

**CITY OF FLAGLER BEACH
SCOPE OF SERVICES
FOR
SOUTH CENTRAL WATER MAIN REPLACEMENT, PHASE 1**

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

GENERAL

The City of Flagler Beach has owned and maintained the City's potable water system for many years. Throughout time, pipe material has improved, and many municipalities replace the less desirable pipe material (Asbestos Cement, Cast Iron, Galvanized Iron) with preferred material (Ductile Iron, PVC) as they are able so to improve reliability and water quality and reduce the likelihood of breaks. The City wishes to continue replacing the obsolete water mains on the beach side from south of SR 100 (Moody Blvd.) to S. 28th Street between S. Daytona Ave. and A1A and specifically along S. Central Ave.

It is anticipated that the first phase of the S. Central work will include the portion of the City between SR 100 (Moody Blvd) and S. 3rd St along S. Central Ave. as shown in Exhibit B. Based on the City's utility mapping, the project will result in the replacement/abandonment of approximately:

- 500 LF 8-inch ACP

The order of magnitude construction cost estimate for this first phase is \$290K.

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 4.5-month project duration. The PM will manage the development of project work and subconsultant efforts.

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Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) in-person project kick-off meeting with the project team and OWNER 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 OWNER.

Deliverables – Project Management

- Kick-Off Meeting Agenda and Summary

PHASE 2 – DESIGN DATA COLLECTION AND SITE RECONNAISSANCE

Utility Coordination

MEAD & HUNT will coordinate with existing utilities along the project route by submission of 60% electronic construction drawings to all utility companies identified by the Sunshine 811 Design Ticket and request markups of existing facilities and resolution of any estimated conflicts with the proposed improvements. MEAD & HUNT will discuss the potential conflicts with the utility company representatives to coordinate the relocation needs as needed. MEAD & HUNT will add information to the construction drawings based on the received utility markups and planned relocations.

Survey

MEAD & HUNT will rely on existing previous surveys/as-builts that were collected during previous OWNER projects for the base mapping for this project. These previous surveys will be supplemented with the utilization of the Margaritaville Hotel site survey and civil plans (provided by developer). A limited field review will be conducted to collect information on visible improvements that have been constructed since the previous surveys/as-builts.

Site Reconnaissance

MEAD & HUNT will conduct up to one (1) site visit to verify existing conditions and collect photographic and other data collection needed for the design.

PHASE 3 – PROJECT DESIGN

Task 1 – 60% Design Development

The 60% submittal package will be submitted to the OWNER for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their

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review in a two-week period. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 60% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 60% Design

- 60% Design Drawings (electronic PDF format)
- 60% Specifications (electronic PDF format)
- 60% EOPCC (electronic PDF format)
- 60% Design Review Meeting Summary (electronic PDF format)

Task 2 – 90% Design Development

Based on the OWNER's 60% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 90% design level completion. MEAD & HUNT will prepare an updated EOPCC based upon the 90% submittal documents.

The 90% submittal package will be prepared and submitted to the OWNER and permitting agencies for review and comment. The submittal will include the items shown in the deliverable section below. It is assumed the OWNER will conduct their review in a two-week period. At the end of the OWNER's review period, MEAD & HUNT will schedule and attend a 90% design review meeting to review the OWNER's comments on the design drawings and specifications.

Deliverables – 90% Design

- 90% Design Drawings (electronic PDF format)
- 90% Specifications (electronic PDF format)
- 90% EOPCC (electronic PDF format)
- 90% Design Review Meeting Summary (electronic PDF format)

Task 3 – 100% Design Development

Based on the OWNER's 90% review comments received, MEAD & HUNT will prepare revised design drawings and specifications to 100% completion. MEAD & HUNT will prepare an updated EOPCC based upon the 100% submittal documents.

Deliverables – 100% Design

- 100% Design Drawings (electronic PDF format)
- 100% Specifications (electronic PDF format)
- 100% EOPCC (electronic PDF format)

PHASE 4 – PERMITTING ASSISTANCE

MEAD & HUNT shall prepare and submit permit applications for the project as detailed below. All permit fees will be paid by MEAD & HUNT.

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FDEP Specific Permit to Construct PWS Components

MEAD & HUNT will prepare and submit the permit application in accordance with the permit requirements. Permit applications will be submitted after the 90% design has been reviewed and accepted by the OWNER.

MEAD & HUNT will respond to up to one (1) Request for Additional Information (RAI) as part of the permit application process.

FDOT Utility Permit

MEAD & HUNT will attend up to one (1) pre-application meeting with FDOT to discuss permitting requirements. MEAD & HUNT will prepare an agenda and meeting summary. After the pre-application meeting, necessary revisions to the design recommendations will be reviewed with the OWNER and incorporated into the design documents.

MEAD & HUNT will prepare and submit the permit application in accordance with the permit requirements. Permit applications will be submitted after the 90% design has been reviewed and accepted by the OWNER.

MEAD & HUNT will respond to up to two (2) Requests for Additional Information (RAI) as part of the permit application process.

Deliverables – Permitting

- Final Specific Permit to Construct PWS Components application
- Final FDOT Utility Permit application

PHASE 5 – BIDDING ASSISTANCE SERVICES

The OWNER will be responsible for the overall solicitation for construction bids process, including any legal review of the bidding and contract documents (Division 0) and verifying compliance with OWNER purchasing and contract policies (Division 0 and 1). The OWNER will also be responsible for request for bid advertisements, distribution of bidding documents, prebid meeting, and bid opening. MEAD & HUNT will provide the following:

Bidding and Contract Documents

MEAD & HUNT will utilize OWNER supplied templates, bid number and dates (advertisement, prebid, bidder question deadline and bid opening) to prepare draft bidding and contract documents as Divisions 0 and 1 of the Project Manual and submit such to the OWNER's finance/purchasing/clerk for review. Upon receipt of the OWNER's review comments, MEAD & HUNT will prepare final bidding and contract documents and assemble the entire Project Manual and submit the Project Manual and Construction



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Jennifer Crews
City of Flagler Beach
800 S. Daytona Avenue
Flagler Beach, FL 32136

Email: jcrews@cityofflaglerbeach.com

Subject: South Central Water Main Replacement, Phase 1 (SR 100 to S. 3rd St.)

