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December 20, 2021

Ms. Alicia Tretheway, MPA  
Procurement Coordinator/ADA Coordinator  
Levy County Board of County Commission  
310 School Street  
P.O. Box 310  
Bronson, Florida 32621

Re: Levy County – Henry Beck Park ADA Improvements  
Civil Engineering & Surveying Services

Dear Alicia:

As you requested, I am pleased to provide you with a proposal for civil engineering and surveying services to add an ADA accessible ramp to provide access into the springs. JBPro has experience working in parks, springs, and conservations. Please find below our understanding of the work scope required to design the project and our proposed fees to complete the required work.

- I. **General Work Scope:** Provide civil engineering and surveying services required to add an ADA accessible route and ramp. The ramp will allow patrons with disabilities access into the springs. The banks of the Wekiva River are fairly steep, and the location of the ramp will need to be verified once the topographic survey is complete. The project lies within the jurisdiction of Levy County.
- II. **Surveying Services:** JBPro proposes to provide the following Scope of Services for the project.
  - A. JBPro will perform a Topographic Survey of the project limits to create a base design file for the civil engineering design of the project.
    1. The topographical survey limits are the existing sidewalk leading to the sand “beach” area in the park and along the Wekiva River bank. The proposed survey limits are depicted on **Attachment A**. The limits may be field adjusted, if necessary, to ensure the appropriate area is surveyed for the proposed project.
    2. Topographic elevations will be collected in a tight grid and where necessary to show proper breaks and grading conditions. Elevations will be shown in enough quantity to produce contours of 1 foot vertical intervals and will be based on available N.A.V.D. 1988 datum benchmarks.
    3. All features within the limits of survey, including but not limited to; buildings, pavement, curbing, structures, sidewalks, walkways, fences, utility structures, striping, signs, power poles, storm sewer inlets, and any other above ground



Civil Engineering



Surveying



Land Planning



Construction Services

- improvements will be located.
4. Property lines will be depicted, within the survey limits, based on previous surveys and / or title work provided by the owner. Control points will be set to establish horizontal and vertical control.
  5. A minimum of two vertical benchmarks will be set.
  6. Drawings will be provided at a scale of 1" =20'.
  7. The survey does not include below ground utility locates other than apparent storm sewer and wastewater utility structures and accessible pipe inverts. Soft digs, VVH's or GPR surveys are not included, but can be provided, if desired, as a separate additional service.
- B. After construction is complete, JBPro will perform an As-Built Topographic Survey of the sidewalk addition. The As-Built Topographic Survey will include:
1. Location of all completed ADA improvements constructed.
  2. Topographic elevations along the project limits to verify it follows ADA guideline requirements.
  3. The survey will be provided as an update to the original topographic survey depicting the constructed improvements.

### III. **Civil Engineering Services:**

- A. Carefully review and field truth the topographic survey to better understand the existing conditions and verify the proposed location for the sidewalk.
- B. Prepare a construction drawing set, which will generally consist of the following 6 plan sheets, although other sheets may be required.
  1. Cover Sheet
  2. Legend, Abbreviations & Notes
  3. Dimension Plan
  4. Paving, Grading & Drainage Plan
  5. Details & Notes
  6. Topographic Survey
- C. Construction drawings will be provided at a scale of 1" =10' or 1" = 20' to provide accurate design detailing for the sidewalk addition.
- D. The project includes up to two (2) design submittals. The submittals will be at 50% and 100% construction document phase. Each will be submitted to the Levy County for review and comment. JBPro staff will meet with Levy County staff to review each of the design submittals and to review any comments provided to make sure the appropriate design direction is being implemented in accordance with the budget, schedule, and approach to executing the project.
- E. Secure permits from review agencies by working with agency staff and addressing all comments during the permitting process on construction plans and other submittal documents. JBPro shall permit the project with Levy County and SWFWMD. JBPro does not anticipate SWFWMD will require a stormwater management system. If SWFWMD requires a stormwater management system,

those services will be considered additional services.

- F. Schedule: JBPro will be able to complete the Topographic Survey within 4 weeks from receiving notice to proceed. The initial engineering construction plans submittal (50% CD) will be submitted within 6 weeks of completion of the project topographic survey. The 50% CD construction documents will be used as the agency permit set as well. The schedule for the remaining submittal (100% CD) will be based on the timing of Levy County review and comment and scheduling of review meetings. But no more than 6 weeks will be required for 100% CD submittal after client review comments are provided.

#### IV. Construction Services:

- A. Assist client with bidding of the project to local site work contractors and finalizing the site construction contract.
- B. Perform pay request inspections and make additional construction site visits as necessary, such as for as-built certification inspections required by review agencies.
- C. Review and respond to all contractor RFIs throughout construction and resolve field discrepancies. Additionally, address all owner questions pertaining to the site construction.
- D. Complete punch list inspection at or near the completion of construction.
- E. These services are limited to 50 hours of hourly work effort through the construction phase. Additional work effort can be provided as additional services.

- V. Fees: JBPro proposes to provide the above scope of services for the fees listed below. The expected breakdown of fees by phase of work is identified below.

