

August 3, 2023

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

SUBJECT: University Oaks, Phase IV Water Main Improvements

Dear Alicia,

Wright-Pierce is pleased to have the opportunity to submit this proposal to provide design and construction administrative services for the Phase IV Water Main Improvements within the University Oaks Subdivision in Levy County Florida.

PROJECT BACKGROUND AND UNDERSTANDING

The University Oaks Subdivision, located north and south of SR 24 approximately 2.5 miles northeast of the Town of Bronson, was platted in 1974 and contains approximately 700 residential lots on 1,227 acres. Sometime thereafter, potable water service, sourced from an on-site well, was provided sporadically within the subdivision by a private entity. Water line materials used were of questionable integrity, maintenance was poor to nonexistent, and, over time, operation and maintenance responsibilities changed hands. Eventually, Levy County (County) took over operation and maintenance of the water system and has since been repairing, replacing, and extending water mains throughout the subdivision.

In December 2021, the County entered into a Cost-Share agreement with the Suwannee River Water Management District (SRWMD) to fund the Phase IV Water Main Improvements: consisting of approximately 5,250 linear feet of new/replacement 6-inch diameter water mains for 33 customers. The agreement does not specify specific roadways within the subdivision, but the County has indicated that the Phase IV project is to include new water mains and services on the follow roadways:

- NE 105th Ave from NE 109th St to NE 112th St (approximately 1,350 linear feet of new water main)
- NE 112th St from NE 105th Ave to NE 107th Terrace (approximately 1,600 linear feet of new water main)
- NE 107th Terrace from NE 112th St to NE 109th St (approximately 1,650 linear feet of new water main)
- NE 106th Court from NE 112th St to NE 109th St (approximately 1,500 linear feet of new water main)

This totals approximately 6,100 linear feet of water mains and will service approximately 37 residential lots. The project cost estimate and funding specified in the Cost-Share agreement is as follows:

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- Task 1a - 1c: Engineering Services (Design, Permitting, and Bidding) \$65,554 (from SRWMD)
- Task 2: Construction \$246,116 (from SRWMD)
- Task 3: Meters \$5,000 (County Matching Funds)

The County procured the service of Dewberry Engineers, Inc. for the Task 1a - 1c. The Dewberry proposal contains a single task, Task 1, that covers grant administration, preparation of bid documents and construction plans, bid recommendations, undefined amounts of construction engineering inspection, monthly inspection reports, periodic site visits, and engineering certification and closeout documents for a lump sum fee of \$65,554.

The Cost-Share agreement between the County and SRWMD was amended in December 2022 to extend the completion date (completion is specified as “*all installations and/or retrofits and requests for reimbursements*”) by 345 days to December 7, 2023.

The County recently ended their agreement with Dewberry Engineers, Inc. (Dewberry), and selected Wright-Pierce to submit a cost proposal to perform the needed Task 1 professional services. The Florida Administrative Code, Chapter 61G15 defines procedures to be followed when an engineer/firm takes over another engineer/firm’s work - 61G15-27.001, *Procedures for a Successor Professional Engineer Adopting As Their Own the Work of Another Engineer*. Wright-Pierce has determined that since Dewberry never produced “*sealed plans, prints, engineering specifications, and/or engineering calculations*”, this statute does not apply to this situation and Wright-Pierce can proceed without Chapter 61G15 protocols.

The County provided Wright-Pierce with survey cad files that were procured by Dewberry from McMillen Surveying. We have reached out to McMillen Surveying, and they have not been paid by Dewberry for their services. This payment issue will need to be resolved and Wright-Pierce will need approval from McMillen Surveying to use their survey for our design needs. No survey costs are included in this proposal.

Based on this understanding of the project needs, the County’s request for qualification dated June 13, 2023, and a scoping meeting between Wright-Pierce and the County on July 20, 2023, Wright-Pierce proposes the following Scope of Services to addresses the services outlined above:

SCOPE OF SERVICES

Task 1: Project Initiation and Management

This task consists of overall management of the project by Wright-Pierce including contract administration, project management, invoicing, completion of SRWMD monthly status reports (Cost-Share Agreement Exhibit D) through design and construction, scheduling, a project kickoff meeting with the County, a review of the Dewberry documents already provided to Wright-Pierce, a project site visit to compare site conduction with surveys already provided to Wright-Pierce, and up to six monthly meetings and coordination with the County. County meetings are expected to be virtual.

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Deliverables

- Kick-off and progress meeting agendas.
- Kick-off and progress meeting minutes.
- Monthly progress meeting minutes/notes.
- Monthly SRWMD Progress Reports as required by the Cost-Share agreement.

Task 2: Engineering Services and Design

Due to the tight performance schedule in the Cost Share agreement (see [SCHEDULE](#) for a recommended revised schedule), Wright-Pierce will consolidate the design efforts to 50%, 90% and Final design milestones. Submittals will be made electronically, and virtual design review meetings will follow each milestone.

The water main construction will require an FDEP permit. Wright-Pierce will prepare and submit form 62-555.900 *Notice of Intent to Use the General Permit for Construction of Water Main Extension for PWS*.

