

CITY COUNCIL RESOLUTION NO. 2021-158

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER NINETEEN TO THE CONTINUING CONTRACT WITH NORTH FLORIDA PROFESSIONAL SERVICES, INC., A FLORIDA CORPORATION; PROVIDING FOR ENGINEERING SERVICES RELATED TO THE RESURFACING OF PATTERSON STREET FROM UNITED STATES HIGHWAY 90 TO STATE ROAD 100A; PROVIDING FOR THE PAYMENT FOR THE PROFESSIONAL SERVICES AT A NOT TO EXCEED COST OF \$59,406.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services with North Florida Professional Services, Inc. (hereinafter “NFPS”), as authorized by City Council Resolution No. 2016-075 with respect to certain studies, planning, design, and constructions of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport (hereinafter the “Airport”), City recreational facilities, City Hall, City safety facilities and streets (herein collectively the “City Projects”); and

WHEREAS, the Continuing Contract provides that NFPS shall perform services for the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project with the scope of the work to be performed and compensation to be paid defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Number Nineteen to its Continuing Contract with NFPS for engineering services related to the resurfacing of Patterson Street from US 90 to SR 100A, pursuant to the terms and conditions of Task Assignment Nineteen, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution (“Task Assignment Number Nineteen”), and the Continuing Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The City is hereby authorized to enter into Task Assignment Number Nineteen with NFPS for the additional services.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Nineteen as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver Task Assignment Number Nineteen in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney, if any. Execution by the Mayor and NFPS shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions, if any.

PASSED AND ADOPTED at a meeting of the City Council on this ____ day of November 2021.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

**TASK ASSIGNMENT NUMBER NINETEEN TO THE CONTINUING CONTRACT
BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND NORTH FLORIDA
PROFESSIONAL SERVICES, INC., A FLORIDA CORPORATION FOR
ENGINEERING SERVICES RELATED TO THE RESURFACING OF
PATTERSON STREET**

THIS TASK ASSIGNMENT NUMBER NINETEEN is made and entered into this ____ day of November 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055, and whose mailing address is 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and NORTH FLORIDA PROFESSIONAL SERVICES, INC., a Florida corporation (herein referred to as "Consultant").

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract for professional consulting services as authorized by City Resolution No. 2016-075 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of professional engineering services related to the resurfacing of Patterson Street from US 90 to SR 100A; and the City desires to enter into this Task Assignment Number Nineteen with Consultant for such services pursuant to the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of this Task Assignment Number Nineteen.
2. **PROJECT**: The City hereby engages Consultant and Consultant

agrees to furnish to City the services and work as set forth in “Exhibit A” titled *Task Order for Engineering Services for Patterson Street resurfacing*, a copy of which is attached hereto and made a part of this Task Assignment Number Nineteen.

3. **COMPENSATION TO CONSULTANT:** City shall pay Consultant for its services a not-to-exceed fee of \$59,406.00, in addition to any applicable permit application fees. Consultant shall invoice the City in accordance with the terms and conditions included in the Continuing Contract and in no event more than once per calendar month and said fees shall equal a percentage of the completed work. Should a conflict in the terms and conditions arise the Continuing Contract shall be controlling.

4. **PROVISIONS OF CONTINUING CONTRACT:** The terms, provisions, conditions, and requirements of the Continuing Contract are incorporated herein and made a part of this agreement. Should any term or condition of the documents referenced herein conflict with a term or condition of the Continuing Contract the term or condition of the Continuing Contract shall prevail and be binding.

5. **ATTORNEYS’ FEES AND COSTS.** In the event of a breach of the Continuing Contract or any provision of this Task Assignment by either party, the breaching party shall be liable for, and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or this Task Assignment, including reasonable attorneys' fees and legal costs and fees incurred in seeking reasonable attorneys’ fees.

6. **ENTIRE AGREEMENT.** This Task Assignment Number Nineteen, the Continuing Contract, and “Exhibit A”, constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any of the provisions of this Task Assignment and the Continuing Contract conflict with the provisions of the attachments hereto, the provisions of this Task Assignment and the Continuing Contract shall control. This Task Assignment Number Nineteen may only be amended, supplemented, modified, or canceled by a duly executed

written instrument.