Dear Ms. Crews,

Mead & Hunt is pleased to provide this revised engineering scope of services and fee estimate for the above referenced project. The scope includes project design, permitting and bidding phase services.

We look forward to the opportunity to complete another successful project for the City of Flagler Beach. If you have any questions or comments, please contact our office.

Sincerely,
MEAD & HUNT, Inc.

David A. King, P.E.
Vice President

Cassandra "Casey" Cissell, P.E.
Project Manager

DAK/CC;bf

Attachment: Exhibit A - Scope of Services and Fee Estimate
Exhibit B - S. Central Water Main Replacement Phase 1 Project Area

Drawings (denoted as bid set) in electronic format to the OWNER's finance/purchasing/clerk staff. The OWNER will be responsible for distributing bidding documents to interested parties.

Pre-Bid Meeting

MEAD & HUNT will attend an in-person pre-bid meeting and present the project scope/intent; construction contract duration; design and permitting highlights and any special/supplemental conditions specific to the project. The OWNER will be responsible for the pre-bid meeting agenda, recording, and summary/minutes (if required).

Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. MEAD & HUNT will prepare suggested responses and provide the OWNER with a draft addendum for review. This scope of services assumes two (2) addenda will be completed. The OWNER shall be responsible for distribution of addenda.

Bid Opening

MEAD & HUNT will attend the bid opening at the OWNER's facility. The OWNER will be responsible for receiving, opening, and recording the bids.

Bid Review and Recommendation of Award

Upon receipt of copies of the received bid documents from the OWNER, MEAD & HUNT will review the bids for completeness and conformance with technical requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. MEAD & HUNT will prepare a tabulation of received bid prices, including unit prices, if applicable, and verify extended values and total. MEAD & HUNT will also review submitted pricing for imbalances and other disparities. Based on that review, MEAD & HUNT will submit to the OWNER the bid tabulation and a recommendation of award.

Deliverables – Bidding Services

- Bid Set Plans and Specifications
- Addenda to bid documents
- Bid Tabulation
- Recommendation of award

PHASE 6 – REIMBURSABLES

Items under this phase include out-of-pocket direct job expenses such as reproductions, postage, etc. It is assumed permit application fees will be paid by MEAD & HUNT and are included in this phase. Items included in this phase will be billed at actual cost.

EXCLUSIONS

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

- Easement Acquisition
- Construction Phase Services
- Funding Assistance
- Environmental

PHASE 7 – CONTINGENCY

If additional services are identified as needed or required during the duration of the project, MEAD & HUNT will request written approval from the OWNER to utilize contingency funds for any additional work items. Contingency funds will be billed at time and expense. Additional work will be billed per the agreed upon contract hourly rates.

SCHEDULE

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

Phase/Task	Duration to Complete (calendar days)	Commencing Upon
<i>Phase 1 – Project Management</i>	<i>136</i>	<i>Receipt of PO/NTP</i>
<i>Kick-off Coordination</i>	<i>7</i>	<i>Receipt of PO</i>
<i>Phase 2 – Design Data Collection and Site Reconnaissance</i>	<i>14</i>	<i>Completion of Kick-Off Meeting</i>
<i>Phase 3 – Project Design</i>	<i>-</i>	<i>-</i>
<i>Task 1 – 60% Design</i>	<i>17</i>	<i>Completion of Kick-Off Meeting (concurrent with Phase 2)</i>
<i>Owner Review</i>	<i>14</i>	<i>Delivery of 60% submittal</i>
<i>Task 2 – 90% Design</i>	<i>10</i>	<i>Receipt of comments on 60% submittal</i>
<i>Owner Review</i>	<i>14</i>	<i>Delivery of 90% submittal</i>
<i>Task 3 – 100% Design</i>	<i>4</i>	<i>Receipt of comments on 90% submittal</i>
<i>Phase 4 – Permitting Assistance</i>	<i>50</i>	<i>OWNER approval of 90% deliverable (concurrent with Phase 3, Task)</i>
<i>Phase 5 – Bidding Assistance</i>	<i>62</i>	<i>OWNER approval of 100% deliverable</i>

COMPENSATION

The not-to-exceed cost for this Scope of Services, including Contingency Funds, is \$44,308. The Contingency Funds authorized for use on this project may only be expended upon written approval from the OWNER.

The above fee is based on the following breakdown:

Phase/Task	Fee/Cost	Basis
Phase 1 – Project Management	\$5,725	Lump Sum
Phase 2 – Design Data Collection and Site Reconnaissance	\$2,683	Lump Sum
Phase 3 – Project Design		
Task 1 – 60% Design	\$8,259	Lump Sum
Task 2 – 90% Design	\$5,503	Lump Sum
Task 3 – 100% Design	\$2,708	Lump Sum
Phase 4 – Permitting Assistance	\$7,406	Lump Sum
Phase 5 – Bidding Assistance Services	\$5,624	Lump Sum
Subtotal	\$37,908	
Phase 6 – Reimbursables	\$1,400	Actual cost
Phase 7 – Contingency	\$5,000	
TOTAL	\$44,308	

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, PE

Title: _____

Title: Vice President

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

Date: _____

Date: April 12, 2024

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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 (MEAD & HUNT, INC.'s) DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 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.

