



April 27, 2022

Mike Null
Assistant City Manager
City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL 32043
Ph: 904-297-7500, Ext. 3324

MNull@greencovesprings.com

Re: City of Green Cove Springs – Walnut Street – Revised Proposal

Dear Mr. Null,

WGI, Inc. (WGI) is pleased to provide this proposal to the City of Green Cove Springs Public Works Department (CLIENT) for professional services under Contract/Agreement LC 2021-02 for project Walnut Street from Palmetto Avenue to the St Johns River. Our scope of services and corresponding fees are detailed below in Exhibit "A". In addition, it is agreed that WGI's services will be performed pursuant to the existing Professional Engineering Services Agreement LC 2021-02.

If you have any questions or need additional information, please give me a call. We look forward to working with the City of Green Cove Springs Public Works Department on this project and future assignments.

Respectfully submitted,
WGI, Inc.

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

Walter Kloss, PE
Vice President



EXHIBIT "C"

WALNUT STREET – PALMETTO AVENUE TO ST. JOHN’S RIVER

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: Eric Lanning, 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 _____ day of _____, 20__ 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
☐ _____

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 (_____) 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 _____ 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 TWO HUNDRED FIFTY-SIX THOUSAND SEVEN HUNDRED NINETY DOLLARS (\$256,790). 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 _____, 2022, for the purposes stated herein.

(WGI, Inc.)

Witness

By: _____
(Signatory for Firm)

CITY OF GREEN COVE SPRINGS

Witness

By: _____
Edward R. Gaw, Mayor

Date: _____



Scope of Services Exhibit "A"

Project Description:

Walnut Street from 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 City events within Green Cove Springs and is adjacent to City Hall, Clay Theatre, Spring Park and terminates at the pier along the St Johns 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 following construction documents are proposed for this project:

- Roadway & Drainage Plans
- Signing and Pavement Marking Plans
- Lighting Plans
- Landscape/Hardscape Plans
- Geotechnical Analysis
- Topographic Survey
- Permitting (SJRWMD and FDEP)
- SUE (Subsurface Utility Engineering) – Optional Services

A. FINAL CONSTRUCTION DOCUMENTS

1. Prepare signed and sealed construction plans for the City's review and City's Procurement Official and any other advisory identified by the City, a proposed schedule of bid items and estimated construction costs upon request of the City.
2. Deliverables:
 - a. Construction Drawings to be submitted at Preliminary Concept Level, 60% Level, and Final Signed and Sealed Documents
 - b. Permitting documents for approval and submission to permitting agency
 - c. CADD files to be available upon request and provided at project completion
 - d. Schedule of bid items
 - e. Estimated Construction Costs

B. ROADWAY PLANS

\$97,385

1. Roadway plans will include a complete set of plans required for construction within the project limits.
2. This will include: key sheet, drainage maps (pre and post), typical sections with details, general notes, project lay out, plan/profile sheets, pond details, and cross sections.

C. SIGNING AND PAVEMENT MARKING PLANS

\$10,320

1. S&PM (Signing & Pavement Marking) plans will include a complete set of plans required for construction within the project limits.
2. Signing will be coordinated with City ordinances to continue the signing per standards.

D. LIGHTING PLANS

\$21,625

1. Lighting plans will include a complete set of plans required for construction within the project limits.
2. Light poles and luminaires will match what is currently being used by City of Green Cove Springs.
3. Existing light poles in conflict will be relocated when possible.
4. Lighting will include street lighting, to include the proposed sidewalks and lighting of the pedestrian walk through to the City parking located south of Walnut Street between US 17 and Palmetto Ave.

E. LANDSCAPE/HARDSCAPE ANALYSIS/PLANS

\$35,180

1. Urban design services will include a complete set of plans required for construction within the roadway project limits.
2. Prepare Final Hardscape Plan and construction documents. Final plans are to include layout plan for hardscape elements, hardscape plan, construction details, specifications, and material selection for the following hardscape materials and finishes:
 - a. Paver design for sidewalk
 - b. Paver/stamped asphalt design for roadway
 - c. Decorative crosswalks
 - d. Conceptual layout of the location of a gateway feature. This does not include design of the feature or structural or foundation design.
 - e. Site furnishing locations:
 1. Bike racks
 2. Benches
 3. Trash cans
 4. Bollards
 5. Planter pots
3. Prepare Final 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.

4. Prepare Final Irrigation Plan construction documents. Plan will include irrigation plan sheets, details and specifications for all head locations, valves, piping, sleeving, etc. as required addressing the site-specific irrigation requirements.

F. UTILITY COORDINATION

\$18,300

1. Complete a One Sunshine Call to confirm utilities located within the project limits
2. Request preliminary utility mark-ups from owners at NTP (Notice to Proceed) and relocation designs and utility work schedules at the phase II (60%) submittal
3. Review and process for execution all utility work schedules with final plans for execution by the City.

G. SURVEYING SERVICES

\$65,980

The survey will be in accordance with the current Standards of Practice as defined in Chapter 5J-17 of the Florida Administrative Code. Located in Section 38, Township 6 South, Range 26 East, Green Cove Springs, Florida.