7. **PARTIES BOUND**. This Task Assignment Number Nineteen shall be binding upon and shall inure to the benefit of City and Consultant, their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Assignment Number Nineteen as of the day and year first above written.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

**NORTH FLORIDA PROFESSIONAL
SERVICES, INC.**

By: _____
Gregory G. Bailey, President



NFPS

EXHIBIT A



PO BOX 3823
LAKE CITY, FL 32056



PHONE (386) 752-4675
FAX (386) 752-4674



www.nfps.net

TASK ORDER FOR ENGINEERING SERVICES
for
PATTERSON STREET RESURFACING

This agreement made this ____ day of October 2021 by and between the City of Lake City, herein referred to as the CITY, and North Florida Professional Services, Inc., herein after referred to as the CONSULTANT:

Project

The CITY intends to resurface Patterson Street, from US 90 to SR 100A, herein after referred to as the PROJECT. The PROJECT is funded by the FDOT Small County grant program (MSCOP) and is otherwise known as FDOT Financial Project 443691-1.

Scope

The CONSULTANT intends to provide surveying, design analysis, plans preparation, permitting and project management for the PROJECT. A detailed description of the work tasks is attached.

Fee

CONSULTANT shall perform the professional engineering services for this PROJECT for a lump sum amount of fifty-nine thousand, four-hundred and six dollars (\$59,406.00). This fee shall be invoiced on a percentage completed basis, no more than once monthly.

Agreement

This Task Order constitutes a Project Agreement for the PROJECT. The CONSULTANT will perform the Scope of Services as described herein in exchange for the fees as described herein. This is in accordance with the Master Contract between the CITY and the CONSULTANT.

IN WITNESS THEREOF, the City of Lake City, Florida, through a vote of it's City Council, has caused this instrument to be executed on the day and year first shown above.

CITY COUNCIL
LAKE CITY, FLORIDA

ATTEST:

Chairman, City Council

Clerk

IN WITNESS WHEREOF, North Florida Professional Services, Inc., as CONSULTANT herein, has caused this Task Order to be executed in its name by its proper officers duly authorized to sign and execute instruments on its behalf on the day and year first shown above.

NORTH FLORIDA PROFESSIONAL SERVICES, INC.

BY: *James Pitman for*
Gregory G. Bailey, P.E.
President

DESIGN TASK DESCRIPTIONS

Survey

Horizontal Project Control – includes researching datum records and existing maps, collecting field data on existing monumentation and maintained limits, establishing horizontal control points that are referenced to state plane coordinates and establishing a baseline of survey.

Vertical Project Control – includes researching vertical datum records and benchmark information and establishing vertical control points that are referenced to NAVD datum.

Topography / DTM (3D) – includes the field survey work required to pick up existing topographical features and ground points. Also includes the file processing required to create proper topographic symbology and a digital terrain model of the existing ground surface.

Underground Utility locates – includes the analysis of existing information regarding existing utility facilities in the project area, coordination with locate services and field survey work to collect location information on designated lines and VVH holes.

R/W Data – includes researching existing maps and deeds, the field work to locate existing monumentation and fences and measurements to prepare parcel sketches.

Coordination – communication and action planning with owners, Design staff and stakeholders.

Survey Office Support and File Processing

Involves collecting existing data for horizontal control, vertical benchmarks and existing R/W documentation, Includes the processing of the raw data files into CADD-compliant topographic drawings and Quality control reviews of the data.

Geotechnical Analysis

Pavement Cores – collect several pavement cores throughout the project to get a good idea of the average existing pavement structure; asphalt and base.

Roadway Analysis

Typical Section analysis and selection – includes the review of the existing lane and shoulder widths, front slopes, traffic data and functional classification of the roadway. Analysis of this data and an understanding of the projected future use will result in the creation of a proposed Design Speed and typical section for the project.

DESIGN TASK DESCRIPTIONS

Pavement Design analysis and selection – includes the collection of traffic loading data (including projected traffic for the design service year) and modulus numbers for the subgrade soils. Using this information, a required structural number will be established and a pavement design will be prepared in accordance with the *FDOT Flexible Pavement Design Manual*.

Evaluation of Critical Design Elements – includes an analysis of the design speed, lane widths, shoulder widths, bridge widths, horizontal alignment, super-elevation, vertical alignment, grade, stopping sight distance, cross slope and clear recovery area. These design criteria for these elements will be established and met if feasible. When constraints prevent the criteria from being met, mitigation features will be utilized and exceptions prepared.

Preparation of Design Exceptions – where any of the 13 critical design elements cannot meet the established design criteria, design exception will be prepared and approved by the Engineer of Record and the local government's designated authority.