We anticipate the follow documents will be prepared:

Document Name/Type	No. of Sheets	Included in 50% Design Milestone	Included in 90% Design Milestone	Final Design
Design/Construction Level Drawings				
Title Sheet	1	X	X	X
General Notes	1	X	X	X
Abbreviations and Legends	1	X	X	X
Overall Site Plan and Key Map	1	X	X	X
Roadway & Water Main Plan Views (Plan Over Plan)	2	X	X	X
Sediment and Erosion Control Plans	3		X	X
Construction Details	1		X	X
Opinion of Costs	N/A	X	X	X
Technical Specifications and Contract Documents	N/A		X	X
FDEP Water Main Permit	N/A		X	

Engineering Services and Design Scope Clarifications

We will use the boundary/right-of-way and limited horizontal survey information conducted by McMillen Surveying. No additional surveys are anticipated or budgeted.

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No geotechnical investigations were included in the Dewberry work. A review of USDA web soil survey does not indicate near-surface rock formations that might affect construction costs. Therefore, no geotechnical investigations are included in the Scope of Services. However, there is a risk of encountering unforeseen subsurface soils that might adversely affect construction activities.

Since no new impervious areas will be created and no wetlands are suspected within the project work area, it is expected that the project will be exempt from environmental resource permitting (ERP). Therefore, an ERP is not included in the Scope of Services.

The County has specified the proposed water main sizes. No hydraulic modeling will be performed to verify these sizes. However, it is recommended that such modeling be performed before any addition water main replacement/expansions phases are proposed.

Deliverables

- Milestone deliverables as indicated above and their meeting minutes.

Task 3: Bid Phase Services

Wright-Pierce will provide Levy County with electronically signed and sealed bid documents (construction documents, EJCDC-based contract documents, and technical specifications) for their bidding purposes. Public advertising, issuance of bid documents, tracking of bidders, issuing addendum, and running pre-bid and bid opening meetings are expected to be handled by the County. However, Wright-Pierce will assist with the addendum responses for design-related items and review and evaluate received bids.

Deliverables

- Bid documents digitally signed and sealed
- Technical Addendums
- Recommendation to Award

Task 4: Construction Administration

Wright-Pierce will provide the following services during construction:

- Conduct a preconstruction meeting with the Contractor and the County at County offices.
- Participate in up to three on-site construction status meetings during construction. It is assumed the County will provide full-time, on-site construction observation through the construction period, and it is assumed the City's on-site representative and will observe construction activities and confirm completed work quantities.

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- Review shop drawings submitted by the Contractor for general compliance with the construction documents.
- Review three Contractor-prepared monthly pay requisitions.
- Review and respond to no more than three requests for information (RFI's) from the Contractor.
- Review Contractor-provided pressure tests and bacterial testing results. Non-passing tests that require multiple reviews or site visits may result in additional cost.
- Generate Substantial Completion punch list in coordination with the County's on-site representative.
- Review Record/As-Built Drawings prepared by the contractor.
- Perform Final Completion walkthrough with County inspectors, prepare letter documenting project acceptance, and close-out the project with FDEP.

Deliverables

- Meeting minutes as appropriate.
- Shop Drawing review comments.
- Reviewed Contractor Pay Requests.
- RFI responses.
- Comments on test results.
- Substantial Completion punch list.
- Comments of Record/As-built Drawings.
- Final Completion walkthrough and letter documenting project acceptance.
- Project acceptance and closeout letters.

CLARIFICATIONS

1. Environmental services such as ecological field assessments for threatened and endangered species and wetlands are assumed to not be required and such services are not included in this Scope of Services.
2. The proposed water mains will be designed within the rights-of-way depicted in the project survey and services related to acquisition of new rights-of-way and/or easements are excluded from this Scope of Services.
3. The County shall pay for all permits and associated review fees related to the project.
4. Material testing during construction will be provided and paid for by the Contractor.

SCHEDULE

The latest schedule in the Cost-Share agreement states that design, construction, and reimbursements are to be completed by December 7, 2023. This schedule cannot be met, and the County has indicated that another schedule extension is possible through SRWMD. Therefore, assuming Wright-Pierce is authorized to begin by September 5, 2023 and 5 working days for county milestone reviews, we offer the following schedule:

- 50% Design Milestone Completed by: November 10, 2023
- 90% Design Milestone Complete by: December 22, 2023

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- Final Bid Completed by: January 26, 2024
- Bidding Period: February 5, 2024 – February 23, 2024
- Construction Contract Award: March 2024
- Construction: April 2024 – June 2024
- Project Completion: July 31, 2024

PROJECT FEE

Wright-Pierce will complete the above Scope of Services for a lump sum fee of **\$65,554**. Fees will be invoiced monthly in accordance with our General Services Contract based on our estimate of completion for each task.

The maximum total compensation for the Project shall not exceed the total compensation for the states Scope Services above without written authorization from the County. If it becomes apparent to Wright-Pierce at any time that changes in Scope or other issues impact total compensation, we will so notify the County in writing of the specific changes contemplated, the resulting adjustment in price and any required adjustment in time and will obtain written authorization from County prior to any additional work being completed.

If this proposal is acceptable, please provide an authorized signature below and return a copy for our files. We appreciate this opportunity to be of service to you and look forward to this opportunity to work with you on this project. Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact me at 407-794-1734.

Sincerely,

WRIGHT-PIERCE



Walter A. Nickel, PE

Senior Project Manager

walter.nickel@wright-pierce.com

Levy County

By: _____

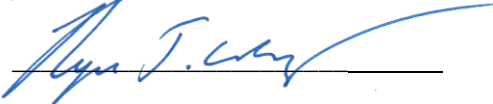
Name: _____

Title: _____

Date: _____

Email: _____

Wright-Pierce, Inc.

By:  _____

Name: Ryan Wingard, PE

Title: Vice President

Date: August 3, 2023

Email: ryan.wingard@wright-pierce.com