

WORK ORDER

PROFESSIONAL ENGINEERING SERVICES AGREEMENT

WORK ORDER NO.: CHW 21-0513
(For tracking purposes only, to be assigned by the CONSULTANT after execution).

PURCHASE ORDER NO.: _____
(For billing purposes only, to be assigned by the CITY after execution.)

PROJECT NAME: Public Works Compound- Phase 2-4 Civil and Landscape

CITY: CITY OF GREEN COVE SPRINGS, a political subdivision of the State of Florida

PROJECT MANAGER: Travis Hastay, PE

CONSULTANT: CHW

CONSULTANT'S ADDRESS: 1180 Research Drive Alachua, FL 32615

Execution of the Work Order by the CITY shall serve as authorization for the CONSULTANT to provide for the above project, professional services as set out in the Scope of Services attached as Exhibit "A", to that certain Agreement dated 9^h day of November, 2021 between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- DRAWINGS/PLANS/SPECIFICATIONS
- DETAILED SERVICES AND TASKS FOR PROJECT OR STUDY
- SPECIAL CONDITIONS
- See attached Scope of Work

The CONSULTANT shall provide said services pursuant to this Work Order, its attachments, and the above-referenced Agreement, which is incorporated herein by reference as if it had been set out in its entirety. Whenever the Work Order conflicts with said Agreement, the Agreement shall prevail.

TIME FOR COMPLETION: The work authorized by this Work Order shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed within (180) calendar days from receipt of a Purchase Order by the CONSULTANT.

METHOD OF COMPENSATION:

- (a) This Work Order is issued on a:
 - "Lump Sum Basis"
 - "Hourly Rate Basis" with a "Not-to-Exceed" amount
 - "Hourly Rate Basis" with a "Limitation of Funds" amount

- (b) If the compensation is based on a "Lump Sum Basis," then the CONSULTANT shall perform all work required by this Work Order for the sum of \$sixty -five thousand DOLLARS (\$ 65,000.00). In no event shall the CONSULTANT be paid more than the "Lump Sum Fee" Amount.

- (c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then the CONSULTANT shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$ _____). The CONSULTANT'S compensation shall be based on the actual work required by this Work Order.

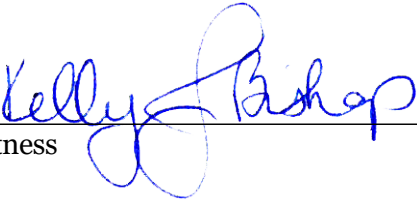
- (d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, then the CONSULTANT is not authorized to exceed the "Limitation of Funds" amount of _____ DOLLARS (\$ _____) without prior written approval of the CITY. Such approval, if given by the CITY, shall indicate a new "Limitation of Funds" amount. The CONSULTANT shall advise the CITY whenever the CONSULTANT has incurred expenses on this Work Order that equals or exceeds eighty percent (80%) of the "Limitation of Funds" amount. The CITY shall compensate the CONSULTANT for the actual work performed under this Work Order.

The CITY shall make payment to the CONSULTANT in strict accordance with the payment terms of the above-referenced Agreement.

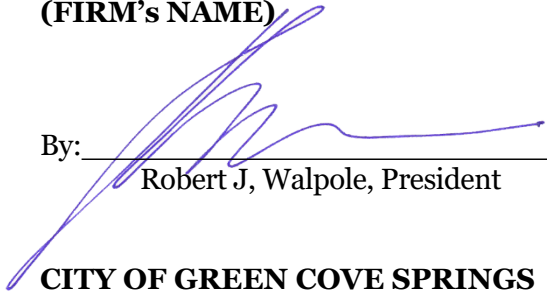
It is expressly understood by the CONSULTANT that this Work Order, until executed by the CITY, does not authorize the performance of any services by the CONSULTANT and that the CITY, prior to its execution of the Work Order, reserves the right to authorize a party other than the CONSULTANT to perform the services called for under this Work Order if it is determined that to do so is in the best interest of the CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 2021, for the purposes stated herein.

(FIRM's NAME)



Witness

By: 

Robert J, Walpole, President
CITY OF GREEN COVE SPRINGS

Witness

By: _____
Mike Null, Assistant City Manager

November 10, 2021

Steve Thomas
City of Green Cove Springs
Public Works Division
321 Walnut Street
Green Cove Springs, FL 32043

RE: Public Works Compound Phase 2 thru 4
Civil/Landscape Design & Permitting

Dear Steve:

Pursuant to your request we offer the following proposal to provide civil design and civil permitting of the master plan elements of Phase 2 through 4 shown on the Public Works Master Plan prepared by Bhide & Hall Architects, P.A. dated April 11, 2018. Based upon our meeting you have indicated that the Master Plan was approved by the City of Green Cove Springs and thus no further entitlement/regulatory process is required by the City other than construction plan approval.

