



**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS

**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

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February 14, 2024

Mr. Greg Bauer, Public Works Field Supervisor/Safety Officer  
City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

RE: Engineering Services Agreement  
Oakridge Drainage Basin  
City of Green Cove Springs, Florida  
Mittauer & Associates, Inc. Project No. 8905-19-1

Dear Mr. Bauer:

We are pleased to present the following Engineering Services proposal related to the City's desired drainage improvements to the Oakridge Drainage Basin project area generally bounded by MLK, Jr. Blvd (North), N. Highland Ave. (East), Spring Street (South) and N. Oakridge Ave. (West) as further defined herein. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Green Cove Springs, the Client, for the fees stipulated hereafter.

### SCOPE OF SERVICES

The Engineer will prepare construction drawings and specifications for drainage improvements that are generally anticipated to include grading modifications, inlets, piping, and other system modifications to enhance drainage in the project area. More specifically, the City of Green Cove Springs wishes to correct ongoing drainage issues in the area generally bounded by MLK, Jr. Blvd (North), N. Highland Ave. (East), Spring Street (South) and N. Oakridge Ave. (West). This area is an existing residential community which is largely built out. Presently the area is largely served by an open drainage system with piped conveyance on Highland Avenue/Forbes St./Oakridge/MLK and discharge back to open drainage adjacent to Vera Francis Hall Park. Pipe sizing along this route is inconsistent. Portions of the conveyance system are not sized appropriately. Pipe sizes decrease in the direction of flow rather than increase, creating localized drainage issues. The system discharges to Governors Creek, an impaired water body determined by FDEP, and improvements may require treatment of the stormwater to remove nutrients prior to release. The concept for the improved system includes a stormwater pond that may achieve that requirement.

The general limits are provided within **Figure 1**.

Services to complete the aforementioned scope of work are summarized as follows:

### **ITEM A - ENGINEERING DESIGN SERVICES**

Civil Engineering Design: Provide an engineered design using ICPR or similar software of the proposed drainage improvements to include collection system design (Inlets, Manholes Open Drainage and Conveyance Piping), treatment system design (Stormwater Pond, Outfall Structure and Discharge Protections), as well as all proposed restoration.

Deliverables: 30/60/90/Bid Format:

- 30 percent submittal shall include concept drawings of the project including preliminary sizing of project features; Opinion of Probable Cost; Specification Table of Contents.
- 60 percent submittal shall include a full set of engineered drawings ready for permitting; Incorporation of Client comments generated by the 30 percent submittal; Updated Opinion of Probable Cost; Preliminary Specifications.
- 90 percent submittal shall include a full set of engineered drawings ready for final submittal to permitting agencies; Incorporation of all agency and Client comments generated from 60 percent submittal; Incorporation of internal QA/QC review comments; Updated Opinion of Probable Cost; Final Specifications.
- Bid Documents: Complete package of all engineering documents necessary to Bid the project; Documents shall incorporate all final Client and agency comments.

### **ITEM B - TOPOGRAPHIC, BOUNDARY & WETLAND SURVEY**

Topographic Survey: Provide an in-house topographic survey of the right of way plus 25 feet occurring within the area bounded by MLK, Jr. Blvd (North), N. Highland Ave. (East), Spring Street (South) and N. Oakridge Ave. (West). The survey shall provide a Quality Level C utility review.

Right of Way Boundary Survey: Provide a 3<sup>rd</sup> party PLS survey of all right of ways within the area bounded by MLK, Jr. Blvd (North), N. Highland Ave. (East), Spring Street (South) and N. Oakridge Ave. (West). The survey shall describe metes and bounds of all ROW; identify any physical encroachments into the ROW; and identify any easements within the survey area.

Wetland Survey: Provide a legal description of any wetland line impacted or adjacent to the project area. Special consideration is to be given to the point of discharge and outfall to Governors Creek

### **ITEM C - SUBSURFACE UTILITY ENGINEERING**

Subsurface Utility Engineering: Engage a Subconsultant to provide up to 24 soft dig excavations to identify and locate existing buried utilities within the project area. The locations of the digs shall be linked to the 60% design location of proposed drainage features.

### **ITEM D - ENVIRONMENTAL SCIENCE**

Environmental Science Consulting: Engage a subconsultant to provide environmental science assistance in identifying and locating jurisdictional wetlands, endangered species and other environmentally sensitive aspects of the project. The assistance shall include field surveys, agency coordination and permit assistance.

### **ITEM E - GEOTECHNICAL INVESTIGATION**

Geotechnical Engineering: Engage a subconsultant to collect and analyze in-situ soil information through soil borings, field testing and laboratory work for the purpose of advising the designer of soil characteristics such as shrink/swell, stiffness, fines content, permeability and load bearing capacity among others.

### **ITEM F - PERMITTING**

Permitting: Prepare and submit applications to the following agencies for the permits and/or permit exemptions noted.

SJRWMD: ERP

FDEP/SJRWMD: State 404

ACOE: SPGP

City of Green Cove Springs: Technical Review Committee

Respond to agency requests for information (RAI). Attend agency review meetings as required.

### **ITEM G - CONSTRUCTION BIDDING SERVICES (NOT INCLUDED)**

Bidding: This project may require the Engineers assistance in order to advertise and bid the improvements. If necessary, the Engineer shall, upon request, provide a scope of services for the Clients consideration as a separate authorization.

## **ITEM H - CONSTRUCTION ADMINISTRATION SERVICES (NOT INCLUDED)**

Construction Administration: This project may require the Engineers assistance with regard to Construction Administration.. If necessary, the Engineer shall, upon request, provide a scope of services for the Clients consideration as a separate authorization.