#### **BASE SERVICES**

A. Topographic Survey:	\$ 3,700.00
B. As-Built Topographic Survey	\$ 1,480.00
C. Civil Engineering Design:	\$ 14,050.00
D. Construction Services:	<u>\$ 5,250.00</u>

Total Fee = **\$ 24,480.00**

- E. Invoicing shall be submitted monthly based on the work effort provided.
- F. Hourly rates are in accordance with the JBPro Hourly Rate Fee Schedule per JBPro's Continuing Services Contract with Levy County. The fee schedule is included as **Attachment B**.
- G. A Work Effort Summary Spreadsheet is included as **Attachment C**, which summarizes the proposed work effort and corresponding hourly rate fees.

#### IV. Owner Responsibilities:

- A. The owner is responsible for any permit application fees, if required.
- B. Compensation for any other consultant fees, such as Landscape Architect, Structural Engineer, or others required to complete proposed improvement design is the responsibility of the owner.

**VII. Additional Services:**

Services in addition to the scope of work will be billed at standard hourly rate charges per the JBPro Hourly Rate Fee Schedule included as **Attachment B**. Additional services shall be performed only upon prior authorization by the owner. These services may include but are not limited to the following:

- A. Major project revisions requested by the owner after preliminary design approval or after substantial engineering design work has been completed.
- B. Work effort related to potential archaeological, environmental, geotechnical, legal, or other issues outside of the control of JBPro.
- C. Stormwater management system (pond) design and permitting with Levy County and SWFWMD.
- D. Landscape and irrigation design.

If this proposal is acceptable to you please sign the acceptance portion and return to me via email or mail. We are very thankful for the opportunity to be working with you on this project.

Sincerely,



Christopher Potts, PE  
Director of Engineering, JBPro

**Acceptance:** The undersigned hereby agree to the terms, limitations, and fees as delineated in this proposal.

 12-20-21

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Christopher Potts, P.E.  
**Director of Engineering**  
**JBPro**

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Alicia Tretheway, MPA  
**Procurement Coordinator/ADA Coordinator**  
**Levy County Board of County Commission**

# ATTACHMENT A

343

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APPROXIMATE  
SURVEY LIMITS

3770

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Wekiva River

Wekiva River



# ATTACHMENT B

## Hourly Rate Fee Schedule

### Levy County Continuing Services Contract

(Effective November 16, 2020)

Position	Hourly Rate
<b>Civil Engineering</b>	
Principal Civil Engineer	\$175.00
Project Manager	\$150.00
Project Engineer	\$125.00
Staff Engineer	\$105.00
Engineering CAD Technician	\$75.00
Construction Manager	\$125.00
Land Planner	\$100.00
<b>Surveying</b>	
Principal Surveyor	\$115.00
3-Person Field Crew	\$150.00
2-Person Field Crew	\$130.00
1-Person Field Crew	\$100.00
Surveying CAD Technician	\$75.00
<b>Administrative</b>	
Project Coordinator	\$70.00
Administrator	\$60.00
Intern	\$50.00

# ATTACHMENT C

Project Name:		Levy County - Henry Beck Park ADA Improvements		<b>Budget</b>	
Project Number:					
Fee Schedule:		JBPro - 2020			
Margin:					
Service Item	Fee Basis	Billing Rate (\$/hr)	Labor Budget (hrs)	Fee Budget (\$)	
<b>Surveying</b>	-	-	<b>52.00</b>	<b>\$ 5,180.00</b>	
<b>Topographic Survey</b>	<b>Fee Schedule</b>	-	<b>36.00</b>	<b>\$ 3,700.00</b>	
Principal Surveyor (SUR)	-	\$ 105.00	4.00	\$ 420.00	
2-Person Field Crew (SUR)	-	\$ 130.00	16.00	\$ 2,080.00	
Technician (SUR)	-	\$ 75.00	16.00	\$ 1,200.00	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
<b>As-Built Topogrphic Survey</b>	<b>Fee Schedule</b>	-	<b>16.00</b>	<b>\$ 1,480.00</b>	
Principal Surveyor (SUR)	-	\$ 105.00	2.00	\$ 210.00	
2-Person Field Crew (SUR)	-	\$ 130.00	4.00	\$ 520.00	
Technician (SUR)	-	\$ 75.00	10.00	\$ 750.00	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
<b>Civil Engineering</b>	-	-	<b>170.00</b>	<b>\$ 19,300.00</b>	
<b>Civil Engineering Design</b>	<b>Fee Schedule</b>	-	<b>120.00</b>	<b>\$ 14,050.00</b>	
Project Manager (CIV)	-	\$ 150.00	10.00	\$ 1,500.00	
Project Engineer (CIV)	-	\$ 125.00	50.00	\$ 6,250.00	
Staff Engineer (CIV)	-	\$ 105.00	60.00	\$ 6,300.00	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
<b>Construction Services</b>	<b>Fee Schedule</b>	-	<b>50.00</b>	<b>\$ 5,250.00</b>	
Staff Engineer (CIV)	-	\$ 105.00	50.00	\$ 5,250.00	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
	-	\$ -		\$ -	
<b>TOTAL</b>	-	-	<b>222.00</b>	<b>\$ 24,480.00</b>	