

November 18, 2021

Ms. Ali Tretheway, Procurement Coordinator
Levy County Board of County Commissioners
310 School Street
P.O. Box 310
Bronson, Florida 32621

SUBJECT: Task Order No. 2 – Shell Mound Boat Ramp Improvements: Phase 2 – Design and Permitting Scope of Services

Dear Ms. Tretheway,

Wright-Pierce, Inc., (ENGINEER) is pleased to provide LEVY COUNTY BOARD OF COUNTY COMMISSIONERS (COUNTY) with this Task Order to provide engineering services in support of the Shell Mound Boat Ramp Improvements (PROJECT). This Task Order outlines our scope of services, deliverables, schedule, and compensation for this PROJECT.

1. Background

The Levy County Parks & Recreation Department (DEPARTMENT) is seeking a variety of engineering services for a project located in Cedar Key, Florida at the Shell Mound Park Campground Facility. The COUNTY selected the ENGINEER to perform the needed engineering services to complete this multi-phase project. In April 2021, ENGINEER assisted the COUNTY and prepared a grant application to the Florida Fish and Wildlife Commission (FWC) for design and permitting services related to dredging at the Shell Mound Boat Ramp (Phase 1 of the project). The COUNTY has been notified by FWC that they have been awarded a grant in the amount of \$94,250.00. The grant is through FWC's Florida Boating Improvement Program (FBIP), and fully executed grant documents are expected to be received in the coming days.

In preparation of receipt of these grant funds, ENGINEER is submitting this Task Order for Phase 2 of the project - the design and permitting services related to dredging at the Shell Mound Boat Ramp. Once the design and permitting activities are complete, a follow-up grant application (Phase 3) can be submitted to FWC for the subsequent construction activities (Phase 4).

This Task Order is presented for the completion of Phase 2 of this project. The Scope of Services for Phase 2 of the multi-phase project identified above include the following:

2. Scope of Services

Task 1. Data Collection

This task consists of the initial work to gather information and data regarding conditions at the project site. Data gathered in this task will be used in the subsequent Design and Permitting tasks.

- A. **Bathymetric and Topographic Survey** ENGINEER shall retain the services of SurvTech Solutions, Inc. to prepare a bathymetric survey of the area to be dredged as well as a topographic survey of the land area of the Shell Mound Campground to be used for contractor staging and dewatering.
- B. **Geotechnical Engineering Services** ENGINEER shall retain the services of Madrid/CPWG to provide geotechnical investigation and engineering services for the proposed dredging area. Sediment sampling shall be performed at three (3) locations within the dredging area to characterize the material to be dredged.
- C. **Environmental Testing Services** ENGINEER shall retain the services of Madrid/CPWG to provide environmental testing related to the sediment within the proposed dredging area. Three grab samples of sediment from the dredging area will be laboratory analyzed for:
 - a. Total Recoverable Petroleum Hydrocarbons using Florida PRO
 - b. Volatile Organic Compounds using EPA Method 8260
 - c. Polynuclear Aromatic Hydrocarbons using EPA Method 8270, and
 - d. Total RCRA Metals (As, Ba, Cd, Cr, Pb, Hg, Se, Ag)

Task 2. Design Services

This task consists of the design work including preparation of contract documents (engineering plans, front end documents, and material specifications) suitable for bidding. The following items will be prepared under this task.

- A. **Engineering Drawings** ENGINEER shall prepare engineering drawings suitable for permitting and construction. Deliverables shall include plans for review by the DEPARTMENT at the 60% and Final stages. Plans will depict the proposed dredging as well as support infrastructure including contractor staging area and dewatering area. The ENGINEER will modify the plans based on input from the DEPARTMENT following milestone reviews.
- B. **Construction Cost Estimates** ENGINEER shall prepare construction cost estimates for the project based on the plans at the 60% and Final milestones.

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C. Specifications ENGINEER shall prepare front end documents and specifications suitable for bidding in 16 Division Format. Specifications shall be provided to the DEPARTMENT for review at the 60% and Final milestones.

This task assumes the ENGINEER and subconsultants will respond to one (1) round of comments based on the 60% design documents and modify the plans accordingly. Additional rounds of comments from the agencies, or modifications that materially alter the project design or approach would be considered additional services.

Task 3. Permitting Services

This task consists of the permitting necessary for construction of the proposed dredging. Permitting is expected to consist of the following, however; additional permits may be necessary pending pre-application conferences with the agencies having jurisdiction.

- A. Pre-Application Meeting** ENGINEER will schedule and attend with the DEPARTMENT pre-application meetings with the FDEP prior to the start of the permitting efforts in order to verify the requirements.
- B. FDEP Environmental Resource Permit (ERP)** ENGINEER shall prepare and submit an application package to the Florida Department of Environmental Protection (FDEP) Northeast District for an Environmental Resource Permit.
- C. US Army Corps of Engineers (USACE)** ENGINEER shall prepare and submit an application package to the USACE for an Individual Permit using Form 4345.

