

**TASK ASSIGNMENT 2025-5**  
**ISSUED UNDER AN AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES**

THIS TASK ASSIGNMENT 2025-5 is entered into by and between LEVY COUNTY, a political subdivision of the State of Florida (the "County") and Locklear & Associates Professional Corporation, a Florida Corporation (the "Consultant"), pursuant to the Agreement between Levy County and Consultant for Continuing Professional Services dated November 21, 2023 (the "Continuing Professional Services Agreement.")

1. Scope of Services. Consultant shall provide engineering and construction services for electrical system repairs and improvements at Shell Mound (Campground located at 17650 SW 78<sup>th</sup> Place, Cedar Key, FL as described in the Proposal dated April 29, 2025 attached as Exhibit "A" (consisting of two pages)(the "Services.")
2. Compensation. County shall compensate Consultant for its performance of the Services as set forth in the Proposal. Invoices or requests for payments to Consultant shall be made in accordance with the Florida Local Government Prompt Payment Act, sections 218.70 through 218.79, Fla. Stat.

All terms of the Continuing Professional Services Agreement not in conflict with this Task Assignment shall apply to Consultant's services.

IN WITNESS WHEREOF, the parties have entered into this Task Assignment as of the last date of signature for parties set forth below.

BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA

\_\_\_\_\_  
Desiree Mills, Chair

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

ATTEST: Matt Brooks, Clerk of  
Circuit Court and Ex-Officio Clerk to the  
Board of County Commissioners

\_\_\_\_\_  
Matt Brooks

Approved as to form and legal sufficiency

\_\_\_\_\_  
Nicolle M. Shalley, County Attorney

Consultant

Locklear & Associates Professional Corporation By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Exhibit A



April 21, 2025

Mary-Ellen Harper, County Manager  
Levy County  
310 School Street  
Bronson, FL 32621

RE: Proposal to Provide Professional Engineering Services  
Levy County Development Office Septic-to-Sewer and Related Infrastructure Improvements

Dear Ms. Harper:

We appreciate the opportunity to submit this proposal to provide professional engineering services to Levy County. We understand that the County would like to make improvements to the existing infrastructure at the County Development Office located at 310 School Street in Bronson, Florida. Improvements include conversion of the existing septic system to sewer; expansion of parking lot; expansion of stormwater management system; sidewalks; and landscaping.

### Scope of Services

1. Data Collection
  - o Site visits to observe existing conditions
  - o Review agency permitting documents and history
  - o Research sewer capacity and connection requirements
  - o Boundary, topographical, and utility Survey (Survey)
  - o Soil borings for soil properties (Geotechnical)
2. Engineering
  - o Calculate stormwater flows for impervious area
  - o Design drainage piping/swales and retention pond for stormwater
  - o Calculate sewer flows
  - o Design required sewer pipe size and components
  - o Design parking lot and ADA sidewalk
  - o Design landscaping
3. Engineering Plans
  - o Cover
  - o Signature Page
  - o General Notes
  - o Project layout
  - o Site Geometry Plan
  - o Paving, Sidewalks, and Grading Plan
  - o Drainage Plan and Details
  - o Sewer Plan and Details

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- Landscaping Plan and Details
  - Construction Details
  - Storm Water Pollution Prevention Plan
  - Erosion and Sediment Control Plan and Details
  - Pavement Marking Plan and Details
4. Engineer's Opinion of Probable Costs (EOPC)
5. Agency Permitting
- Levy County Site Plan Permit
  - Southwest Florida Water Management District modification to the current General Environmental Resource Permit (Current permit is MSSW General Permit #7563.000 App: 18569)
6. Bid Phase Services
- a. Notice and bid schedule coordination
  - b. Prepare Estimate of Construction Quantities
  - c. Prepare Special Provisions if necessary
  - d. Prepare Bid Manual and Bid Forms
  - e. Attend pre-bid meeting
  - f. Assist with review of submitted bids
  - g. Provide Contractor with plans and other bid documents and forms
7. Construction Inspection Services
- h. Schedule a pre-construction meeting with the contractor to review any issues and schedule
  - i. Provide full-time construction inspection
  - j. Respond to contractor's requests for clarifications and change orders
  - k. Review requisitions and recommend payment
  - l. Notify County of deviations from the design and specifications by the contractor
  - m. Prepare punch list
  - n. Review contractor's notice of completion

## Deliverables

- Electronic copy of plans
- Electronic copy of EOPC
- Electronic copies of application documents and plans submitted in support of permitting
- Required permits
- Electronic copies of bid manual, bid forms, and construction drawings for bidding purposes
- Electronic copies of daily construction reports
- Electronic copies of approved pay applications

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## Assumptions & Exclusions

- o No modifications to existing buildings will be necessary
- o The City wastewater treatment facility is assumed to have adequate capacity to allow for connection
- o It is assumed that no existing utilities will need to be moved for the new parking lot, sidewalk, or driveways
- o No wetland impacts are anticipated

## Schedule

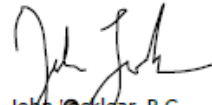
Locklear is prepared to start work immediately on this project. We anticipate that the workscope defined herein will require approximately six months to complete from the date of Notice to Proceed. The final project duration may be impacted by regulatory agency review timeliness.

## Fee

The scope of services described herein will be completed for a lump sum fee of \$51,700. This includes geotechnical and surveying subconsultant costs as well as permit application fees.

We appreciate the opportunity to be of service to citizens of Levy County. If you have any questions, please call me or Mary Jensen at 352-672-6867.

Sincerely,



John Locklear, P.G.

President

Locklear & Associates, Inc.