



February 6, 2023

Mike Null  
Assistant City Manager  
City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043  
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Ref: Walnut Street – Phase 1 (Palmetto Avenue to the St. John's River)  
Task Work Order

Dear Mr. Null,

WGI, Inc. (CONSULTANT) is pleased to provide this Task Order for supplemental services to the City of Green Cove Springs (CITY) for professional services under Contract/Agreement LC 2021-02, Engineering Services for Water, Wastewater, Drainage, Stormwater, Roadway & Parks, in support of that certain Work Order authorized on May 3, 2022 for Project Name Walnut Street – Phase 1 (Palmetto Avenue to the St John's River).

We look forward to working with the City of Green Cove Springs Public Works Department on this project and future assignments.

If you have any questions or need additional information, please give me a call at 904.470.4503.

Respectfully submitted,

**WGI, Inc.**

A handwritten signature in blue ink, appearing to read 'Walter Kloss', with a long horizontal flourish extending to the right.

Walter Kloss, PE  
Vice President

Enclosure: Work Order – Supplemental Services 1 for Walnut Street Phase 1

cc: Josh Mattox, PE, Project Manager (WGI)



**WORK ORDER**

**SUPPLEMENTAL SERVICES 1  
FOR  
WALNUT STREET - PHASE 1**

**PROFESSIONAL ENGINEERING SERVICES AGREEMENT**

**WORK ORDER NO.:** \_\_\_\_\_  
(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:** Walnut Street – Phase 1 (Palmetto Avenue to St. John’s River)

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

**PROJECT MANAGER:** Josh Mattox, PE

**CONSULTANT:** WGI, Inc.

**CONSULTANT’S ADDRESS:** 4371 US Highway 17 South, Suite 203  
Fleming Island, FL 32003

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 21 day of April, 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 (Exhibit A)
- SPECIAL CONDITIONS
- POST DESIGN SERVICES – OPTIONAL SERVICE SCOPE (Exhibit B)
- SCHEDULE OF DELIVERABLES (Exhibit C)

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 pursuant to the durations included in the attached schedule (Exhibit C). Completion of the optional services will be dependent on construction schedules.

**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 \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). 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 eighty nine thousand seven hundred and ninety DOLLARS (\$89,790.00). 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 January, 2023, for the purposes stated herein.

**WGI, INC**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Walter Kloss, PE, VP Alternative Delivery

**CITY OF GREEN COVE SPRINGS**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Mike Null, Assistant City Manager

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



### Detailed Services and Tasks - Exhibit "A"

#### Project Description:

Walnut Street - Phase 1 (Palmetto Avenue to the St John’s River) is located within the City of Green Cove Springs, Florida. This approximately ¼ mile roadway corridor is proposed to be reconstructed, building face to building face, and follow a more complete streets design. Walnut Street serves as the primary location for the City of Green Cove Springs events and is adjacent to City Hall, Clay Theatre, Spring Park and terminates at the pier along the St John’s River. US 17/SR 15 is a north-south corridor controlled by the state which bi-sects Walnut Street. This project intends to tie both east and west of US 17 together in one cohesive corridor.

#### Scope of Services:

The CITY has requested to add additional drainage and permitting efforts to the reference project. Additional services include drainage computations with supporting plans and completion and submittal of an Individual Environmental Resource Permit to the St. Johns River Water Management District (SJRWMD) for approval. Drainage design and permitting shall be limited to the four parcels owned by the CITY between Palmer Street and Walnut Street. Portions of these parcels will consist of a pervious paver parking area and account for future development of the remaining properties not included in the paver parking area. Parcel IDs of the lots owned by the CITY and to be permitted are identified in the Table 1 below.

