

TASK ASSIGNMENT 2025-8
ISSUED UNDER AN AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES

THIS TASK ASSIGNMENT 2025-8 is entered into by and between LEVY COUNTY, a political subdivision of the State of Florida (the "County") and Wright-Pierce, Inc., a Florida Corporation (the "Consultant"), pursuant to the Agreement between County and Consultant for Continuing Professional Services dated December 8, 2020 (the "Continuing Professional Services Agreement.")

1. Scope of Services. The Consultant shall provide construction and grant administration services for the construction phase of the Shell Mound Boat Ramp Channel Improvements as described in the Proposal dated May 20, 2025 (consisting of 3 pages) attached as Exhibit A (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

Wright-Pierce, Inc

By: _____

Title: _____

Date: _____

Exhibit A



601 South Lake Destiny Road, Suite 290
Maitland, FL 32751
407.906.1776 | wright-pierce.com

May 20, 2025

Matt Weldon, Parks and Recreation Director
Levy County, FL
310 School Street, PO Box 310
Bronson, FL 32621

**SUBJECT: Construction Administration Services
Shell Mound Boat Ramp Channel Improvements Project**

Dear Matt,

Wright-Pierce would like to thank Levy County for the opportunity to submit this proposal to provide construction and grant administration services for the construction phase of the Shell Mound Boat Ramp Channel Improvements.

Project Background and Understanding

Wright-Pierce assisted Levy County in obtaining two Florida Boating Improvement Program grants through the Florida Fish and Wildlife Conservation Commission (FWC) for this project; one for \$94,250.00 for design phase (Agreement 21103), and another for \$869,460.00 for the construction phase (#24-022/Grant #24074). Wright-Pierce also has provided on-going, non-grant funded services to assist the County with construction bidding. The construction phase grant was awarded July 11, 2024, but work associated with this grant has not yet begun. The construction phase grant covers Contracted Services at \$760,777 and Contingency Costs at \$108,683. In the original grant request, Wright-Pierce further divided the Contracted Services as \$36,227 for Construction Administration and \$724,550 for Construction.

Since award of the construction phase grant, Levy County has experienced severe damage to several other boat ramps during the 2024 hurricane season and has requested, and received, permission from FWC to delay construction activity at this boat ramp until other county boat ramps can be made operational. However, in anticipation of opening those other boat ramps, the County is preparing for the construction phase of this project. This preparation includes bidding the project, and authorizing Wright-Pierce to perform construction administration, and grant administration services. The funds for these services are accounted for in the grant application under the Contracted Services. This proposal defines the Scope of Services Wright-Pierce will perform the needed construction administration and grant administration services.

Scope of Services

Wright-Pierce will provide the following construction administration services:

- Coordinate and facilitate a preconstruction meeting with the selected contractor and County staff and prepare meeting minutes.
- Review Contractor provided Quality Control Plan
- Observe condition of installed erosion control measures.
- Perform ~~twice monthly~~ onsite observations while major work is underway for four months.

5/20/2025

Matt Weldon, Parks and Recreation Director

Page 2 of 3

- Take construction progress photos when on site.
- Coordinate and facilitate twice monthly construction status meetings and prepare meeting minutes for four months.
- Measure quantities of dredged material after being dewatered but before removal from the project site and compare against contractor-supplied load tickets.
- Review up to four Contractor Prepared monthly pay requisitions.
- Assist the County with requests for information or change orders submitted by the contractor.
- Review contractor prepared final as-built drawings.
- Conduct a Substantial Completion walkthrough and generate a completion punch list.
- Conduct a Final Completion walkthrough and acceptance letter.

Wright-Pierce will provide the following grant administration services:

- Prepare monthly requests for grant disbursements to FWC for four months. Requests will include backup documentation such as construction progress photos, contractor pay requests, copies of cancelled checks paid to the contractor or Wright-Pierce, and construction project meeting minutes.
- Accompany FWC grant agents on project site visits if required. It is assumed FWC grant agent visits will be timed with twice monthly site visits by Wright-Pierce staff.
- Prepare and submit Quarterly Progress Reports to FWC.
- Submit a Site Dedication and Certificate of Completion to FWC and complete and submit their Project Closeout Report and forms.
- Assist the County in preparing one (1) Annual Reports to FWC after completion of the project.

Schedule

This proposal assumes that construction will begin before November 2025, and its duration will not exceed 120 calendar days. Modifications to the stated fee may be required if construction occurs beyond these dates, or if significant scope changes occur necessitating additional effort.

Fee Estimates

We propose to complete the assigned services subject to our Agreement for Continuing Professional Services for the lump sum fee of \$36,227. Should construction activities extend beyond the four-month period, we reserve the right to request additional funding beyond this lump sum fee. We will invoice the County monthly based on our estimate of services completed for that period.

Sincerely,

WRIGHT-PIERCE



Walter A. Nickel, PE

Senior Project Manager

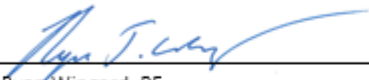
walter.nickel@wright-pierce.com

WRIGHT-PIERCE 
Engineering a Better Environment

Professional Services Proposal Acceptance

Engineer: Wright-Pierce, Inc.

Owner: Levy County

By: 
Ryan Wingard, PE
Vice President
Date: May 20, 2025

By: _____
Signature

Date: _____