1. Prepare survey calc file and field package information;
2. Research public records for deeds, plats, right-of-way maps, and other survey information;
3. Locate, check, and establish horizontal and vertical control;
4. Locate existing boundary and right-of-way monumentation to determine an approximate right-of-way to determine the existing right-of-way for the;
 - Does not include reestablishing boundary and right-of-way monumentation.
5. WGI shall collect mobile LiDAR data along the red lines as shown on "Survey Limits Exhibit";
 - Extraction for this phase shall be limited to the Walnut Street corridor highlighted in yellow.
 - Control, processing, and extraction of the additional areas collected will be done once an additional scope of services is defined and agreed upon.
6. Locate above ground visible improvements including but not limited to buildings, visible utilities, pavement, curbs, fences, and signage;
7. Locate storm drainage structures including pipe sizes, types, invert elevations, and connectivity (if accessible and attainable);
8. Locate gravity sanitary sewer manholes including pipe sizes, types, invert elevations, and connectivity (if accessible and attainable);
9. Process, check, and review field information;
10. Prepare Topographic Survey in accordance with Chapter 5J-17 of the Florida Administrative Code; and
11. Final review and signature by Professional Surveyor and Mapper.

Notes:

- Horizontal control will be based on the State Plane Coordinate System, Florida East Zone (NAD83).
- Vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88).
- This survey will not make any representation as to zoning or development restrictions unless otherwise stated in provided documents.
- Irrigation and landscape lighting are not included.

- Sketch and legal descriptions are not included.
- Meeting attendance is not included.

Exclusions

- **Bid Phase Services**
- **Bid Review Services**
- **Post Design Services**
 - Including Inspection Services
- **Permit Application Fees (SJRWMD, FDEP, City/County)**
- **Additional wayfinding is excluded from this contract.**
- **Temporary Traffic Control Plans (assume detours to be provided by Contractor)**
- **No design reports will be furnished**
- **Structural Designs for Signalization, Gateway Feature, or Misc. Structures**
- **Environmental Services**
 - **Proposed drainage improvements will tie into existing stormwater outfall to the St Johns River and no new connection will be needed.**
- **FDOT maintenance agreements for landscape or hardscape**
- **Does not include right-of-way maps (digital files will be provided)**

A. SUE SERVICES – OPTIONAL SERVICES

\$21,900

1. Perform an ASCE 38-02 Quality Level B field investigation (utility designation) to flag/mark the existing discoverable underground utility facilities inside the area as shown in yellow on the “Survey Limits Exhibit” as directed by the design engineer;
2. Survey and map found utility facilities on the Topographic Survey; and
3. Perform an ASCE 38-02 Quality Level A field investigation (utility test holes) of up to 8 locations specified by the design engineer. WGI will provide Survey & CADD Field Test Hole Data sheets with the obtainable data; location, digital photos, utility description, depth, size, type, direction, and material for each test hole. This does not mention how we compact the backfill or use material from the same hole.

SUE Basis of Estimate

1. Geophysical prospecting techniques, although highly reliable, are subject to outside interference which are beyond the control of WGI and may impede the effectiveness of the subsurface investigation. Soil conditions, utility material, size, depth, salt water and conductivity may prevent location of some subsurface utilities. WGI utilizes state of the art equipment and methodology during all phases of a utility investigation, but no guarantee is hereby expressed that all utilities will be detected and located;
2. Generally, utilities found by vacuum excavation can be visually exposed to a depth equal to the water table; an air lance probe will be used for deeper utilities; however, visual confirmation may not be possible for utilities lying below the water table or utilities within directional bores. Note that the absence of identified utilities does not guarantee “no utility conflict”; and

3. If WGI doesn't have access to sub-surface infrastructures from the surface features, the likelihood of a successful investigation is greatly diminished. The sub-surface investigation will be concluded at the sole discretion of WGI after determination of all resources, means, and methods have been exhausted. Payment will be promulgated on the hourly rates per our standard fee schedule, regardless of the result of the investigation.

SUE Technical Standards

Quality Level A information obtained by direct exposure of the existing utilities can greatly increase the level of confidence with respect to the location of underground utilities at a particular jobsite. Utility exposure (Quality Level A) permits three-dimensional measurements to be taken on utilities for accurate location at each test hole. The overall level of confidence with respect to the location of site utilities can be raised by increasing the number of test holes examined; however, WGI provides no guarantee of the location of utilities on the site other than at the locations where test holes have been established.

Quality Level B services include the horizontal, above ground detection, marking and mapping of underground utilities. Geophysical prospecting methods are used to indicate the presence and surface position of buried utilities. Utilities are identified and marked in the field in order to be surveyed and mapped. Quality Level B information should not be used for construction purposes, or where exact horizontal and vertical measurements are required.

The accuracy of Quality Level B designating information and depth of cover readings obtained by utilizing Geophysical and Ground Penetrating Radar equipment and techniques are subject to field and soil conditions beyond WGI's control.

WGI will make reasonable efforts to provide comprehensive and correct positional utility marks to the limits obtainable by the instrumentation used and the existing ground conditions; however, WGI provides no guarantee that all existing utilities on a particular site will be properly located using these methods.

Utilizing WGI's SUE services does not relieve any party from its obligation to contact the utility damage prevention system before digging begins. Utility marks placed on the ground by WGI are not to be used for construction purposes.

Design Fees – Not to Exceed (Hourly Basis)

- | | |
|---|-----------|
| • Design Fee (inc. \$8000 Geotechnical allowance) | \$256,790 |
| • Optional Services - SUE | \$21,900 |

Survey Limits Exhibit