Consultation with the US Fish and Wildlife Service (USFWS) and Florida Fish and Wildlife Conservation Commission (FWC) may be required depending on the results of the pre-application meetings.

This task assumes no aquatic species, historic or archeological studies, reports or investigations are going to be required by the permitting agencies.

This task assumes the ENGINEER and subconsultants will respond to one (1) round of comments during the permitting phase. Additional rounds of comments from the agencies, or modifications that materially alter the project design or approach would be considered additional services.

Task 4. Bidding Services

Assuming the project is constructed in one phase, ENGINEER will provide the following scope of services. The scope below assumes the COUNTY will post the advertisement for bid on the COUNTY procurement website.

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- A. Bid Documents:** ENGINEER will perform the following related to bidding: prepare specifications for bidding including Division 00 and 01 specifications, and provide support design drawings in PDF format for COUNTY posting on their project bidding website.
- B. Pre-Bid Meeting:** ENGINEER will attend a pre-bid meeting with the COUNTY and invited Bidders to review the project scope of work. We will prepare minutes from the meeting in PDF format for COUNTY posting on their project bidding website.
- C. Bid Questions:** ENGINEER will assist the COUNTY in responding to questions during the bid period.
- D. Addenda:** ENGINEER will prepare addenda during the bidding process in PDF format for COUNTY posting on their project bidding website.
- E. Bid Tabulation and Review:** ENGINEER will provide a bid tabulation to the COUNTY, review the bids and provide a recommendation of award based on the COUNTY's criteria for selection.
- F. Final Documents:** In addition to provided bid documents as PDFs, ENGINEER will provide the COUNTY one (1) and successful Bidder three (3) hardcopy sets of the final bid documents.

3. Additional Services

During ENGINEER's work on the project, it may become apparent to either COUNTY or ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon COUNTY's written authorization.

4. Schedule

The Project will commence immediately after the ENGINEER receives a written Notice-to-Proceed (NTP) and an executed Task Order, and the ENGINEER will complete the design and submit the stated permit applications to the reviewing agencies within 6 months. Please note the USACE permit approval process will likely exceed 90 days and the next submittal deadline for the 2022 FBIP Grant program is expected to be in early April 2022. Therefore, a grant application for the construction phase of this project using final permitted plans is unlikely.

5. Compensation

ENGINEER's fee for the services outlined in the SCOPE OF SERVICES section of this Task Order is summarized as follows:

Task	Task Description	Total Compensation
1	Data Collection	\$31,500
2	Design Services	\$22,000
3	Permitting Services	\$30,250
4	Bidding Services	\$10,100
Total		\$93,850

The maximum total compensation for the Project shall not exceed the total compensation for the scope items above without written authorization from the COUNTY. If it becomes apparent to ENGINEER at any time that changes in Scope or other issues impact total compensation, ENGINEER will so notify COUNTY in writing. COUNTY and ENGINEER will then promptly meet to review the status of the Project and any potential adjustments to Scope and/or compensation. Any resulting adjustments to compensation need to be approved by written authorization. The above scope includes permit fees of \$420.

For authorized Additional Services, ENGINEER will bill COUNTY a fee based on ENGINEER's Standard Billing Rates, plus Reimbursable Expenses.

COUNTY Responsibilities

The COUNTY will provide the following information to the ENGINEER and/or perform the following services related to the Project:

- Provide requested data within its possession within one (1) week of each request.
- Provide responses to application questions as required.
- Review and provide a consolidated list of review comments for each submittal (one review per submittal).
- Utilize a maximum review time of fourteen (14) working days per submittal.
- Provide access to the boat ramp and its facilities for visits and evaluations.

Services Not Included

The following services are not included in the Scope of Services for the Project:

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- Structural and electrical design.
- Grant applications to other agencies or for construction phases of the project.
- Legal services related to this Project.

We appreciate the opportunity to be of service to Levy County.

Sincerely,

WRIGHT-PIERCE



Dennis Davis, PE
Senior Client Service Manager
dennis.davis@wright-pierce.com



Walter Nickel, PER
Senior Project Manager
walter.nickel@wright-pierce.com

Attachments: Limits of Work and Survey (Shell Mound Boat Ramp, Figure 3)

Aerial photography from Esri.

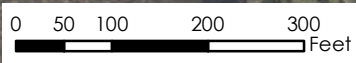
Dredging Area

Contractor Hauling and Dewatering Area

Project Location:
Shell Mound Camp-
ground Boat Ramp

CR-326

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Shell Mound Boat Ramp

Levy County, FL

PROJ NO: T15896

DATE: 3/12/2021

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FIGURE:
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