Table 1

Parcel ID no.	Size (acres)	Anticipated Use
38-06-26-017257-000-00	0.31 AC	Parking, stormwater management facility
38-06-26-017262-000-00	0.15 AC	Parking, stormwater management facility, common area, future development
38-06-26-017261-000-00	0.15 AC	Parking, stormwater management facility, common area, future development
38-06-26-017263-000-00	0.31 AC	Parking, stormwater management facility, common area, future development

The intent of the scope of services is to design and permit a stormwater management facility that meets the current SJRWMD permit criteria for intended future use by the CITY within the parcels indicated in Table 1. Permit and supporting construction plans are to include:

- Grading plans for paver parking area and pedestrian walkway from the parking area to Walnut Street. Parking area will consist of angled parking and one way circulation with one ingress/egress location from Palmer Street. See Conceptual Parking Lot Layout (**Figure 1**) below. Number of parking spaces indicated in parking lot layout is an estimate only and subject to change.
- Identify future use areas to be considered 100% impervious for permit purposes (Future development area).
- Lighting Plans – For paver parking area and pedestrian walkway.

- Hardscape Plans - The parking lot will be designed with pervious pavers. Final plans are to include a layout plan for the parking lot and pedestrian walkway from the parking lot to Walnut Street , construction details, specifications, and material selection.
- Landscape Plan constructions documents. Final plans will include location, botanic and common plant name, size, quantities, and specific requirements for all proposed planting materials. Plans will include written specifications and planting details associated with the proposed landscape design.
- Tree Disposition Plan. Identify tree/palms within the site limits to be either preserved, removed, or relocated. The location of the existing trees will be determined by existing surveyed field data.
- Irrigation Plan – Irrigation will be designed as a permanent standalone system and will be provided for all greenspace areas in parking lot site. Plans will include written specifications and details associated with the proposed irrigation design.
- Individual Environmental Resource Permit (ERP) and subsequent responses to any requests for additional information from the SJRWMD (does not include permit fee).

This Work Order also includes signalization plans and analysis not included in the May 3, 2022 Work Order issued for Walnut Street – Phase 1. These services are needed to modify the existing vehicle detection system located at the intersection of Walnut Street and US 17 (Orange Avenue). Signalization scope of services to be added include:

- Signalization plans – Provide vehicle detection and signal timing for the intersection of Walnut and US 17 due to impacts to existing signal loops. Vehicle detection will consist of Wavetronix microwave detection devices and necessary signal cabinet hardware/software.

## Exclusions

This scope of services does not include the following:

- Permit fees for the SJRWMD Individual Environmental Resource Permit (anticipated SJRWMD permit fee - \$250)
- Does not include historical and archeological assessment
- Does not include lighting report
- Traffic Counts
- Traffic Modelling

The CITY has also requested post design services. Scope outline and fee for the post design services is outlined below:

### **POST DESIGN SERVICES – OPTIONAL SERVICE SCOPE (SEE ATTACHED EXHIBIT B FOR BREAKDOWN OF SERVICES).**

- Bidding phase support:
  - Prepare bid tabs: one for entire project, one for Palmetto Avenue to Magnolia Avenue and one for Magnolia Avenue to the end of the project.
  - Review bid results for unbalance bid
  - Attendance at the pre-bid meeting and a pre-construction meeting.
  - Provide responses to bid questions (up to 30 responses) presented by contractors to the CITY. CONSULTANT will respond to these questions as requested by the CITY. Responses to bid questions will be provided to the CITY for consideration and distribution as deemed appropriate.
- Shop drawing reviews
  - Up to 40 shop drawing submittal reviews (including re-submittals).
  - Up to 35 Requests for Information during construction.
- Attend up to 10 progress meetings as requested by the CITY.

- Attend one substantial completion walk-through (Landscaping/Hardscape).
- Prepare punch list of landscape/hardscape items to be completed before final inspection and acceptance
- Attend Final walk through and issue landscape certification.
- Review and certify as-built plans provided by the contractor for permit requirements.

Exclusions:

- Does not include preparation of bid package. Assumes City will put the bid package together with construction documents and bid tabs provided by WGI.

