaglerbeach.com](mailto:bfreeman@cityofflaglerbeach.com)  
Hard Copy Mailed Only on Request

**Subject: Water Supply and Treatment Facilities Plan**

Dear Mr. Freeman,

Mead & Hunt is pleased to provide this engineering scope of services and fee estimate for the above referenced project. The attached work assignment addresses the work activities we understand to be required. The scope includes engineering services to complete a Facilities Plan for the City's Water Treatment Plant (WTP) and wellfield. The Facilities Plan will also serve as supporting documentation for funding that the City may pursue for the recommended improvements.

We look forward to the opportunity to complete another successful project for the City of Flagler Beach. If you have any questions or require additional information, please contact me.

Sincerely,  
MEAD & HUNT, Inc.

A blue ink signature of David King, P.E.

David King, P.E.  
Vice President/Practice Leader

A blue ink signature of Russell Ferlita, Ph.D., P.E.

Russell Ferlita, Ph.D., P.E.  
Practice Leader

DAK/RRF

Enclosure: Scope of Services and Fee Estimate

**CITY OF FLAGLER BEACH  
SCOPE OF SERVICES  
FOR  
WATER SUPPLY AND TREATMENT FACILITIES PLAN**

The Task Order is in conformance with the Agreement for Continuing Engineering Consulting Services, dated March 23, 2017, between the City of Flagler Beach (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

**GENERAL**

The CITY is considering improvements to the CITY's Water Treatment Plant (WTP) and wellfield to provide redundancy, increased operational flexibility, resiliency, saltwater intrusion mitigation, and other benefits. The CITY desires MEAD & HUNT to assist in the planning of these improvements. This planning work product will be prepared for the CITY's future submittal to a funding agency as part of the application for funding opportunities.

**SCOPE OF SERVICES**

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

**PHASE 1 – PROJECT MANAGEMENT**

**Project Coordination**

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated seven (7) month project duration. The PM will manage the development of project work.

**Project Kick-Off Meeting**

MEAD & HUNT will coordinate and conduct one (1) virtual project kick-off meeting with the project team and CITY staff to review project goals, scope of work, team member roles, lines of communication, project schedule and administrative processes. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute it to the attendees.

**Quality Assurance / Quality Control**

MEAD & HUNT will implement, and the PM will monitor, a quality assurance and control process, which includes independent technical review of project technical work products before their submission to the CITY.

**Deliverables – Project Management**

- Kick-Off Meeting Agenda and Summary

## **PHASE 2 – DATA COLLECTION AND SITE RECONNAISSANCE**

MEAD & HUNT will conduct up to two (2) site visits to verify existing conditions and collect photographic data and obtain information on operational issues from operations as needed for the work.

## **PHASE 3 – FACILITIES PLAN**

MEAD & HUNT will prepare a draft Facilities Plan (FP). The Facilities Plan is an engineering report that establishes project elements, costs, and environmental conditions. It includes cost benefit comparisons for the improvement alternatives. The FP serves as the primary guidance document needed to plan, design, permit, and construct the improvements. The FP will allow the CITY to pursue funding for the improvements. The funding may include design and/or construction. The FP will include the following: project understanding and goals, design alternatives, AACE Class 1 level/planning level project costs, and confirmation of project permitting requirements. The FP will be assembled in compliance with Florida Department of Environmental Protection (FDEP) guidance which will allow the City to pursue State revolving Fund (SRF) funding if desired.

A draft FP will be submitted to the CITY for review and comment. It is assumed the CITY will conduct their review in a two-week period. At the end of the CITY's review period, MEAD & HUNT will schedule and attend a draft FP review meeting. Following the review meeting, MEAD & HUNT will incorporate the CITY comments, finalize the FP, and submit such to the CITY.

MEAD & HUNT will assist the CITY with preparation of a CITY Commission resolution for the FP approval and will attend the Commission meeting to present the FP and answer questions. This public meeting is required by most funding programs to allow public participation on the project, capital cost, financial impact on customers, and evaluation of alternatives.

### Deliverables – Facilities Plan

- Draft Facility Plan (electronic PDF format)
- Facility Plan Review Meeting Summary (electronic PDF format)
- Final Facility Plan (electronic PDF format)
- Facility Plan Power Point Presentation

## **PHASE 4 – LIMITED FUNDING ASSISTANCE**

MEAD & HUNT will provide limited funding assistance by identifying current local, State and Federal funding opportunities. MEAD & HUNT will prepare a funding memorandum identifying the opportunities along with the program basic requirements, constraints and processes. MEAD & HUNT will submit the draft memorandum to the CITY for review and comment. Upon receipt of the CITY's comments, MEAD & HUNT will incorporate the CITY's comments and submit a final memorandum. If desired by the CITY, MEAD & HUNT will incorporate the funding opportunity information into the Facilities Plan presentation to City Commission.

Deliverables – Limited Funding Assistance

- Draft Funding Opportunities Memorandum (electronic PDF format)
- Final Funding Opportunities Memorandum (electronic PDF format)

**PHASE 5 – CONTINGENCY**

If additional services are identified as needed or required during the duration of the project, MEAD & HUNT will request written approval from the CITY to utilize contingency funds for any additional work. This may include efforts needed to initiate pursuit of funding, if CITY decides to pursue such. MEAD & HUNT will not bill against the contingency funding without prior authorization from the CITY.