### **CONDITIONS AND EXCLUSIONS**

The following items are excluded from the Engineer's scope of work:

- Client shall provide copies of all available Client records as may be required for the Engineer to complete these services.
- The Client shall provide all regulatory agency permit application fees and related items required by the agencies, as well as copies of boundary surveys, plat maps, aerial and/or tax maps that may be available to the Client.
- Should land acquisition or easements be required for this project, the Client shall provide all services that may be required such as property appraisals, legal surveys, easements, title searches, zoning changes, attorney fees, recording fees, or value engineering.
- Grant funding applications or Grant Administration.
- Bid Administration and Construction Administration
- Resident (part-time or full-time) observation services.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**SCHEDULE OF FEES**

The Engineer shall be paid the following lump sum fees:

For Item A - Engineering Design Services	=	\$143,000
For Item B - Topographic, Boundary, Wetland Survey	=	\$80,000
For Item C - Subsurface Utility Engineering	=	\$20,000
For Item D - Environmental Science	=	\$12,000
For Item E - Geotechnical Investigation	=	\$20,000
For Item F - Permitting	=	\$25,000
For Item G - Construction Bidding Services	=	NIC
For Item H - Construction Administration Services	=	<u>NIC</u>
<b>TOTAL</b>	<b>=</b>	<b>\$300,000</b>

The Engineer shall make himself available to the Client at the Engineer's standard hourly rates for additional services as requested.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should it be required by law.

**ACCEPTANCE**

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Sincerely,  
Mittauer & Associates, Inc.

Accepted by:  
City of Green Cove Springs, Florida

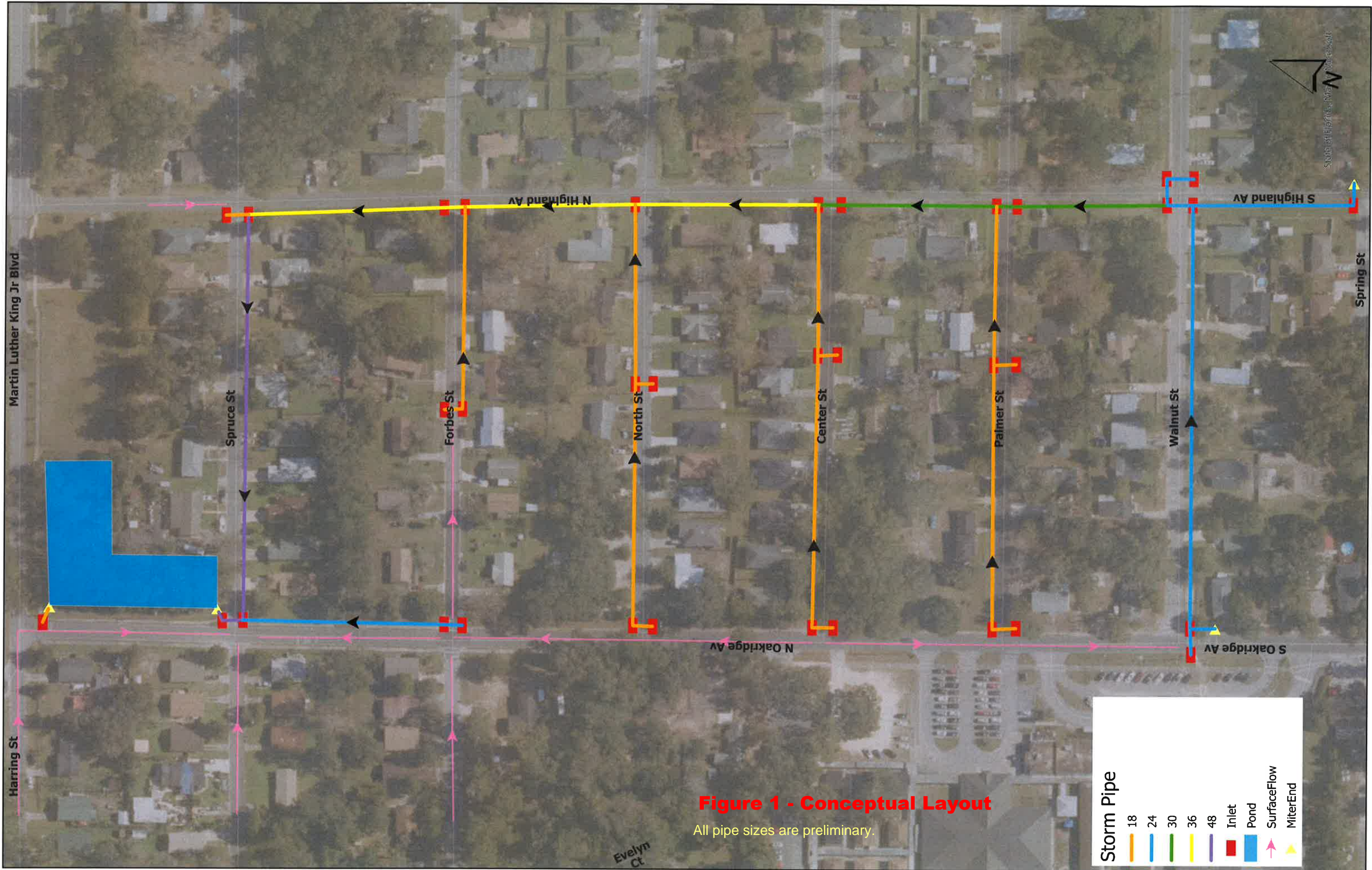
Joseph A. Mittauer, P.E.  
President

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

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

JAM/JRS/MPT/aem





State of Florida, Miami-Dade County

**Figure 1 - Conceptual Layout**

All pipe sizes are preliminary.

Storm Pipe	
18	Inlet
24	Pond
30	SurfaceFlow
36	MiterEnd
48	