**CONSTRUCTION DOCUMENTS**

1. Prepare a schedule of bid items and signed and sealed construction plans for the CITY’s review and use.
2. Deliverables:

A. SIGNALIZATION PLANS AND ANALYSIS .....	\$6,000.00
B. PERMITTING AND STORM WATER MANAGEMENT FACILITY .....	\$29,000.00
C. LANDSCAPE AND HARDSCAPE PLANS (INCLUDES IRRIGATION) .....	\$9,500.00
D. LIGHTING PLANS .....	\$5,700.00
<b>E. TOTAL DESIGN FEE – NOT TO EXCEED (HOURLY BASIS) .....</b>	<b>\$50,200.00</b>
F. POST DESIGN SERVICES - OPTIONAL SERVICES - .....	\$41,450.00
<b>G. GRAND TOTAL – NOT TO EXCEED (HOURLY BASIS) .....</b>	<b>\$91,650.00</b>

Construction Drawings to be submitted at Preliminary Concept Level, and Final Signed and Sealed Documents. Includes CADD files to be available upon request and provided with final signed and sealed documents. Parking area will be permitted separate from the Walnut Phase 1 Roadway Plans but included in final bid documents together.

A Schedule for design deliverables is shown in **Exhibit C**.

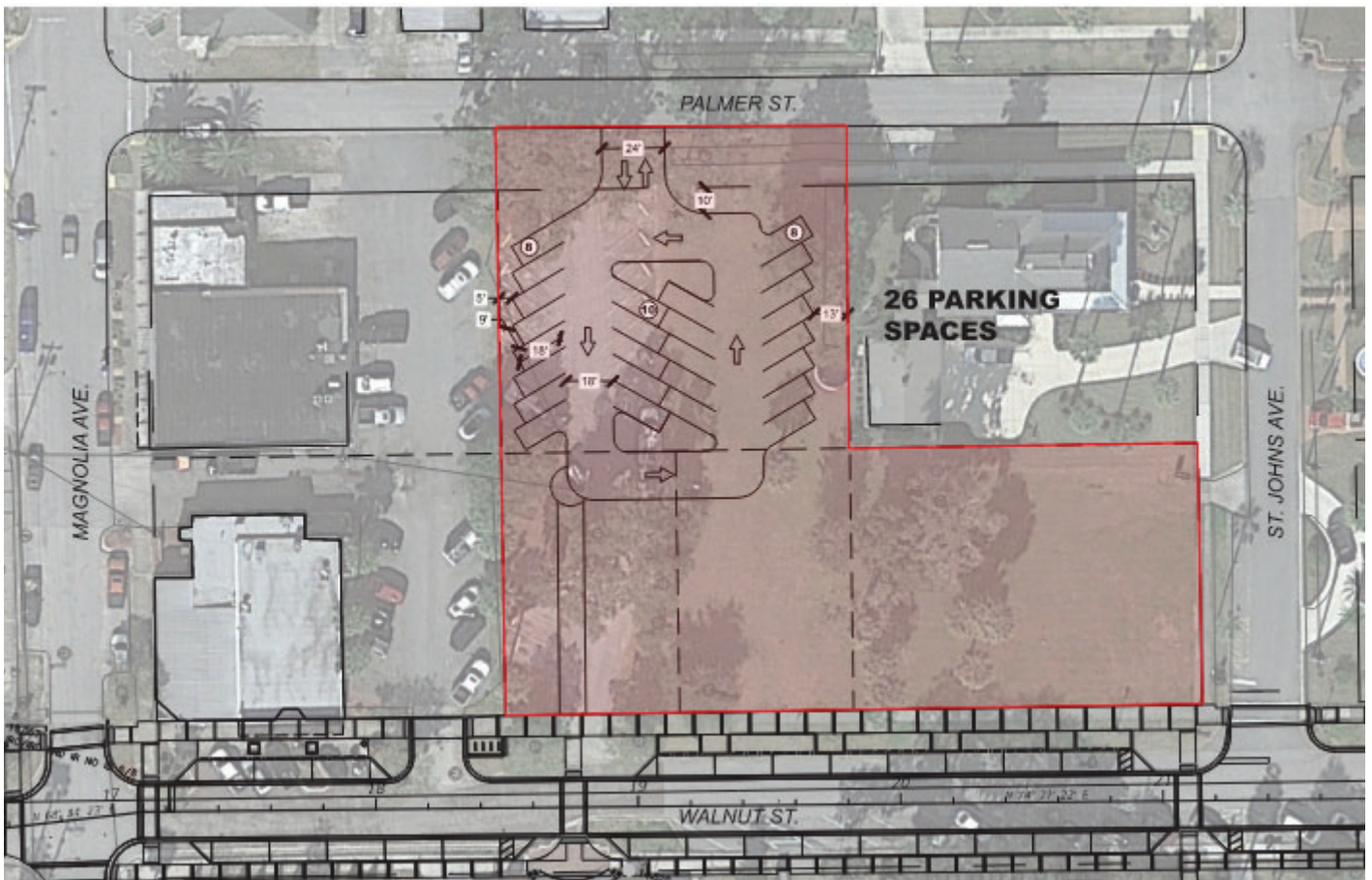


Figure 1 - Conceptual Parking Lot Layout



Exhibit "B"

Post Design Services	Quantity	Hrs per item	Total Hrs	Rate	Fee
<b>Drainage</b>					
Shop Drawings	10	1	10	\$150.00	\$1,500.00
RFIs	6	1	6	\$150.00	\$900.00
Bid review	1	8	8	\$170.00	\$1,360.00
Bid Questions	6	1	6	\$170.00	\$1,020.00