**EXCLUSIONS**

This scope of services excludes all items not specifically described herein, including:

- SRF loan efforts (Request for Inclusion, Capital Finance/Business Plan, Project Documentation Submittal, Loan Application Preparation, SRF Loan Agreement Review, etc.)
- Design and permitting of improvements

**SCHEDULE**

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

<b>Phase/Task</b>	<b>Duration to Complete (calendar days)</b>	<b>Commencing Upon</b>
<i>Phase 1 – Project Management</i>	<i>210 days</i>	<i>Receipt of notice to proceed</i>
<i>Kick-off Coordination</i>	<i>30 days</i>	<i>Receipt of notice to proceed</i>
<i>Phase 2 – Data Collection and Site Reconnaissance</i>	<i>30 days</i>	<i>Kick-off Meeting</i>
<i>Phase 3 – Facilities Plan</i>	<i>120 days</i>	<i>Completion of Phase 2</i>
<i>Phase 4 – Limited Funding Assistance</i>	<i>30 days</i>	<i>Submittal of Draft Facilities Plan</i>

The above timeframes include 30 days (total) of CITY review time.

**COMPENSATION**

The not-to-exceed cost for this Scope of Services, including Contingency, is **\$59,348** based on the following breakdown and estimated labor breakdown. The Contingency may only be expended upon written approval from the CITY.

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$6,474	Lump Sum
Phase 2– Data Collection and Site Reconnaissance	\$6,416	Lump Sum
Phase 3 – Facilities Plan	\$34,133	Lump Sum
Phase 4 – Limited Funding Assistance	\$6,930	Lump Sum
<i>Subtotal</i>	<b>\$53,953</b>	
Phase 5 – Contingency at 10%	\$5,395	TBD
<b>TOTAL</b>	<b>\$59,348</b>	

Phase	Description	Principal	Senior Client/Project Manager	Senior Engineer	Engineer I	Engineer I	Senior Technician	Technician II	Administrative Assistant	Administrative Assistant	Mileage	Total Task (\$)
	Hourly Rate	\$340.00	\$ 309.00	\$ 217.00	\$ 146.00	\$ 146.00	\$ 188.00	\$ 137.00	\$ 114.00	\$ 114.00	\$ 0.67	See Below
1	<b>Project Management</b>											
	Project Coordination		18							8		\$ 6,474
	<b>Subtotals</b>	<b>0.0</b>	<b>18.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>0.0</b>	<b>\$ 6,474</b>
2	<b>Data Collection and Site Reconnaissance</b>											
	Project Kick-Off Meeting	2	2		2		2	2				\$ 2,240
	Site Reconnaissance		8		8						\$ 536	\$ 4,176
	<b>Subtotals</b>	<b>2.0</b>	<b>10.0</b>	<b>0.0</b>	<b>10.0</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 536</b>	<b>\$ 6,416</b>
3	<b>Facility Plan</b>											
	Draft Facility Plan including QC	4	16	8	40	40	2	2	8			\$ 21,282
	Draft Facility Plan Review Meeting and Summary	2	3								\$ -	\$ 1,607
	Final Facility Plan including QC	2	8		16	16	8					\$ 9,328
	Commission Meeting and Presentation	2	4									\$ 1,916
	<b>Subtotals</b>	<b>10.0</b>	<b>31.0</b>	<b>8.0</b>	<b>56.0</b>	<b>56.0</b>	<b>10.0</b>	<b>2.0</b>	<b>8.0</b>	<b>0.0</b>	<b>\$ -</b>	<b>\$ 34,133</b>
4	<b>Limited Funding Assistance</b>											
	Draft Funding Memorandum						12.0	24.0				\$ 5,544
	Final Funding Memorandum						3.0	6.0				\$ 1,386
	<b>Subtotals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>15.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ -</b>	<b>\$ 6,930</b>
	<b>TOTAL ALL TASKS</b>	<b>12.0</b>	<b>59.0</b>	<b>8.0</b>	<b>66.0</b>	<b>56.0</b>	<b>27.0</b>	<b>34.0</b>	<b>8.0</b>	<b>8.0</b>	<b>\$ 536</b>	<b>\$ 53,953</b>
	Lump Sum Total											<b>\$ 53,953</b>
	Subs/Reimbursables											<b>\$ -</b>
	Contingency											<b>\$ 5,395</b>
	<b>GRAND TOTAL</b>											<b>\$ 59,348</b>

#### **AUTHORIZATION:**

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF FLAGLER BEACH

Approved by: MEAD & HUNT, INC.

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

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

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

Name: David A. King, P.E.

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

Title: Vice President

*The above person is authorized to sign for CITY and bind the CITY to the terms hereof.*

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

Date: January 30, 2025

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Owner CITY HALL, CITY OF FLAGLER BEACH, P.O. BOX 70, FLAGLER BEACH, FL 32136-0070, City Clerk, Penny Overstreet, (386) 517-2000, Ext. 233, [POverstreet@CityofFlaglerBeach.com](mailto:POverstreet@CityofFlaglerBeach.com).**