Evaluation of drainage – includes the evaluation of existing surface water flow patterns and the need for drainage structures. The existing drainage system will be evaluated for condition, capacity, and discharge flow paths. The system will be upgraded as needed, IF funding will allow.

Quantities / Cost Estimates – includes the calculation of quantities, the analysis of local market conditions in establishing realistic unit prices and an estimate of the total project construction cost. This estimate will be created at the concept stage and will be updated at Phase II plans and at final plans.

Field reviews – includes field reviews needed to collect information and to meet with utility representatives or local stakeholders.

Technical Meetings (County, FDOT, Reg. Agencies) – travel and time spent meeting with County staff, regulatory agencies, emergency responders and other stakeholders.

QA/QC – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

Coordination – communication and action planning with owners, Design staff and stakeholders. Includes coordination with FDOT and permit application for working US 90.

Roadway Plans Production

Key Sheet – preparation of the key sheet, in general conformance with the FDOT FDM.

DESIGN TASK DESCRIPTIONS

Typical Sections – preparation of typical sections, in general conformance with the FDOT FDM.

Typical Section details – preparation of any required typical section details, in general conformance with the FDOT FDM.

General Notes / Pay Item notes – preparation of the relevant notes and project specific pay instructions, in general conformance with the FDOT FDM.

Plan Sheets – preparation of the roadway plan sheets, in general conformance with the FDOT FDM.

Special details – preparation of any necessary special details that clarify instructions to the contractor.

Cross sections – preparation of roadway cross sections, in general conformance with the FDOT FDM.

Temporary traffic control plans – preparation of the temporary traffic control plan for maintenance of traffic during construction, in general conformance with the FDOT FDM.

Stormwater pollution prevention plans – preparation of a stormwater pollution prevention plan that follows the requirements of the Florida Erosion and Sediment Control Manual and in general conformance with the FDOT FDM.

QA/QC – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

Supervision – includes making assignments, directing daily activities, providing guidance to designers and office staff.

Utility Coordination

Identify Existing Utility Owners (UAOs) – includes calling in a Design Ticket to Sunshine 811 to establish utility owner contact information and to begin coordination of locating existing utilities.

Utility coordination / follow-up – includes discussion with utility owners regarding known conflicts and the resolution to those conflicts.

Supervision – includes making assignments, directing daily activities, providing guidance to designers and office staff.

Coordination – includes regular communication with UAO's and design staff to ensure that any known utility conflict is addressed.

DESIGN TASK DESCRIPTIONS

Environmental Permitting

Preliminary Project Research and Determination of Need – includes analysis of existing field conditions and the determination of the type of environmental permits that may be required. We anticipate that it will be limited to the coordination effort needed to secure concurrence on an exemption.

Coordination – includes regular communication with regulatory staff regarding permitting, during pre-application meetings and the various stages of permit review.

Signing and Pavement Marking Analysis

Sign inventory and analysis – includes a field analysis of the need for signs on the project, based on current standards and proposed geometrics.

Evaluation of Bike Lane Markings – includes an evaluation of the requirement for bike lanes and if we can accommodate this requirement in the constrained corridor.

Quantities / Cost estimates – includes the calculation of quantities, the analysis of local market conditions in establishing realistic unit prices and an estimate of the total project construction cost. This estimate will be created at the concept stage and will be updated at Phase II plans and at final plans.

Coordination – communication and action planning with owners, Design staff and stakeholders.

Signing and Pavement Marking Plans Production

Key sheet – preparation of the key sheet, in general conformance with the FDOT FDM.

Summary of Pay Items – preparation of the key sheet, in general conformance with the FDOT FDM.

General notes / Pay Item notes – preparation of the key sheet, in general conformance with the FDOT FDM.

Plan sheets – preparation of the key sheet, in general conformance with the FDOT FDM and select FDOT Design Standards.

Special details – preparation of the key sheet, in general conformance with the FDOT FDM and select FDOT Design Standards.

QA/QC – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

DESIGN TASK DESCRIPTIONS

Bidding

Bid package preparation

Prepare Notice to Contractors and Project Advertisement

Pre-bid conference – IF REQUIRED

Receive/answer bidders questions

Prepare and issue written addenda

Review bids received

Award recommendation

Post Design Services

Provide support to CEI staff – includes being responsive to contractors' questions and providing technical support during construction.

Prepare revisions as necessary – includes the preparation of any required plans revisions after the letting of the project.

Coordination - communication and action planning with owners, Design staff and stakeholders.