Certify As-Builts	1	6	6	\$170.00	\$1,020.00
				<b>Sub Total</b>	<b>\$5,800.00</b>
<b>UCP</b>					
Bid Review	1	8	8	\$170.00	\$1,360.00
Bid Questions - up to 10	10	1	10	\$170.00	\$1,700.00
PreCon meeting	1	2	2	\$210.00	\$420.00
Site Visits	6	3	18	\$210.00	\$3,780.00
Up to 10 OAC meetings	10	2	20	\$210.00	\$4,200.00
Plant material selection	2	8	16	\$210.00	\$3,360.00
Shop Drawing and RFIs	15	4	60	\$130.00	\$7,800.00
Substantial Completion	1	3	3	\$210.00	\$630.00
Punch List prep	1	3	3	\$150.00	\$450.00
Issue Landscape Cert	1	6	6	\$210.00	\$1,260.00
				<b>Sub Total</b>	<b>\$24,960.00</b>
<b>Lighting</b>					
Bid review	1	4	4	\$170.00	\$680.00
Bid Questions - up to 10	10	1	10	\$170.00	\$1,700.00
Shop Drawing review - up to 7	7	2	14	\$150.00	\$2,100.00
				<b>Sub Total</b>	<b>\$4,480.00</b>
<b>Signalization</b>					
Bid Review	1	4	4	\$170.00	\$680.00
Bid Questions up to 5	5	1	5	\$170.00	\$850.00
Shop drawing review up to 6	6	1	6	\$150.00	\$900.00
				<b>Sub Total</b>	<b>\$2,430.00</b>
<b>Project Management</b>					
Bid Review	1	8	8	\$210.00	\$1,680.00
Coordinate Bid Questions	1	4	4	\$210.00	\$840.00
PreCon meeting	1	2	2	\$210.00	\$420.00
Final Inspection walk through	1	4	4	\$210.00	\$840.00
				<b>Sub Total</b>	<b>\$3,780.00</b>
				<b>PD Total</b>	<b>\$41,450.00</b>

EXHIBIT "C"