This proposal includes all civil improvements for phases 2 to 4 including site plans, grading plans and any underground improvements. Your intent is to design all the remaining phases in a single set of documents with phase lines and phasing notes. The phase 2 as shown on the master plan will be subdivided further as Phase 2A and 2B. Phase 2A will be a gated entry, employee parking lot and minor revisions to the fencing and stormwater management facility modifications with Phase 2B comprising the remainder of the phase 2 area.

It's our understanding that you will immediately undertake the Phase 2A with Phase 2B, 3, and 4 occurring over subsequent years subject to funding availability.

This proposal does not include any structures or remodeling of structures. CHW will coordinate with our Architect/Structural/MEP partners to develop a scope of work for the Vehicle Maintenance, Warehouse, Covered Parking, and other miscellaneous structures and provide an additional services proposal for the building elements for the site. It may be prudent to only look at phase 2 architecture as the building code is constantly changing and thus the plans have a shelf life before they must be updated to the ever-changing building codes. We can discuss these scope elements in more detail with the Architect as we define the additional services to add the building scope to the project.

The City must provide the following information:

1. Direct payment for all regulatory application fees, etc. CHW will identify fee amounts and request checks or payment for the appropriate application fees.
2. Direct contract and payment for geotechnical investigations needed for project design; CHW will provide input regarding geotechnical parameters needed from the Geotechnical consultant for the purposes of designing the stormwater system;
3. Direct contract and payment for environmental services, and permitting, if any;
4. Direct contract and payment for any legal fees that may be necessary;
5. Construction Related and Contract Management services by separate contract/add services; and
6. Architecture/Structural and MEP under separate contract/Add services.

CHW will provide the following services:

A. Surveying

CHW will perform a Topographic survey of the entire PWD Compound to include a 10' overlap of the adjoining lands. The survey will include the location of all visible improvements, such as, structures, pavement, curbing, sidewalks, visible utility structures, drainage structures, sewer manholes, including elevations of their tops and inverts, water valves, etc. Underground utilities will be mapped based on any available existing utility maps within the defined area. Vertical data will be collected in pervious areas to assist in the preparation of a one-foot (1') interval contour map. Spot elevations will be depicted on impervious surfaces to the nearest one-hundredth of a foot. The vertical control will be referenced to a published datum (NAVD 88 datum).

***This proposal does not include CHW excavating the underground utilities aka Level A utility designation. If necessary, a separate proposal will be provided for the service. Level B SUE for line designation is also excluded but can be added to the Scope of work for an additional \$3,500.00.**

B. Design & Permitting

1. Prepare civil construction plans that will include the following:

- Regulatory agency cover sheet
- Demolition plan
- Stormwater pollution prevention plan/notes
- Site and Horizontal control plan
- Overall grading/drainage plan
- Detailed Grading Plans
- Utility Connections/Relocations
- Pavement marking/signage plans
- Construction details

Plans will be prepared at 30%, 60% and 100% deliverables for review and approval by the City. 60% plans will be utilized for permitting.

2. Prepare landscape plans that will include the following:

- Ordinance Landscape plans meeting City code for required buffers and landscaping.
- Tables, Charts and notes meeting City standards

Plans will be prepared at 30%, 60% and 100% deliverables for review and approval by the City. 60% plans will be utilized for permitting.

3. Provide regulatory permitting as follows:

- Prepare, submit, and administer the St Johns River Water Management District (SRWMD) Environmental Resource Permit (ERP) modification.
- Prepare, submit, and administer the Florida Department of Environmental Protection (FDEP) Notice of Intent (NOI) application.
- Prepare, submit, and administer the City of Green Cove Springs Construction plan approval.

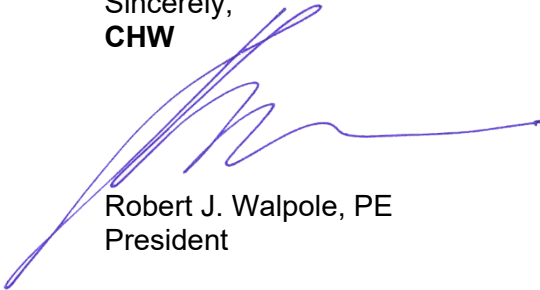
Fees

<u>Item</u>	<u>Description</u>	<u>Fee</u>
A.	Surveying	\$ 11,500.00
B1.	Civil Design	\$ 36,000.00
B2.	Landscape Design	\$ 7,500.00
B3.	Civil Permitting	\$ 10,000.00
	Total	\$ 65,000.00

Fees include any printing and overnight delivery costs. Invoices will be submitted periodically based on the percentage of services completed to date.

We trust this proposal meets with your acceptance and approval. Please return an executed Work Order and associated PO. Otherwise, please call to discuss. The scope of services and fees outlined in this proposal are valid for 60 days from the date of this document. If a contract is not authorized within that time frame, a revised proposal and work order will be required. We look forward to working with you on this project.

Sincerely,
CHW



Robert J. Walpole, PE
President

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